



City Council

**Council Chambers, City Hall
6911 No. 3 Road**

**Monday, July 13, 2015
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

(1) *adopt the minutes of the Regular Council meeting held on June 22, 2015 (distributed previously);*

CNCL-13 (2) *adopt the **minutes** of the Special Council meeting held on June 22, 2015; and*

CNCL-34 (3) *receive for information the Metro Vancouver **'Board in Brief'** dated June 12, 2015.*



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

2. *Motion to resolve into Committee of the Whole to hear delegations on agenda items.*



3. Delegations from the floor on Agenda items.

(PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED; OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS - ITEM NO. 20.)

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

(PLEASE NOTE THAT ITEMS APPEARING ON THE CONSENT AGENDA WHICH PRESENT A CONFLICT OF INTEREST FOR COUNCIL MEMBERS MUST BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.)

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Oris Development The Pier at London Landing - Donation of Public Artwork
- Steveston Town Square Park Concept Plan
- 1016879 B.C. Ltd., doing business as Tasty Kitchen - Unit 1226 – 8338 Capstan Way
- Minoru Complex Aquatic Centre Public Art Concept Proposal
- Richmond Public Library Strategies to Reduce Expenses and Increase Revenue
- Referral Council Community Initiatives Account
- 2016-2020 Budget Process
- Affordable Housing Resource Guide
- Board of Variance Bylaw No. 9259 and Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9267
- Land use applications for first reading (to be further considered at the Public Hearing on Tuesday, September 8, 2015):
 - Proposed Zoning Text Amendment – Notification Signs for City-initiated Rezoning or Text Amendments

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- Parts of 23241 and 23281 Gilley Road, and 23060, 23066, 23080 and part of 23100 Westminster Highway - Rezone from RS1/F to ZLR27; and 23241, 23281 and Part of 23301 Gilley Road, and Part of 23060 and 23000 Westminster Highway – Rezone from RS1/F to ZMU29 (Oris Development (Hamilton) Corp. – applicant)
- 10291 No. 5 Road – Rezone from RS1/E to RC2 (Jasdeep Mann and Harpreet Mann – applicant)

5. *Motion to adopt Items No. 6 through No. 18 by general consent.*



Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

CNCL-40 (1) *the Parks, Recreation and Cultural Services Committee meeting held on June 23, 2015, 2015;*

CNCL-46 (2) *the General Purposes Committee meeting held on July 6, 2015;*

CNCL-51 (3) *the Finance Committee meeting held on July 6, 2015;*

CNCL-56 (4) *the Planning Committee meeting held on July 7, 2015;*

be received for information.



Consent
Agenda
Item

7. **ORIS DEVELOPMENT THE PIER AT LONDON LANDING - DONATION OF PUBLIC ARTWORK**

(File Ref. No. 11-7000-09-20-116) (REDMS No. 4592981 v. 3)

CNCL-71

See Page CNCL-71 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the artwork donation by Oris Development to the City of Richmond, as presented in the staff report titled “Oris Development The Pier at London Landing - Donation of Public Artwork”, dated June 12, 2015, from the Director, Arts, Culture and Heritage Services, be approved; and*

- (2) *That an amendment to the City's Five Year Financial Plan (2015-2019) to include \$59,897 for the cost of the artwork with funding coming from the Oris Development's contribution as part of the rezoning application to the Public Art Reserve Fund be brought forward for Council's consideration.*



Consent
Agenda
Item

8. **STEVESTON TOWN SQUARE PARK CONCEPT PLAN**
(File Ref. No. 06-2345-00) (REDMS No. 4586522 v. 10)

CNCL-94

See Page CNCL-94 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

- (1) *That the Steveston Town Square Park Concept Plan as described in the staff report titled "Steveston Town Square Park Concept Plan," dated June 3, 2015, from the Senior Manager, Parks, be approved; and*
- (2) *That \$250,000 from the following completed projects, McLennan South (\$23,000), McLennan North (\$119,000), and Woodward's School (\$55,000), and Parks General Development (\$53,000) be transferred to fund the Steveston Town Square Park Concept Plan project and that this project be included in the 5 Year Financial Plan (2015-2019) amendment.*



Consent
Agenda
Item

9. **1016879 B.C. LTD., DOING BUSINESS AS TASTY KITCHEN UNIT
1226 – 8338 CAPSTAN WAY**
(File Ref. No.) (REDMS No. 4596740)

CNCL-106

See Page CNCL-106 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the application from 1016879 B.C. Ltd., doing business as Tasty Kitchen, for an amendment to increase their hours of liquor service under Food Primary Liquor Licence No. 303675 from 9:00 a.m. to midnight Monday to Sunday to 9:00 a.m. to 2:00 a.m. Monday to Sunday, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:

- (1) *Council supports the amendment for an increase in liquor service hours as the increase will not have a significant impact on the community;*

- (2) *Council's comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:*
 - (a) *the potential for additional noise and traffic in the area was considered;*
 - (b) *the impact on the community was assessed through a community consultation process;*
 - (c) *given that there has been no history of non-compliance with the operation, the amendment to permit extended hours of liquor service under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose;*
- (3) *as the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents as follows:*
 - (a) *property owners and businesses within a 50 metre radius of the subject property were contacted by letter detailing the application, providing instructions on how community comments or concerns could be submitted;*
 - (b) *signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instructions on how community comments or concerns could be submitted; and*
- (4) *Council's comments and recommendations respecting the view of the residents are as follows:*
 - (a) *that based on the number of letters sent and the lack of response received from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.*



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Consent
Agenda
Item

10. **MINORU COMPLEX AQUATIC CENTRE PUBLIC ART CONCEPT PROPOSAL**

(File Ref. No. 11-7000-09-20-201) (REDMS No. 4578746 v. 2)

CNCL-112

See Page **CNCL-112** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the concept proposal and installation for the Minoru Complex Aquatic Centre public artwork by artists Germaine Koh and Gordon Hicks, as presented in the staff report titled “Minoru Complex Aquatic Centre Public Art Concept Proposal,” dated June 10, 2015, from the Director, Arts, Culture and Heritage Services, be endorsed.



Consent
Agenda
Item

11. **RICHMOND PUBLIC LIBRARY STRATEGIES TO REDUCE EXPENSES AND INCREASE REVENUE**

(File Ref. No. 03-0970-01) (REDMS No. 4616881)

CNCL-135

See Page **CNCL-135** for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the staff report titled “Richmond Public Library Strategies to Reduce Expenses and Increase Revenue,” dated June 18, 2015, from the Director, Finance, be received for information and considered as part of the 2016 budget process; and*
- (2) *That staff be directed to update the report within 12 months.*



Consent
Agenda
Item

12. **REFERRAL COUNCIL COMMUNITY INITIATIVES ACCOUNT**

(File Ref. No.) (REDMS No. 4599132)

CNCL-157

See Page **CNCL-157** for full report

FINANCE COMMITTEE RECOMMENDATION

That the Terms of Reference for the Council Community Initiatives Account as presented in the staff report titled “Referral Council Community Initiatives Account,” dated June 9, 2015, from the Director, Finance, be approved with the additional provision that expenditures from this account are not intended to supplement other civic grants.



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Consent
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Item

13. **2016-2020 BUDGET PROCESS**
(File Ref. No. 03-0970-01) (REDMS No. 4571733 v.5)

CNCL-160

See Page CNCL-160 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the staff report titled “2016-2020 Budget Process,” dated June 15, 2015, from the Director, Finance, be received for information;*
- (2) *That the service levels as presented in Attachment 2 of the staff report titled “2016-2020 Budget Process,” dated June 15, 2015, from the Director, Finance, be approved as the base for the 2016 budget; and*
- (3) *That the capital ranking form as presented in Attachment 3 of the staff report titled “2016-2020 Budget Process,” dated June 15, 2015, from the Director, Finance, be approved for the 2016 budget.*



Consent
Agenda
Item

14. **AFFORDABLE HOUSING RESOURCE GUIDE**
(File Ref. No. 08-4057-01) (REDMS No. 4579454 v. 7)

CNCL-191

See Page CNCL-191 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the Affordable Housing Resource Guide dated July 2015 be endorsed; and*
- (2) *That the staff report titled Affordable Housing Resource Guide, dated June 29, 2015 from the General Manager, Community Services, along with the revised Affordable Housing Resource Guide (July 2015) be sent to local Members of Parliament (MPs), Members of the Legislative Assembly (MLAs), BC Housing, Metro Vancouver, the Richmond Community Services Advisory Committee, the Richmond Seniors Advisory Committee and the Urban Development Institute for their implementation support.*



Consent
Agenda
Item

15. **BOARD OF VARIANCE BYLAW NO. 9259 AND CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 9267**
(File Ref. No. 01-0100-30-BVAR1-01; 12-8060-20-009259/9267) (REDMS No. 4578065)

CNCL-255

See Page CNCL-255 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Board of Variance Bylaw No. 9259 be introduced and given first, second and third readings; and*

- (2) *That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9267 be introduced and given first, second and third readings.*



Consent
Agenda
Item

16. **PROPOSED ZONING TEXT AMENDMENT – NOTIFICATION SIGNS FOR CITY-INITIATED REZONING OR TEXT AMENDMENTS**

(File Ref. No. 12-8060-20-009264; 08-4430-03-11) (REDMS No. 4596479 v. 3)

CNCL-266

See Page CNCL-266 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9264, that clarifies that notification signs for City-initiated rezoning or text amendments are not required, be introduced and given first reading.



Consent
Agenda
Item

17. **APPLICATIONS BY ORIS DEVELOPMENT (HAMILTON) CORP. FOR REZONING AT PARTS OF 23241 AND 23281 GILLEY ROAD, AND 23060, 23066, 23080 AND PART OF 23100 WESTMINSTER HIGHWAY FROM "SINGLE DETACHED (RS1/F)" TO "LOW RISE APARTMENT (ZLR27) – NEIGHBOURHOOD VILLAGE CENTRE (HAMILTON);" AND 23241, 23281 AND PART OF 23301 GILLEY ROAD, AND PART OF 23060 AND 23000 WESTMINSTER HIGHWAY FROM "SINGLE DETACHED (RS1/F)" TO "RESIDENTIAL/ LIMITED COMMERCIAL (ZMU29) – NEIGHBOURHOOD VILLAGE CENTRE (HAMILTON)"**

(File Ref. No. 12-8060-20-009260/9261/9262/9273/9276; RZ 14-660662; RZ 14-660663) (REDMS No. 4594676 v. 10)

CNCL-272

See Page CNCL-272 for staff memorandum

CNCL-303

See Page CNCL-303 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9260 to amend Schedule 2.14 – Hamilton Area Plan to:*

- (a) *amend the text within Section 3.2, Objective 2, Policy a) respecting the “Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)” land use designation; and*
- (b) *re-designate 23066 and parts of 23080 and 23100 Westminster Highway from “Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)” to “Neighbourhood Village Centre (Retail*

and Office with Residential Above 4 Storey 1.50 FAR);”

be introduced and given first reading;

- (2) *That Official Community Plan Bylaw 7100, Amendment Bylaw 9273 to delete the existing Schedule 2.14 – Hamilton Area Plan in its entirety, be introduced and given first reading;*
- (3) *That Bylaws 9260 and 9273, having been considered in conjunction with:*

(a) the City’s Financial Plan and Capital Program; and

(b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

are hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act;

- (4) *That Bylaws 9260 and 9273, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, are hereby found not to require further consultation;*
- (5) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9261, to create the "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)” zone, and to rezone parts of 23241 and 23281 Gilley Road, and part of 23060, 23066, 23080 and part of 23100 Westminster Highway from "Single Detached (RS1/F)” to "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton),” be introduced and given first reading;*
- (6) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9262, to create the "Residential/Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)” zone, and to rezone 23241, 23281 and part of 23301 Gilley Road, and part of 23060 and 23000 Westminster Highway from "Single Detached (RS1/F)” to "Residential /Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton),” be introduced and given first reading;*
- (7) *That Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276, pursuant to Section 188(1) of the Community Charter, to establish a capital reserve fund for community amenity contributions that are received for the planned community amenities as specified under Schedule 2.14 - Hamilton Area Plan, Bylaw 9000, be introduced and given first, second and third readings; and*
- (8) *That prior to the adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9261, Parcel 3 be transferred to New Coast Lifestyles (NCL) Management Ltd.*



Consent
Agenda
Item

18. **APPLICATION BY JASDEEP MANN AND HARPREET MANN FOR REZONING AT 10291 NO. 5 ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**
(File Ref. No. 12-8060-20-009243; RZ 15-694974) (REDMS No. 4563706)

CNCL-395

See Page CNCL-395 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9243, for the rezoning of 10291 No. 5 Road from “Single Detached (RS1/E)” to “Compact Single Detached (RC2),” be introduced and given first reading.



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

19. **MINORU COMPLEX PUBLIC ART, ENTRIES AND ARRIVALS CONCEPT PROPOSAL**
(File Ref. No. 11-7000-09-20-202) (REDMS No. 4578013 v. 4)

CNCL-413

See Page CNCL-413 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllr. Day

That the concept proposal and installation for the Minoru Complex Entries and Arrivals public artwork by artist Sheila Klein, as presented in the staff report titled “Minoru Complex Public Art, Entries and Arrivals Concept Proposal,” dated June 10, 2015, from the Director, Arts, Culture and Heritage Services, be endorsed.



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- | | | |
|-----------------|---|--------------------------|
| CNCL-425 | Business Licence Bylaw 7360, Amendment Bylaw No. 9255
Opposed at 1 st /2 nd /3 rd Readings – None. | |
| CNCL-426 | Note: See correspondence dated June 3, 2015 from Harnesh Trehan (correspondence received as a result of statutory advertising relating to Bylaw No. 9255). | <input type="checkbox"/> |
| CNCL-427 | Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9184
(3920 Lockhart Road, RZ 14-667490)Opposed at 1 st Reading – None.
Opposed at 2 nd /3 rd Readings – None. | <input type="checkbox"/> |
| CNCL-429 | Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9187
(9751 Steveston Highway and 10831 Southridge Road, RZ 14-669571)
Opposed at 1 st Reading – Cllr. Day.
Opposed at 2 nd /3 rd Readings – Cllr. Day. | <input type="checkbox"/> |
| CNCL-431 | Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9245
(5600 Parkwood Crescent, ZT 15-694669)
Opposed at 1 st Reading – None.
Opposed at 2 nd /3 rd Readings – None. | <input type="checkbox"/> |

DEVELOPMENT PERMIT PANEL

20. RECOMMENDATION

See DPP Plan Package (distributed separately) for full hardcopy plans

- CNCL-433** (1) *That the **minutes** of the Development Permit Panel meeting held on June 24, 2015, and the **Chair's report** for the Development Permit Panel meetings held on July 16, 2014, March 25, 2015, April 5, 2015 and June 24, 2015, be received for information; and*
- CNCL-460** (2) *That the recommendations of the Panel to authorize the issuance of:*
- (a) *a Development Variance Permit (DV 14-658670) for the property at 8180 Ash Street; and*
- (b) *a Development Permit (DP 14-657502) for the property at 11380 Steveston Highway;*
- be endorsed, and the Permits so issued.*

☐

ADJOURNMENT

☐



**Special Council
Monday, June 22, 2015**

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Corporate Officer – David Weber

Absent: Councillor Ken Johnston

Call to Order: Mayor Brodie called the meeting to order at 4:00 p.m.

RES NO. ITEM

RICHMOND OLYMPIC OVAL CORPORATION

**1. UNANIMOUS CONSENT RESOLUTIONS OF THE SHAREHOLDER
OF RICHMOND OLYMPIC OVAL CORPORATION**

(File Ref. No.: 01-0060-20-ROVA1, Xr: 03-1200-09) (REDMS No. 4604056)

SP15/3-1 It was moved and seconded

RESOLVED THAT:

- (1) the Shareholder acknowledges and confirms the previous receipt of financial statement of the Company for the period from January 1, 2014 to December 31, 2014, together with the auditor's report on such financial statements, which financial statements were approved by the company's board of directors on April 28, 2015 and presented to the Shareholder at the Finance Committee meeting of Richmond City Council on May 4, 2015;***



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- (2) *the Shareholder acknowledges that the following directors are currently serving a 2 year term and will continue to serve as directors for the coming year:*

Name

Linda Sanderson

Umendra Mital

Victor John Farmer

- (3) *in accordance with Article 14.1 of the Company's Articles, the following persons, each of whom has consented in writing to act as director, are hereby elected as directors of the Company, to hold office for the term ending immediately prior to the election or appointment of directors at the annual general meeting of the Company held in the year set out opposite their name below:*

Name

Term

Edward Michael O'Brien

2017

Dennis Skulsky

2017

George Duncan

2017

Moray Keith

2017

- (4) *KPMG LLP be appointed as auditors of the company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors;*
- (5) *the 2014 Annual Report of the Company is hereby received; and*
- (6) *June 22, 2015 be and is hereby selected as the annual reference date for the Company for its current annual reference period.*

CARRIED



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RES NO. ITEM

LULU ISLAND ENERGY COMPANY LTD.

2. **UNANIMOUS CONSENT RESOLUTIONS OF THE SHAREHOLDER
OF LULU ISLAND ENERGY COMPANY LTD.**

(File Ref. No.: 01-0060-20-LIEC1, Xr: 03-1200-08) (REDMS No. 4572574, 4572609, 4572666, 4573391, 4572696)

SP15/3-2

It was moved and seconded

RESOLVED THAT:

- (1) *the financial statements of the Company for the period ended December 31, 2014, and the report of the auditors thereon, are hereby approved;*
- (2) *all lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholder, are hereby adopted, ratified and confirmed;*
- (3) *the number of directors of the Company is hereby fixed at 5;*
- (4) *the following persons, each of whom has consented in writing to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company or unanimous resolutions consented to in lieu of holding an annual general meeting, or until their successors are appointed:*

Cecilia Maria Achiam

Jerry Ming Chong

George Duncan

Robert Gonzalez

John David Irving

- (5) *KPMG LLP be appointed as auditors of the Company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors;*
- (6) *April 30, 2015 is hereby selected as the annual reference date for the Company for its current annual reference period; and*



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(7) *as special resolutions, subject to the Company's receipt of the written consent of the Inspector of Municipalities as required under Article 9.5 of the Articles of the Company:*

(a) *the Articles of the Company be amended by deleting Article 11.3 and substituting therefor the following as a new Article 11.3:*

"11.3 Preparation and disclosure of financial statements

The Company's fiscal year end will be December 31 and the Company will appoint an auditor and have audited financial statements prepared as at each fiscal year end. The Company will present, annually at an open meeting of the City of Richmond council, the financial statements of the Company, including the report of the Company's auditor on those financial statements, as presented to the annual general meeting of the Company, within 150 days of the Company's fiscal year end. The Company will also hold an annual information meeting open to the public, at which the Company will present, or make available for inspection, the audited financial statements for the previous fiscal year."

(b) *the above-described alterations made to the Company's Articles shall take effect upon deposit of this resolution at the Company's records office.*

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

3. BUSINESS LICENCE REFUSAL RECONSIDERATION

(File Ref. No. 12-8275-20-2015000237) (REDMS No., 4550090, 4540623, 3991455, 4029661, 4029713)

Glenn McLaughlin, Chief Licence Inspector and Risk Manager, advised that section 60 of the *Community Charter* permits staff to refuse a business licence, while allowing the applicant to appeal such decision before Council.



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Mr. McLaughlin referenced Business Licence Bylaw No. 7360 and stated that staff's decision to refuse a business licence to 0806352 B.C. Ltd. to relocate its business licence to Unit 110 – 4020 Bayview Street was on the basis that a restaurant is not a permitted use under the current zoning of the proposed property. He stated that the current zoning of the proposed property is Steveston Maritime Mixed Use (ZMU12) and a restaurant is not a permitted use in this zone. Therefore, Mr. McLaughlin requested that Council uphold staff's decision to refuse the application from 0806352 B.C. Ltd. to relocate its Food Service Establishment business licence to Unit 110 – 4020 Bayview Street.

In reply to queries from Council, Joe Erceg, General Manager, Planning and Development, advised that staff anticipate bringing forward the application by Onni Development (Imperial Landing) Corp. to rezone the property in approximately three months as discussions are ongoing with regard to amenity contributions. Also, Mr. McLaughlin advised that individual applications would be reviewed for compliance with the ZMU12 zone; however, a restaurant does not comply with said zone.

Shane Dagan, Owner, 0806352 B.C. Ltd., distributed materials and read from his submission (attached to and forming part of these minutes as Schedule 1). He highlighted that the ZMU12 zone permits "maritime" use, which is defined as "uses which are part of the maritime economy, with an emphasis on uses which support primarily the commercial fishing fleet." Mr. Dagan stated that although the Steveston Seafood House is a restaurant and does not exclusively deal in seafood, it does primarily purchase and resell seafood. He remarked that in 2013/2014, approximately 70% of the restaurant's direct food sales were seafood.

Mr. Dagan was of the opinion that the Steveston Seafood House's operations fall under the "Other services related to Maritime Uses" as defined under "Maritime Mixed Use" in Official Community Plan Bylaw No. 9000, as the Steveston Seafood House primarily supports the commercial fishing fleet.

Also, Mr. Dagan believed that the absence of restaurant as a permitted use in the ZMU12 zone did not necessarily mean that it is not a permitted use; instead, he argued that in order to prohibit restaurant use in this zone, the City would have to expressly do so.



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Mr. Dagan then remarked that he does not believe that restaurants in general should be permitted in the ZMU12 zone, or any business with marginal affiliation with the maritime industry; instead, he requested that the application by the Steveston Seafood House be considered as a standalone application.

In reply to queries from Council, Mr. Dagan advised that he was open to examining other areas of business in an effort to better comply with permitted uses of the ZMU12 zone. With regard to the potential to change the Steveston Seafood House's menu, Mr. Dagan stated that his business licence would comply with the City's regulations as it relates to permitted uses. Also, he stated that he is interested in relocating this business as the lease at its current location is up for renewal in the upcoming months.

In reply to queries from Council, Mr. Erceg advised that should the Steveston Seafood House's appeal to relocate its business to the proposed site be successful, the forthcoming amenity contribution from Onni Development (Imperial Landing) Corp. could be negatively affected as the area occupied by the restaurant would no longer require rezoning. Also, Mr. McLaughlin advised that the City's bylaws do not specifically define "seafood restaurant."

SP15/3-3

It was moved and seconded

That the decision to refuse the application from 0806352 B.C. Ltd. to relocate its Food Service Establishment business licence to Unit 110-4020 Bayview Street be upheld.

CARRIED

ADJOURNMENT

SP15/3-4

It was moved and seconded

That the meeting adjourn (4:21 p.m.).

CARRIED



City of
Richmond

Minutes

Special Council Monday, June 22, 2015

RES NO. ITEM

Certified a true and correct copy of the
Minutes of the Special meeting of the
Council of the City of Richmond held on
Monday, June 22, 2015.

Mayor (Malcolm D. Brodie)

Corporate Officer (David Weber)

STEVESTON SEAFOOD HOUSE

The Steveston Seafood House is requesting that Council overturn the decision to refuse the application from 0806252B.C. LTd d.b.a. Steveston Seafood House to relocate its current business license to unit 110 – 4020 Bayview St.



Shane Dagan

Owner

0806352 B.C. Ltd

d.b.a Steveston Seafood House

3951 Moncton St
Richmond B.C
V7E3A7
Canada

PHONE 604-271-5252
FAX 602-271-5252
EMAIL info@stevestonseafoodhouse.com
WEB SITE www.stevestonseafoodhouse.com

Steveston Seafood House Report to Council

Beginning and reiterating city staff's report on pg 2 of the "report to council" the analysis states:

"The current zoning for the proposed property is Steveston Maritime Mixed Use (ZMU12) and restaurant is not a permitted use in this zone. The zone permits the following uses:

Permitted uses

- Education
- Housing, apartment
- Manufacturing, custom indoor
- **Maritime**
- Office
- Parking, non- accessory
- Personal service

SECONDARY USES

- Boarding and lodging
- Community care facility, minor
- Home business

Maritime is defined in the city's zoning bylaw as follows:

"Maritime means uses which are part of the maritime economy, with an emphasis on uses which **support primarily the commercial fishing fleet** and other services related to the maritime industry"

Although the seafood House is of course generally defined as a restaurant and does not exclusively deal in seafood, we would argue that we are **primarily** in the business of purchasing and re selling seafood.

In 2013 – 2014 the Steveston Seafood House had \$264,273 in direct food purchases

Of that \$264,273 approximately \$187,253 was spent directly on seafood items representing over **70% of food** purchases. Thus the Steveston Seafood House is **primarily in the business of supporting the commercial fishing fleet** falling well within the "maritime definition"

(see attachment 1 – actual financial statements from Seigneuret & Company CGA 2013-2014 fiscal year.)

Mr. McLaughlin's report then goes on to read:

"The maritime use under the zoning bylaw was introduced to implement the land use description of a "maritime mixed use" as part of the city's Official Community Plan (OCP). The definition of maritime mixed use in the Steveston area plan matched the definition of maritime under the zoning bylaw and lists the following as examples of such uses:

- Custom workshops;
- Enclosed Storage Facilities;
- Fish Auction and Off- loading;
- Laundry and Drycleaning;
- Light industrial;
- Maritime Educational Facilities;
- Moorage;
- Offices;
- **Other Services Related to Maritime Uses;**
- Parking;
- Service and Repair of Boats and Marine Equipment

Once again I would make the argument that as we directly **and primarily support the commercial fishing fleet**, the Steveston Seafood House would fit under the use of **other services related to maritime uses**

Furthermore the absence of restaurants being an expressly permitted use within the ZMU12 zoning does not mean that its use is not permitted. For the city to prohibit restaurants within the ZMU12 category, they would have to expressly state that a restaurant is not a permitted maritime use, if it otherwise fell within that definition as we feel it does.

Staffs report then goes on to add that:

"Further the proposed property is one of the properties included in an existing development application to amend the OCP and zoning bylaw to permit a number of non-maritime uses on the site (staff report attachment 7). Amongst the proposed non-maritime related amendments are the inclusion of "general retail and service uses..." in the definition of "maritime mixed use" in the official community plan (Steveston Area Plan) and including "restaurant" as a permitted use under the ZMU12 zone in the zoning bylaw. The need for these bylaw amendments supports the interpretation that restaurant and other general services uses are currently not permitted within the "maritime" use in ZMU12."

We are not taking the position that restaurants in general should be permitted within the ZMU12 zoning nor any business with an insignificant or trivial affiliation with the maritime industry be permitted. What we are requesting is that the Steveston Seafood House as an **isolated applicant** be granted a business license under the current zoning as we have been able to clearly demonstrate a use which falls within the existing zoning parameters.

In conclusion:

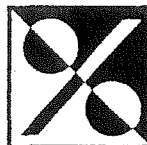
- A permitted use in the ZMU12 zoning is “maritime”
- Maritime is defined as: “uses which are part of the maritime economy, with an emphasis on uses which **support primarily the commercial fishing fleet** and other services related to the maritime industry”
- The Steveston Seafood House’s seafood purchases account for 71% of all food purchases made by the company. This clearly demonstrates a **primary** purpose of supporting the **commercial fishing fleet**
- The absence of restaurants from being an expressly permitted use does not mean that its use is not permitted if it otherwise fell within the maritime definition
- The Steveston Seafood House has a 38 year proven track record of supporting the **local** fishing industry
- Steveston Seafood house has continually operated with exceptionally high corporate citizen principles. Often going far above and beyond generally accepted practices in supporting community nonprofit organizations. The additional revenue expected from the proposed location would continue to be redistributed in greater amounts to those same community projects.
(see attachment 2)

It is worth noting that by approving the application to relocate the business license for the Steveston Seafood House, council would ultimately bring into being a net community benefit. By leading the way for tenancy in the proposed location (while following all of the defined guidelines and regulations set forth in the zoning bylaw) The Steveston Seafood House is demonstrating that tenancy within the current ZMU12 zoning can be achieved with a little creativity.

Shane Dagan
0806352 B.C. LTD
d.b.a Steveston Seafood House

Att:

1. Certified financial statements
2. Community support letters
3. Current offer to Lease from developer of proposed location



SEIGNEUR & COMPANY
CERTIFIED GENERAL ACCOUNTANT

NOTICE TO READER

On the basis of information provided by management, I have compiled the balance sheet of 0806352 BC Ltd dba Steveston Seafood House, as at July 31, 2014, and the statement of earnings and retained earnings for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Seigneur & Company
CERTIFIED GENERAL ACCOUNTANT

October 29, 2014

*denotes professional corporation

Your
success
is our
business

CNCL - 24

#210 - 3911 Moncton Street
Richmond, BC, Canada V7E 3A7
Telephone 604-266-0212
Fax 604-264-8368

Steveston Seafood House

Profit & Loss

August 1, 2014 through June 15, 2015

Aug 1, '14 - Jun 15, 15

Ordinary Income/Expense

Income

4000 · Sales - Food

4010 · Sales - Liquor

4020 · misc income

Misc Income - Travelzoo

Total 4020 · misc income

Total Income

Cost of Goods Sold

5000 · Purchases - Food

Purchases - Meat

11,881.73

PURCHASES - SEAFOOD

187,253.00

5000 · Purchases - Food - Other

44,589.56

Total 5000 · Purchases - Food

264,273.00

5010 · Purchases - Liquor

Bottle Deposits

Purchases - Beer

Purchases Wine

5010 · Purchases - Liquor - Other

Total 5010 · Purchases - Liquor

5050 · Tableware & Smallwares

5060 · Deliveries

5070 · Dining Room Supplies

5075 · Kitchen Supplies

5082 · Payroll Expenses *

5090 · WCB Expense

Total COGS

Gross Profit

Expense

5095 · Reconciliation Discrepancies

6000 · Advertising

6000 · Advertising - Other

Total 6000 · Advertising

6020 · Auto - Gas & Oil

6021 · Auto - Insurance

6023 · Auto - Parking

6024 · Auto - Repairs & Maintenance

6030 · Bank Charges & Interest

6070 · Credit Card Charges

6090 · Donations

7,973.90

6100 · Dues, Licenses & Permits

6120 · Insurance

CNCL - 25

To The Mayor and City Councillors of Richmond,

Dear Mr, Mayor and Council Members,

I am writing to you in support of Shane Dagan of the Steveston Seafood House.

You are all well aware of the Richmond Women's Resource Centre's need for funds. Mr Dagan as the owner of the Steveston Seafood House has generously offered to support the Centre by holding a fundraising brunch at his restaurant this fall. Although it is in the planning stages he has already met with two board members to discuss how this will unfold. As well, Mr. Dagan has proposed that his establishment could possibly be used for training or employment for women who complete the Work Ready Program run by the Centre, He has indicated that his support for the Centre would be ongoing. The Women's Centre thanks Mr Dagan for his community mindedness! With committed supporters like Mr. Dagan the Women's Centre is sure to thrive.

Yours truly,

Mary Scott

President Richmond Women's Resource Centre

424 Sunset Place . Mayne Island . BC . V0N 2J2

georgina@georginap.com . 778-995-5690

June 15, 2015

To Whom It May Concern:

This letter is intended to support Shane Dagan's request for zoning at the Onni site in Steveston for the Steveston Seafood House. The restaurant itself has built an extremely strong reputation in Richmond over many, many years. Since Shane took over, I have worked with him on several community projects and his generosity is well known by most of us in the non-profit and social service sector.

An example of this was his kindness in providing free meals to families in crisis introduced by Touchstone Family Association. His willingness to feed families in addition to providing gift certificates to non-profits to support their various fund raising activities is renowned.

Shane has always been available when I have needed help in working with the community on endeavors that have promoted community engagement. He is always willing to contribute his time and energy. I would expect any increased revenue to Steveston Seafood House from moving to the new location, to translate to a net community benefit, with increased contributions to community projects.

To talk about this further or for more information, please e-mail the address above.

Sincerely,

A handwritten signature in black ink, appearing to read 'G Patko', with a horizontal line underneath.

Georgina Patko

**IMPERIAL LANDING
RICHMOND, BC**

OFFER TO LEASE - RETAIL

The Tenant named below hereby offers to lease from the Landlord the Premises described below at the rent and on the terms and conditions as follows:

1. BASIC TERMS

- (a) (i) **Landlord:** **ONNI DEVELOPMENT (IMPERIAL LANDING) CORP.**
- (ii) **Address of Landlord:** c/o Onni Group of Companies
Suite 300 - 550 Robson Street
Vancouver, British Columbia V6B 2B7
- (b) (i) **Tenant (legal name):** **SHANE DAGAN**
- (ii) **Address of Tenant:** TBD
- (iii) **Telephone/Facsimile:** TBD / TBD
- (iv) **Individual to Contact:** TBD
- (c) (i) **Indemnifier(s):**
- (ii) **Address of Indemnifier(s):**
- Tel: _____ (Bus.) _____ (Home)
- (d) **Premises:** The ground floor premises located in the portion of the Development shown outlined in black on Schedule A hereto. Civic address referred to as Unit # TBD, 4020 Bayview Street, Richmond, BC.
- (e) **Floor Area of Premises:** Approximately 3,780 square feet (subject to measurement in accordance with the definition of "Floor Area" in the Lease).
- (f) **Term:** Five (5) years plus, if the Term commences on any day other than the first day of a month, that number of days from the date of commencement of the Term to and including the last day of the month in which the Term commences.
- (g) **Commencement Date:** See Section 3.
- (h) **Minimum Rent:**

<u>Lease Years</u>	<u>Per Square Foot Per Annum</u>	<u>Per Annum</u>	<u>Per Month</u>
1 - 2	\$ 12.00	\$ 48,000.00	\$ 4,000.00
3 - 5	\$ 12.00	\$ 48,000.00	\$ 4,000.00

The Minimum Rent will be adjusted in accordance with the Lease if the Floor Area of the Premises is different than the area set forth in Section 1(e).

- (i) **Percentage Rent Rate:** N/A
- (j) **Permitted Business:** The operation of a full service sit down seafood restaurant.
- (k) **Operating Name of Business:** Steveston Seafood House
- (l) **Security Deposit:** \$20,506.50 including GST

- (m) **Fixturing Period:** One hundred and twenty (120) days commencing on the date specified in the Landlord's Notice, as set out in Section 8.
- (n) **Special Conditions:** This Offer to Lease also incorporates such special terms and conditions as may be set out in Schedule D hereto.

Capitalized terms not otherwise defined herein have the meanings ascribed thereto in the Lease.

2. PREMISES

The Premises are shown outlined in black on Schedule A and are located in Building (the "Building") on the Lands located at 4300 Bayview Street, Richmond, British Columbia. The Tenant acknowledges that the Premises and the Building form part of the development (the "Development") known as "IMPERIAL LANDING" constructed or to be constructed on the Lands.

3. TERM

The Term of the Lease will be for the period set out in Section 1(f) and will commence on the date (the "Commencement Date") which is the earlier of

- (a) the date of expiry of the Fixturing Period set out in Section 1(m); and
- (b) the date the Tenant opens for business in any part of the Premises.

4. RENT

Commencing on the Commencement Date, the Tenant will pay to the Landlord in the manner specified in the Lease the aggregate of:

- (a) Minimum Rent for each Lease Year in the amount set out in Section 1(h) payable in equal monthly instalments in advance on the first day of each month;
- (b) Percentage Rent for each Lease Year equal to the amount, if any, by which the Tenant's Gross Sales multiplied by the Percentage Rent Rate set out in Section 1(i) exceeds the Minimum Rent for such Lease Year;
- (c) Additional Rent for each Lease Year comprising without duplication:
- (i) the Tenant's Proportionate Share of Operating Costs;
- (ii) the Property Taxes payable by the Landlord in respect of the Premises as separately assessed against the Premises or, if not so separately assessed against the Premises, as allocated to the Premises by the Landlord, acting reasonably;
- (iii) the cost of electricity, gas, other fuel, water and other utilities consumed on the Premises, as allocated by the Landlord and measured by information meters if the Landlord so chooses, plus 15% of such cost as an administration fee to the Landlord; and
- (iv) a management fee in consideration of certain management and administrative services provided by the Landlord equal to 7% of Minimum Rent;
- (v) all assessments, levies or contributions levied by the strata corporation against the Landlord in respect of the strata lot or strata lots in which the Premises are located promptly when due, such share to be the fraction having as its numerator the Floor Area of the Premises and as its denominator, the total Floor Area of the strata lot or strata lots in which the Premises are located; and
- (d) applicable Goods and Services Taxes on any amount payable by the Tenant under the Lease.

5. USE AND NAME

The Tenant will use the Premises only for the Permitted Business set out in Section 1(j), and will operate such business during the hours prescribed by the Landlord continuously throughout the Term under the Operating Name set out in Section 1(k). The Tenant will not be entitled to carry on the Permitted Business to the exclusion of any third party.

6. DEPOSIT

The Tenant will pay to the Landlord, upon presentation of this Offer to Lease to the Landlord, the sum set out in Section 1(l), such sum to be held by the Landlord without interest as a Security Deposit under this Offer to Lease and under the Lease. If the Landlord does not accept this Offer to Lease or if this Offer to Lease is terminated pursuant to Section 10, this amount will be returned to the Tenant forthwith. If the Landlord is entitled to and does

terminate this Offer to Lease pursuant to Section 12, the Landlord may retain the Security Deposit on account of damages without prejudice to any other right or remedy of the Landlord.

7. LANDLORD'S RIGHT TO ALTER

The Landlord reserves the right to alter the components, design or dimensions of the Building, the Premises or the Development and to relocate the Premises within the Building, provided that the Premises as altered or relocated will be reasonably similar to the premises shown outlined on Schedule A attached hereto in respect of size, access and visibility.

8. CONSTRUCTION AND COMPLETION OF PREMISES

The Landlord will be responsible for the work described as "Landlord's Work" in Schedule B attached hereto and the Tenant will be responsible for all other work required by the Tenant or necessary to complete the Premises for occupancy, including the work described as "Tenant's Work" in Schedule B. All such work will be designed, approved, performed and completed in compliance with the provisions of Schedule B and it is agreed that the Fixturing Period is sufficient to permit the Tenant to complete the work to be performed by the Tenant prior to the Commencement Date.

The Landlord will give the Tenant no less than ten (10) days prior notice in writing (the "Landlord's Notice") that the Premises are or will be ready for occupancy by the Tenant for the purpose of carrying out the Tenant's Work. The Fixturing Period will commence on the date specified in the Landlord's Notice.

During the Fixturing Period, the Tenant will be bound by all of the terms, covenants and conditions of this Offer to Lease and the Lease, except those requiring payment of Rent, provided that the Tenant will nonetheless pay for all utilities and services actually consumed in the Premises during the Fixturing Period. Notwithstanding the foregoing, the Tenant will not be entitled to take possession of the Premises for the purpose of performing the Tenant's Work until the Lease has been executed by the parties and until the Tenant has provided the Landlord with certificates of insurance evidencing that the Tenant has taken out insurance covering the Premises as more fully set out in the Lease.

9. PARKING

The Tenant will not, and will not permit its officers, employees, customers or invitees to, park vehicles in the Parking Facility or in any parking areas in the vicinity of the Development except in those areas, if any, designated by the Landlord.

10. DELAY IN CONSTRUCTION

If any delay (other than a delay on the part of the Tenant) occurs in respect of the construction of the Building or the doing of the Landlord's improvement work so that the Premises are not made available for occupancy to the Tenant by the date stipulated herein, then the date on which the Premises are to be made available for occupancy to the tenant and the commencement date and termination of the Term of the Lease will be postponed for a period equal to the duration of the occurrence or delay, and the deferment of the Commencement Date, and the consequent deferment of the obligation of the Tenant to pay rent to the Landlord, will be accepted by the Tenant as full compensation for the delay.

11. RADIUS RESTRICTION

The Tenant agrees that during the Term of the Lease and any renewal or extension thereof, the Tenant will not (or if the Tenant is a limited company, it will not suffer or allow any officer or director or shareholder or parent or subsidiary or affiliate of the Tenant to) directly or indirectly operate, engage in or participate in or hold any security or debt of or furnish financial aid or other assistance to (whether as owner, shareholder, principal, agent, employee or independent contractor) a business identical with, competitive with or similar to the Permitted Business if such business is located within a radius of one and one half (1.5) miles of the Development. This Section 11 will not apply to any business of the Tenant which is in operation as of the date of execution of this Offer to Lease by the Tenant provided that the Tenant will have notified the Landlord of any such business prior to the execution of the Lease.

12. FORM OF LEASE

This Offer to Lease, upon acceptance by the Landlord, will become a binding contract pursuant to which the Landlord will grant to the Tenant a lease (the "Lease") in the Landlord's standard form for the Development incorporating the terms hereof and any reasonable modifications proposed by the Tenant and accepted by the Landlord within ten (10) days after receipt by the Tenant of such standard form. The Tenant agrees to execute the final form of such Lease within ten (10) days of receiving it, failing which the Landlord, at its option, will have the right to consider this accepted Offer to Lease as repudiated and, in such event, the Security Deposit will at the Landlord's option be forfeited to the Landlord on account of liquidated damages without prejudice to any other right or remedy of the Landlord. The Tenant will not conduct any business on the Premises until the Tenant has executed and delivered the Lease to the Landlord, provided that, notwithstanding the foregoing, if the Tenant does take possession of the Premises without executing the Lease, the Tenant will be deemed to have executed the same and will be bound by all of the provisions thereof, provided further that the Tenant will remain obligated to execute and deliver the Lease to the Landlord forthwith upon demand, and such failure to execute and deliver the Lease to the Landlord will be a default under the terms of the Lease. The provisions of this Offer to Lease will survive the execution and delivery of the Lease in respect of any obligations under this Offer to Lease which have not been

fulfilled as of the Commencement Date until such obligation has been fulfilled. In the event of any conflict between the terms of this Offer to Lease and the terms of the executed Lease, the executed Lease will govern.

13. ENTIRE AGREEMENT

There are no covenants, representations, agreements, warranties or conditions in any way relating to the subject matter of this Offer to Lease, expressed or implied, except as specifically set forth in this Offer to Lease and the Schedules attached hereto.

14. TENANT'S CREDIT

The Tenant and the Indemnifier(s) consent to an investigation by the Landlord of their creditworthiness. If the Landlord is not satisfied with the creditworthiness of the Tenant and/or the Indemnifier(s), then it may, in its sole discretion, within thirty (30) days of the acceptance by it of this Offer to Lease, withdraw its acceptance of this Offer to Lease and, in such event, this Offer to Lease and its acceptance and the Lease (if executed by the parties) will be null and void and the Security Deposit will be returned to the Tenant.

15. ASSIGNMENT

The Tenant will not have the right to assign this Offer to Lease or any interest herein, nor to sublet the Premises or any part thereof, without the prior written consent of the Landlord which the Landlord in its sole discretion may withhold. The Landlord may assign this Offer to Lease without the consent of the Tenant to any person who acquires an interest in the Building and, to the extent that such person has assumed the obligations of the Landlord hereunder, the Landlord will, without further written agreement, be freed and relieved of liability upon such obligations.

16. REGISTRATION

The Tenant covenants and agrees that it will not register or attempt to register this Offer to Lease or the Lease or any charge based on this Offer to Lease or the Lease against title to the Lands. In the event of any such registration or attempted registration, this Offer to Lease and its acceptance and the Lease (if executed by the parties) will, at the Landlord's option, be null and void and the Landlord will be entitled to discharge such registration and to retain the Security Deposit.

17. INDEMNITY

In consideration of the Landlord accepting this Offer to Lease from the Tenant, the Indemnifier(s), if any, set out in Section 1(c) agree(s) to indemnify the Landlord from any default by the Tenant in the performance of its obligations under this Offer to Lease and/or the Lease and agree(s) to execute and deliver to the Landlord an indemnity agreement in the form attached hereto as Schedule C.

18. NO BROKERAGE FEE

The Landlord has an agency relationship with ● as agent in respect of the leasing of the Premises. The Tenant has an agency relationship with ● and represents and warrants that it is not liable, or aware of any obligation, to pay any brokerage fee or commission to any other person in respect of the lease of the Premises by the Tenant and the Tenant covenants to pay all such fees or commissions if any are payable, to the complete exoneration of the Landlord unless such party has entered into an agreement directly with the Landlord for the payment of a brokerage fee.

19. OFFER IRREVOCABLE

The Landlord is not making and will not be deemed to have made an offer to the Tenant by preparing this form of Offer to Lease. No agreement respecting the Premises will arise or exist between the parties hereto except through the making of this Offer to Lease by the Tenant and the acceptance thereof by the Landlord. This Offer to Lease upon execution by the Tenant and delivery to the Landlord will be irrevocable by the Tenant and open for acceptance by the Landlord until 5:00 p.m. on the thirtieth (30th) day after execution and return of this Offer to Lease to the Landlord by the Tenant, and if not accepted by then, it may be withdrawn by the Tenant by notice to the Landlord at any time prior to its later acceptance by the Landlord.

20. TIME OF THE ESSENCE

Time will be of the essence of this Offer to Lease.

21. LANDLORD'S CONDITIONS

This Offer to Lease is subject to the following Conditions being satisfied or waived, by the Landlord:

(a) This Offer to Lease is subject to final approval by the Landlord's Board of Directors on or before ~~February 10, 2015~~, 2015.

(b) This Offer to Lease is subject to Landlord's approval of Tenant credit rating on or before ~~February 10, 2015~~, 2015.

(c) This Offer to Lease is subject to the Landlord and Tenant agreeing on a final form of Lease on or before ~~February 11, 2015~~, 2015.

If the Landlord fails to notify the Tenant, in writing, that these Conditions have been satisfied or waived within the time specified, or by such time as subsequently agreed, then this agreement shall become null and void and the deposit shall be returned to the Tenant forthwith without deduction.

These Conditions are for the sole benefit of the Landlord. The Landlord has the right to waive these conditions at its sole discretion within the time stipulated and proceed with the transaction herein contemplated.

22. TENANT'S CONDITIONS

This Offer to Lease is subject to the following Conditions being satisfied or waived, by the Tenant on or before February 15, 2015

- (a) This Offer to Lease is subject to the Landlord and Tenant agreeing on a final form of Lease.
- (b) This Offer to Lease is subject to the Tenant being satisfied that it will secure satisfactory financing.
- (c) This Offer to Lease is subject to the Tenant being satisfied that it may obtain a business license to operate the Permitted Business within the Premises.

If the Tenant fails to notify the Landlord, in writing, that these Conditions have been satisfied or waived within the time specified, or by such time as subsequently agreed, then this agreement shall become null and void and the deposit shall be returned to the Tenant forthwith without deduction.

These Conditions are for the sole benefit of the Tenant. The Tenant has the right to waive these conditions within the time stipulated and proceed with the transaction herein contemplated

23. SCHEDULES

The Schedules form an integral part of this Offer to Lease and are as follows:

- Schedule A - Plan of Building and Premises
Schedule B - Landlord's and Tenant's Work
Schedule C - Form of Indemnity Agreement
Schedule D - Special Provisions
Schedule E - Exclusivity Provisions

DATED at 3951 Munster this 5 day of February, 2015.

BY THE TENANT

SIGNED, SEALED AND DELIVERED by the Tenant
in the presence of:

Name _____

Address

Occupation

)
) **SHANE DAGAN**

(Tenant)

BY THE INDEMNIFIER(S)

SIGNED, SEALED AND DELIVERED by the
Indemnifier(s) in the presence of:

Name _____

Address

Occupation

(as to both signatures)

BY THE LANDLORD

ACCEPTED by the Landlord this 21st day of January, 2015.

**ONNI DEVELOPMENT (IMPERIAL LANDING)
CORP.**

Per: RL/ML
Authorized Signatory

**For Metro Vancouver meetings on Friday, June 12, 2015**

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact Greg Valou, 604-451-6016, Greg.Valou@metrovanancouver.org or Jean Kavanagh, 604-451-6697, Jean.Kavanagh@metrovanancouver.org.

Greater Vancouver Regional District - Parks**Campbell Valley Regional Park – Campbell Valley Equestrian Society Agreement****APPROVED**

The Board authorized a five-year Co-operative Agreement from 2015 through 2020, with a five-year renewal option, with the Campbell Valley Equestrian Society for the non-exclusive use of approximately 36 hectares of cross-country courses and select facilities within Campbell Valley Regional Park for equestrian activities.

Request for Support for Rivershed Society of BC's 2015 Fraser River Swim Relay**APPROVED**

The Rivershed Society of BC is organizing a 2015 anniversary Fraser Swim Relay with a team of five female swimmers. The Society asked Metro Vancouver for \$5,000 to assist with riverside community event costs (e.g. tents, staging, promotions etc.) as well as in-kind support and all necessary permitting in affected regional sites.

The Board approved a contribution of \$5,000 to the Rivershed Society of BC for their 2015 Fraser River Relay Swim initiative, and assistance with both in-kind support from existing operations and services and by waiving fees for applicable Metro Vancouver regional park use permits.

Greater Vancouver Regional District**Electoral Area A Advisory Planning Commission— Issues and Options****APPROVED**

An Advisory Planning Commission (APC) is a group of community residents appointed by a local government to provide guidance on land use matters. The current eight-member APC for Electoral Area A was appointed in 2012 for a two-year term, which has expired.

The Electoral Area A APC has met infrequently over the last several years, generally to discuss broader planning issues rather than specific development applications. Given the widespread potential impacts of local government bylaws and policies, direct consultation by the Electoral Area Director and Metro Vancouver staff with Electoral A communities, Electoral Area A should be the primary vehicle for engaging residents and stakeholders. On particularly important bylaw and policy matters, special-purpose citizen committees could be established, and the APC could continue to provide advice on land use applications and could be called upon to play a role in larger consultation processes as necessary.

The GVRD Board directed staff to undertake community engagement activities with Electoral Area A communities, and directed staff to proceed with advertising for Electoral Area A Advisory Planning Commission members for the 2015-2017 term.

2016 GVRD Sustainability Innovation Fund Applications

APPROVED

The Board approved the allocation of funding from the GVRD Sustainability Innovation Fund to the following projects:

- Restoration of Degraded Areas within Burns Bog Ecological Conservation Area: \$80,000 in 2016 and \$35,000 in 2017
- Roof to Creek Natural Drainage and Habitat Learning Landscape: \$100,000 in 2016
- The Drive Smart Study: \$100,000 in 2016
- Strata Energy Advisor: \$50,000 in 2015; \$50,000 in 2016, and \$100,000 in 2017
- Metro Vancouver Grow Green: \$40,000 in 2015 and \$40,000 in 2016
- Home Energy Labelling Program Pilot: \$40,000 in 2015 and \$60,000 in 2016

Correspondence on a Regional Pilot Project to Prevent Illegal Fill Deposition

APPROVED

Increasingly in Metro Vancouver, there is demand for disposal sites for soil excavated from construction sites, commonly referred to as 'fill'. Illegal fill deposition occurs on farmland because there is a lucrative financial benefit for haulers to dispose of, and landowners to accept, the fill. The problem is further exacerbated by a lack of oversight over the movement of fill across municipal boundaries.

On April 24, 2015, the Regional Planning Committee endorsed a regional approach to addressing illegal fill including a two-year trial project be initiated to develop a web-based permit registry and tracking system for specified construction projects excavating soil as part of their permitting process.

The Board will send a letter to member municipalities requesting their participation in a regional pilot project to prevent illegal fill deposition.

2015 Metro Vancouver Agriculture Awareness Grant Recommendations

APPROVED

Over the past seven years, Metro Vancouver has provided up to \$40,000 in annual funding grants to non-profit organizations to deliver agriculture awareness activities throughout the region. The Board approved the allocation of the 2015 Metro Vancouver Agriculture Awareness Grants to eleven non-profit organizations.

**BC Transportation and Financing Authority Transit Assets and Liabilities Act (Bill 2)
– Overview and Analysis****RECEIVED**

The Board received for information a report that provides an overview and analysis of the BC Transportation and Financing Authority Transit Assets and Liabilities Act, a provincial law that came into effect on May 21, 2015 to consolidate provincially owned public transit assets within Metro Vancouver under the BC Transportation Financing Authority.

Delegation Executive Summaries Presented at Committee – May 2015**RECEIVED**

The Board received for information a summary of a delegation to the Federal Gas Tax Task Force from City of Burnaby Councillor Colleen Jordan.

**Metro Vancouver 2040: Shaping our Future Amendment Request from the
Township of Langley – Latimer****APPROVED**

The Township of Langley has requested that the GVRD Board consider a Type 3 amendment to the regional growth strategy, Metro Vancouver 2040, for two sites in the Latimer area. Overall, the proposed amendments will serve to shape the form of this emerging urban area in a manner generally consistent with Metro 2040's goals and strategies.

The Board:

- a) Initiated the Metro Vancouver 2040 amendment process for the Township of Langley's proposed amendments for the two Latimer sites.
- b) Gave first and second readings to "Greater Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1222, 2015".
- c) Directed staff to notify affected local governments as per Metro Vancouver 2040: Shaping our Future section 6.4.2.

NOTICE OF MOTION: Direct Coal Transfer Facility at Fraser Surrey Docks**APPROVED**

The following Notice of Motion was provided by Director Judy Villeneuve, Councillor, City of Surrey:

That the GVRD Board write to Port Metro Vancouver and Fraser Surrey Docks indicating:

- that Metro Vancouver continues its opposition to coal shipments from the Fraser River Estuary other than the existing Robert Banks coal port.
- that member municipalities including the City of Richmond, the Corporation of Delta, the City of New Westminster, and the City of Surrey have all expressed significant concerns with the proposed Direct Transfer Coal Facility at Surrey Fraser Docks, and that their concerns still remain unresolved.

- that member municipalities including the City of Richmond, the Corporation of Delta, the City of New Westminster, and the City of Surrey have all expressed significant concerns with the proposed application amendment being contemplated by Fraser Surrey Docks.
- that the preliminary consultation period on the proposed application amendment provided by Fraser Surrey Docks was inadequate.
- that should Port Metro Vancouver receive the proposed application amendment, a further three-week consultation period as proposed by Port Metro Vancouver is inadequate, and that Port Metro Vancouver should establish two consultation periods.
 - the first being a consultation period on the application in advance of the various supporting studies being undertaken. This consultation period should for a minimum of six weeks and include public information meetings within the communities potentially impacted by this amendment, namely the City of Richmond, the Corporation of Delta, the City of New Westminster, and the City of Surrey.
 - the second being a consultation period following the completion of all of the various supporting studies being undertaken. This consultation period should for a minimum of six weeks and include public information meetings within the communities potentially impacted by this amendment, namely the City of Richmond, the Corporation of Delta, the City of New Westminster, and the City of Surrey.
- that a Human Health Risk Assessment be completed based on a Terms of Reference supported by the chief medical health officers of the Vancouver Coastal Health Authority and the Fraser Health Authority.

Greater Vancouver Water District

2016 Water Sustainability Innovation Fund Applications

APPROVED

The Board approved the allocation from the Water Sustainability Innovation Fund for the following projects:

- Barnston/Maple Ridge Pump Station Energy Recovery: \$95,000
- Climate Change Impacts and Adaptation Strategy: \$100,000
- Water Conservation Research and Campaign: \$260,000
- Watershed Invasive Plant Removal and Control Project: \$90,000

2014 GVWD Quality Control Annual Report

RECEIVED

The Board received for information the 2014 GVWD Quality Control Annual Report.

Metro Vancouver's water quality monitoring program continues to fulfill its role confirming that the water quality barriers the GVWD has in place, including watershed protection, water treatment, and ongoing operation of the water system to maintain water quality, are working effectively and that the

drinking water provided by the GVWD to its customers met, or exceeded, water quality standards and guidelines in 2014.

Greater Vancouver Sewage and Drainage District

2016 Liquid Waste Sustainability Innovation Fund Applications

APPROVED

The Board approved the allocation from the Liquid Waste Sustainability Innovation Fund for the following projects:

- Water Reclamation from Wastewater Effluent Using Disc Filters: \$215,000
- Phosphorus Recovery Demonstration Unit: \$250,000
- Reducing Grease in Sewers, Behavior Change Pilot Project: \$170,000

Five-Year Funding Commitment for Collaborative Agreement with UBC for the Strait of Georgia Ambient Monitoring Program

APPROVED

The Strait of Georgia Ambient Monitoring Program is required to fulfill Metro Vancouver's regulatory commitment under the Integrated Liquid Waste and Resource Management Plan.

This monitoring program is vital to understanding the relative contribution and significance of discharges from the region into the Strait of Georgia in the context of existing baseline conditions and ongoing region-wide changes.

Collaboration with university researchers would qualify Metro Vancouver to apply for a Collaborative Research and Development Grant of the Natural Sciences and Engineering Research Council of Canada, and a multi-year financial commitment is a requirement for the grant application.

The Board endorsed a five-year funding commitment for the Collaborative Agreement with UBC for the Strait of Georgia Ambient Monitoring Program at a cost of up to \$180,000 per year.

2014 Disposal Ban Inspection Program Update

RECEIVED

The disposal ban inspection program is a key waste-reduction strategy for solid waste management in Metro Vancouver. In 2014, 184,000 loads were inspected with a total of 6,000 violation notices issued.

The Board received for information an update on the 2014 Disposal Ban Inspection Program.



Metro Vancouver Streetscape Recycling Living Lab Update

APPROVED

A report provides an update on Metro Vancouver's collaborations with post-secondary institutions, Member Municipalities, and other stakeholders to improve recycling in public spaces. This includes working with Emily Carr University of Art + Design to develop better recycling bins. The prototype bin models were successful in initial user tests and were also assessed by collection and waste-reduction staff in Richmond and the Township of Langley as well as with Multi Material BC staff.

The Board will forward the report to Member Municipalities advising of the opportunity for Member Municipalities to test the recycling bins in the fall of 2015.



Parks, Recreation and Cultural Services Committee

Date: Tuesday, June 23, 2015

Place: Anderson Room
Richmond City Hall

Present: Councillor Harold Steves, Chair
Councillor Carol Day (entered at 4:01 p.m.)
Councillor Bill McNulty
Councillor Linda McPhail

Absent: Councillor Ken Johnston

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

AGENDA ADDITION

It was moved and seconded

That Steveston Harbour Authority Lands be added to the agenda as Item No. 4A.

CARRIED

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on Tuesday, May 26, 2015, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Thursday, July 23, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

Parks, Recreation & Cultural Services Committee
Tuesday, June 23, 2015

Cllr. Carol Day entered the meeting (4:01 p.m.).

DELEGATIONS

1. With the aid of a PowerPoint presentation (copy on file, City Clerk's Office) James Gates, Executive Director, accompanied by Norm Goldstein, Henry Pietraszek, and Pietro Widmer, Directors, Richmond Sharing Farm Society, updated Committee on the Society's activities.

In reply to queries from Committee, Mr. Gates provided the following information:

- to date, production has increased and harvesting is earlier due to the warm spring weather;
- the Society plans to formally have the community barn named after Mary Gazetas, founder of the Richmond Sharing Farm; also, a plaque will be considered as part of the her commemoration;
- the proposed barn is designed to accommodate expansion should the need arise in the future; and
- the Society is working with staff to examine green building options for the barn, such as solar power and a self-contained grey water system.

Mike Redpath, Senior Manager, Parks, advised that staff would work with the Society to bring forward a report to Council which meets the criteria of *Policy 2016 - Naming Public Buildings – Parks or Places*.

Discussion ensued regarding the drier climate and Committee suggested that staff consider opening the drainage ditches for irrigation purposes.

Committee then thanked the Society for the successful operation of the Richmond Sharing Farm.

COMMUNITY SERVICES DIVISION

2. **ORIS DEVELOPMENT THE PIER AT LONDON LANDING - DONATION OF PUBLIC ARTWORK**

(File Ref. No. 11-7000-09-20-116) (REDMS No. 4592981 v. 3)

It was moved and seconded

- (1) *That the artwork donation by Oris Development to the City of Richmond, as presented in the staff report titled "Oris Development The Pier at London Landing - Donation of Public Artwork", dated June 12, 2015, from the Director, Arts, Culture and Heritage Services, be approved; and*

Parks, Recreation & Cultural Services Committee
Tuesday, June 23, 2015

- (2) *That an amendment to the City's Five Year Financial Plan (2015-2019) to include \$59,897 for the cost of the artwork with funding coming from the Oris Development's contribution as part of the rezoning application to the Public Art Reserve Fund be brought forward for Council's consideration.*

CARRIED

3. INTRACORP RIVER PARK PLACE DONATION OF PUBLIC ARTWORK

(File Ref. No. 11-7000-09-20-163) (REDMS No. 4588298 v. 2)

Discussion ensued regarding the merits of the selected artwork and Committee expressed concern with regard to whether the piece was timeless, engaging, and appropriate for such a significant gateway to the city.

Eric Fiss, Public Art Planner, commented that the proposed concept was considered by the selection panel and they were of the opinion that the public would find the artwork engaging.

It was moved and seconded

That the artwork donation by Intracorp River Park Place to the City of Richmond, as presented in the staff report titled "Intracorp River Park Place Donation of Public Artwork," dated June 2, 2015, from the Director, Arts, Culture and Heritage Services, be approved.

The question on the motion was not called as discussion ensued regarding the timelessness and appropriateness of the artwork and whether the piece was reflective of the city.

The question on the motion was then called and it was **DEFEATED** with Cllrs. Day, McPhail, and Steves opposed.

Discussion continued related to (i) the potential to re-evaluate the public art fund, (ii) the selection panel's review process and recommendation, and (iii) the appropriateness of the proposed artwork. As a result of the discussion the following **referral** was introduced:

It was moved and seconded

That the artwork donation by Intracorp River Park Place to the City of Richmond be referred back to staff for further review.

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, June 23, 2015

4. **STEVESTON TOWN SQUARE PARK CONCEPT PLAN**

(File Ref. No. 06-2345-00) (REDMS No. 4586522 v. 10)

Mr. Redpath provided background information on the Steveston Town Square Park Concept Plan and in response to queries from Committee, commented that the Park could be renamed at Council's discretion and funding for the project could be achieved by transferring \$250,000 from other completed projects approved as part of the 2015 Capital Program.

Discussion ensued regarding the infusion of Steveston and Japanese heritage in the concept plan and that a portrayal of the site's history complete with a map of the various buildings (i.e., hospital, gambling den, saloon, and brothel) be included in the plan.

It was moved and seconded

- (1) *That the Steveston Town Square Park Concept Plan as described in the staff report titled "Steveston Town Square Park Concept Plan," dated June 3, 2015, from the Senior Manager, Parks, be approved; and*
- (2) *That \$250,000 from the following completed projects, McLennan South (\$23,000), McLennan North (\$119,000), and Woodward's School (\$55,000), and Parks General Development (\$53,000) be transferred to fund the Steveston Town Square Park Concept Plan project and that this project be included in the 5 Year Financial Plan (2015-2019) amendment.*

CARRIED

4A. **STEVESTON HARBOUR AUTHORITY PARAMOUNT SITE**

The Chair circulated information related to the Steveston Harbour Authority's (SHA) paramount site (copy on file, City Clerk's Office). Discussion took place and the following **referral** was introduced:

It was moved and seconded

That Parks and Public Works staff consider:

- (1) *continuing Westwater Drive as far northeast as possible and connecting it directly with No. 2 Road;*
- (2) *moving the fence around Paramount Pond far enough north to consolidate SHA properties and allow internal SHA access around Paramount Pond; and*
- (3) *any future opportunities to exchange lands (e.g., road and dyke right-of-way) in order to acquire additional land east of the Britannia Shipyard.*

Parks, Recreation & Cultural Services Committee
Tuesday, June 23, 2015

The question on the referral was not called as discussion ensued regarding the possible acquisition of land required to extend Westwater Drive to No. 2 Road and that staff report on the feasibility and associated costs for the proposed works.

The question on the referral was then called and it was **CARRIED**.

5. MANAGER'S REPORT

(i) Community Services Division Updates

Marie Fenwick, Manager, Parks Programs, advised that the 20th Anniversary of the Rivershed Society of BC 2015 Fraser River Swim Relay has been cancelled; however, the Society is organizing a series of paddles on the Fraser River between Prince George and Vancouver. Staff is working with the Society and the Richmond Blue Dot team to organize an event for Friday, September 24, 2015.

Dee Bowley-Cowan, Britannia Site Supervisor, commented on the upcoming Ships to Shore Steveston 2015 event scheduled from June 29 to July 1, 2015, noting that the Canada Day parade will commence at 10 a.m. and fireworks at the Imperial Landing site will begin at 10 p.m.

Mr. Redpath noted that the credentials, caps and event details for Ships to Shore Steveston 2015 would be provided to Council in the near future and that the King George Park Rugby Field upgrades have been completed.

Serena Lusk, Senior Manager, Recreation and Sport Services, provided information on the public and stakeholder consultation process related to the community needs assessment update and advised that the results would be forwarded to Committee in fall 2015.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:46 p.m.).

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, June 23, 2015

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, June 23, 2015.

Councillor Harold Steves
Chair

Heather Howey
Committee Clerk



General Purposes Committee

Date: Monday, July 6, 2015

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:02 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on June 15, 2015, be adopted as circulated.

CARRIED

DELEGATION

1. Steve Veinot, Chair, Tourism Richmond Board, accompanied by Tracy Lakeman, Chief Executive Officer, Tourism Richmond, provided an overview of Tourism Richmond's 2014 activities and highlighted the following:
 - Richmond had the highest national hotel occupancy rate of over 75%;
 - the Tourism Industry Association of Canada (TIAC) in conjunction with Visa Canada released a report that showed Richmond as one of the top ten cities visited by four out of the top five inbound source countries;

General Purposes Committee

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- the report ranked Richmond 9th in the summer and 8th during the winter for travelers from the United States;
- in 2015, visitor surveys will be conducted year round focusing on leisure travelers, convention and meeting delegates, tour groups, as well as airline crews;
- approximately 8700 surveys were completed by May 2015 with approximately 45% of respondents being from outside the Lower Mainland with a breakdown of 30% from British Columbia, 28% from other provinces, 19% from the United States, and 24% were overseas travelers;
- Tourism Richmond and the Vancouver Airport Authority are hosting the 2016 SMART Airports and Regions Conference which attracts a global audience of over 600 key stakeholders;
- Tourism Richmond continues to ensure that its programming aligns with those of their partners and with Richmond's Council Term Goals 2014-2018; and
- fully booked hotel rooms resulted in a 40% decrease in leisure promotional room nights.

In response to queries from Committee, Ms. Lakeman advised that competitors for the tourism market may include partner organizations or cities, such as Destination BC, Destination Canada, Vancouver, Kelowna, Kamloops, Victoria, Toronto, and Seattle. Also, she advised that, under the terms of the Tourism Richmond Association agreement with the City, approximately \$900,000 of the annual Additional Hotel Room Tax (AHRT) is committed to support sports hosting and the ROX.

FINANCE AND CORPORATE SERVICES DIVISION

2. **1016879 B.C. LTD., DOING BUSINESS AS TASTY KITCHEN
UNIT 1226 – 8338 CAPSTAN WAY**
(File Ref. No.) (REDMS No. 4596740)

In reply to queries from Committee, Glenn McLaughlin, Chief Licence Inspector and Risk Manager, commented that the staff recommendation to support the change of hours of liquor sales was based on Tasty Kitchen being a food primary service. He further commented that recent denials for similar requests were for liquor (pub or lounge) primary service establishments in which food may or may not be served.

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It was moved and seconded

That the application from 1016879 B.C. Ltd., doing business as Tasty Kitchen, for an amendment to increase their hours of liquor service under Food Primary Liquor Licence No. 303675 from 9:00 a.m. to midnight Monday to Sunday to 9:00 a.m. to 2:00 a.m. Monday to Sunday, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:

- (1) Council supports the amendment for an increase in liquor service hours as the increase will not have a significant impact on the community;*
- (2) Council's comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:*
 - (a) the potential for additional noise and traffic in the area was considered;*
 - (b) the impact on the community was assessed through a community consultation process;*
 - (c) given that there has been no history of non-compliance with the operation, the amendment to permit extended hours of liquor service under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose;*
- (3) as the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents as follows:*
 - (a) property owners and businesses within a 50 metre radius of the subject property were contacted by letter detailing the application, providing instructions on how community comments or concerns could be submitted;*
 - (b) signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instructions on how community comments or concerns could be submitted; and*
- (4) Council's comments and recommendations respecting the view of the residents are as follows:*
 - (a) that based on the number of letters sent and the lack of response received from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.*

CARRIED

COMMUNITY SERVICES DIVISION

3. MINORU COMPLEX AQUATIC CENTRE PUBLIC ART CONCEPT PROPOSAL

(File Ref. No. 11-7000-09-20-201) (REDMS No. 4578746 v. 2)

Eric Fiss, Public Art Planner, provided background information on the solar cloud public art concept. In reply to a query from Committee, Mr. Fiss noted that the small scale prototype of the artwork mechanics will be used to test the performance and durability of the material.

It was moved and seconded

That the concept proposal and installation for the Minoru Complex Aquatic Centre public artwork by artists Germaine Koh and Gordon Hicks, as presented in the staff report titled "Minoru Complex Aquatic Centre Public Art Concept Proposal," dated June 10, 2015, from the Director, Arts, Culture and Heritage Services, be endorsed.

CARRIED

4. MINORU COMPLEX PUBLIC ART, ENTRIES AND ARRIVALS CONCEPT PROPOSAL

(File Ref. No. 11-7000-09-20-202) (REDMS No. 4578013 v. 4)

Mr. Fiss advised that the "Multipole" artwork was developed in consultation with stakeholder groups in order to create a key landmark and gathering place at the Minoru complex.

In response to a query from Committee, Mr. Fiss advised that the budget for the artwork includes costs associated with the design, engineering, and plaza pavement treatment. Additionally, he noted that further study will be required related to the light beacon to minimize any potential impact to neighbouring residents and air traffic.

It was moved and seconded

That the concept proposal and installation for the Minoru Complex Entries and Arrivals public artwork by artist Sheila Klein, as presented in the staff report titled "Minoru Complex Public Art, Entries and Arrivals Concept Proposal," dated June 10, 2015, from the Director, Arts, Culture and Heritage Services, be endorsed.

The question on the motion was not called as discussion ensued regarding the costs associated with the project. Staff were directed to prepare a memorandum providing a breakdown of the costs associated with the components of the project prior to the Council meeting.

The question on the motion was then called and it was **CARRIED** with Cllr. Day opposed.

General Purposes Committee
Monday, July 6, 2015

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:29 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on July 6, 2015.

Mayor Malcolm D. Brodie
Chair

Heather Howey
Committee Clerk



Finance Committee

Date: Monday, July 6, 2015

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on June 1, 2015, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. **RICHMOND PUBLIC LIBRARY STRATEGIES TO REDUCE EXPENSES AND INCREASE REVENUE**

(File Ref. No. 03-0970-01) (REDMS No. 4616881)

In response to queries from Committee, Greg Buss, Chief Librarian and Secretary to the Board, Richmond Public Library, provided the following information:

- staff will monitor potential impacts occurring from the revised circulation loan policies;

1.

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Monday, July 6, 2015

- the \$125,000 allocation towards the library's digital collection will allow the library to address public pressure to provide a more extensive collection;
- Richmond has the second highest annual rate per capita across Canada with approximately two million visits;
- collection and/or borrowing has declined nationally;
- potential future revenue sources include corporate sponsorship and community sharing of space, programming and expertise;
- an assessment of Library costs per capita ranked Richmond the third lowest at approximately \$40; Burnaby and Vancouver were approximately \$52 and \$60 respectively;
- it is anticipated that by 2017 municipal funding will increase by approximately 3% to maintain the current level of service;
- the collective agreement does not preclude a volunteer program and any associated cost has been included in the existing operating budget;
- the primary goal for the revised fines, charges, and circulation loan policies is to promote responsible readership and to increase the availability of materials; and
- the intention of shared community services is to assist local organizations by providing a mechanism to distribute material and/or increase exposure.

Discussion ensued regarding (i) the library's value of service to the public, (ii) further revisions related to fines, charges, and circulation loan policies, (iii) service reductions, and (iv) that staff provide an update within the year detailing any potential impacts of the strategies.

It was moved and seconded

- (1) *That the staff report titled "Richmond Public Library Strategies to Reduce Expenses and Increase Revenue," dated June 18, 2015, from the Director, Finance, be received for information and considered as part of the 2016 budget process; and*
- (2) *That staff be directed to update the report within 12 months.*

CARRIED

Finance Committee
Monday, July 6, 2015

2. REFERRAL COUNCIL COMMUNITY INITIATIVES ACCOUNT
(File Ref. No.) (REDMS No. 4599132)

In reply to queries from Committee, Jerry Chong, Director, Finance, advised that the Council Community Initiatives Account (CCIA) has been established with an initial transfer of \$3.0 M from the City's Gaming Provision and will be augmented by an annual allocation of 2% or approximately \$300,000 of City gaming revenues. He further advised that a list of one-time funding request will be available during the budget process. Mr. Chong commented that the maximum annual distribution of 50% of the prior year's ending account balance can be amended at Council's discretion.

Discussion ensued regarding a provision that the CCIA not be used to supplement other civic grants.

It was moved and seconded

That the Terms of Reference for the Council Community Initiatives Account as presented in the staff report titled "Referral Council Community Initiatives Account," dated June 9, 2015, from the Director, Finance, be approved with the additional provision that expenditures from this account are not intended to supplement other civic grants.

CARRIED

3. 2016-2020 BUDGET PROCESS
(File Ref. No. 03-0970-01) (REDMS No. 4571733 v.6)

It was moved and seconded

- (1) That the staff report titled "2016-2020 Budget Process," dated June 15, 2015, from the Director, Finance, be received for information;*
- (2) That the service levels as presented in Attachment 2 of the staff report titled "2016-2020 Budget Process," dated June 15, 2015, from the Director, Finance, be approved as the base for the 2016 budget; and*
- (3) That the capital ranking form as presented in Attachment 3 of the staff report titled "2016-2020 Budget Process," dated June 15, 2015, from the Director, Finance, be approved for the 2016 budget.*

The question on the motion was not called as discussion ensued regarding (i) the merits of using the material provided to inform the public, (ii) the service level review schedule in relation to the budget process, (iii) quarterly service level review updates, and (iv) Council's role in the budget process.

In response to queries from Committee, Cecilia Achiam, Director, Administration and Compliance, advised that reports regarding service level review updates will be provided approximately every six months with the next report anticipated to be received by Council late 2015. Also, she advised that the service level review is a continuous improvement process of the approximately 80 service areas within a 2.5 year cycle.

Finance Committee

Monday, July 6, 2015

Committee directed staff to provide a service level review update in October to coincide with the budget review process.

In reply to queries from Committee, Mr. Chong stated that the Table 2 – Preliminary 2016-2020 Operating Budget Assumptions are based on forecasts and as the collective agreement negotiations are ongoing assumptions related to salaries are not available. Also, he stated that staff is working diligently to prepare the budget material for the October Committee meeting and the Open Budget App offered by Socrata has been successfully used by the City's of Edmonton, Alberta and Burlington, Ontario.

In response to a query from Committee, Ted Townsend, Senior Manager, Corporate Communications, advised that preliminary research has commenced regarding new consultation tools proposed for "Let's Talk" that may allow additional public input that could be included in the budget process.

The question on the motion was then called and it was **CARRIED**.

4. **CONTAMINATED SITES ACCOUNTING STANDARD CHANGE UPDATE**

(File Ref. No. 03-0905-01) (REDMS No. 4615971)

It was moved and seconded

That the staff report titled, "Contaminated Sites Accounting Standard Change Update", dated June 17, 2015, from the Director, Finance, be received for information.

CARRIED

5. **ASSESSMENT AND PROPERTY TAXATION**

(File Ref. No. 03-1240-01) (REDMS No. 4632821)

It was moved and seconded

That the staff report titled "Assessment and Property Taxation," dated July 2, 2015, from the Director, Finance, be received for information.

The question on the motion was not called as in reply to queries from Committee, Ivy Wong, Manager, Revenue, noted that additional advertising and messaging informing the public on the link between property assessment and taxes will be implemented; however, the preliminary information must be general in nature so as not to be misinterpreted once the final assessment and budget rates, including other agency rates, have been determined. She further noted that advertising can encourage owners to visit BC Assessment's website to research property values within the neighbourhood.

Finance Committee
Monday, July 6, 2015

Discussion ensued regarding (i) BC Assessment's methodology for determining property values particularly regarding the current accelerated market in Richmond, (ii) assessment appeals, and (iii) messaging emphasizing increases in property assessment and that, where applicable, homeowners take advantage of the available grants.

The question on the motion was then called and it was **CARRIED**.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:42 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the Finance
Committee of the Council of the City of
Richmond held on July 6, 2015.

Mayor Malcolm D. Brodie
Chair

Heather Howey
Committee Clerk



Planning Committee

Date: Tuesday, July 7, 2015

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Chak Au
Councillor Carol Day
Councillor Harold Steves
Mayor Malcolm Brodie

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

The Chair advised that Item No. 2 and Item No. 3 will be considered following Item No. 5 and that Illegal Rentals be considered as Item No. 5A.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on June 16, 2015, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

July 21, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. AFFORDABLE HOUSING RESOURCE GUIDE

(File Ref. No. 08-4057-01) (REDMS No. 4579454 v. 7)

In reply to queries from Committee, Joyce Rautenberg, Planner 1, noted that stakeholder comments from the Urban Design Institute and the Richmond Seniors Advisory Committee were considered in the drafting of the Affordable Housing Resource Guide and that the Guide is a living document and can be updated as required. She added that the affordable housing demand in the city was based on Metro Vancouver's Regional Housing estimate and that the City will meet its targets to deliver subsidized and low-rent market rental units.

It was moved and seconded

- (1) *That the Affordable Housing Resource Guide dated July 2015 be endorsed; and*
- (2) *That the staff report titled Affordable Housing Resource Guide, dated June 29, 2015 from the General Manager, Community Services, along with the revised Affordable Housing Resource Guide (July 2015) be sent to local Members of Parliament (MPs), Members of the Legislative Assembly (MLAs), BC Housing, Metro Vancouver, the Richmond Community Services Advisory Committee, the Richmond Seniors Advisory Committee and the Urban Development Institute for their implementation support.*

CARRIED

4. APPLICATIONS BY ORIS DEVELOPMENT (HAMILTON) CORP. FOR REZONING AT PARTS OF 23241 AND 23281 GILLEY ROAD, AND 23060, 23066, 23080 AND PART OF 23100 WESTMINSTER HIGHWAY FROM "SINGLE DETACHED (RS1/F)" TO "LOW RISE APARTMENT (ZLR27) – NEIGHBOURHOOD VILLAGE CENTRE (HAMILTON);" AND 23241, 23281 AND PART OF 23301 GILLEY ROAD, AND PART OF 23060 AND 23000 WESTMINSTER HIGHWAY FROM "SINGLE DETACHED (RS1/F)" TO "RESIDENTIAL/LIMITED COMMERCIAL (ZMU29) – NEIGHBOURHOOD VILLAGE CENTRE (HAMILTON)"

(File Ref. No. 12-8060-20-009260/9261/9262/9273/9276; RZ 14-660662/RZ 14-660663) (REDMS No. 4594676 v. 10)

Wayne Craig, Director, Development, briefed Committee on the proposed application and highlighted the following:

- the staff report deals with two distinct developments;
- proposed development of Parcel 2 will consist of mixed commercial and residential units with 73 market condominium units and approximately 10,000 ft² of commercial space;

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Tuesday, July 7, 2015

- development of Parcel 3 will consist of 82 seniors congregate housing units, 18 memory ward care units, intended to be licensed by Vancouver Coastal Health (VCH), and 30 residential apartment units;
- the proposed developments will facilitate off-site improvements to Westminster Highway and Gilley Road;
- the proposed developments will provide amenity contributions in accordance with the Hamilton Area Plan;
- the proposed amendments to the Official Community Plan (OCP) (i) ensures that the previous Hamilton Area Plan will be repealed, (ii) provides clarification on the amount of commercial development anticipated in the area plan, and (iii) rationalizes the development sites with the actual legal parcels which would be created with the proposed application;
- the proposed congregate care facility will be fronting Westminster Highway;
- a new road off Westminster Highway will provide access to both parcels; and
- the proposed mixed commercial/residential development on the corner of Westminster Highway and Gilley Road will have commercial uses fronting Gilley Road.

In reply to queries from Committee, Mr. Craig advised that one servicing agreement from the two proposed developments will provide off-site improvements to Westminster Highway and Gilley Road.

Discussion ensued with regard to affordable housing units on-site, and in reply to queries from Committee, Mr. Craig noted that the proposed application is proposing a cash contribution in lieu of affordable housing units; however, Council has the discretion to request that affordable housing units be included in the proposed developments.

In reply to queries from Committee, Victor Wei, Director, Transportation, advised that road improvements may involve changes to the channelized island along the Westminster Highway and Gilley Road intersection.

In reply to queries from Committee, Mark McMullen, Senior Coordinator-Major Projects, noted that the applicants have completed engineering studies related to ground stability.

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In reply to queries from Committee, Mr. Craig noted that (i) the proposed seniors care facility will be a for-profit care facility, (ii) following discussions with staff, the applicant has indicated that rental units do not meet their objectives for the site, and (iii) the Area Plan allows for bonus density, provided the proposal incorporates the City's Affordable Housing Strategy requirement, and provides contributions toward the Hamilton Area Plan Amenity Fund.

Discussion ensued with respect to the proposed developments' sustainability features, and in reply to queries from Committee, Mr. McMullen noted that the proposed developments will be built to achieve a LEED Silver score and that the applicants are exploring options to utilize alternative energy such as geothermal.

In response to queries from Committee, Mr. Craig noted that the proposed application is considered to be two separate developments, and as a result, the proposed number of housing units for each development falls below the 80-unit threshold required for a contribution of affordable housing units. He added that the City's Development Cost Charges (DCC) program is under review and approximately \$330,000 in additional road credits will potentially be added to the DCC program, should the additions be accepted by Council.

Discussion ensued with regard to shared access and parking on-site, and Mr. Craig noted that there have been previous developments in the city that share a common access.

In reply to queries from Committee, Mr. Craig advised that the frontage along Gilley Road will have commercial development and a pedestrian walkway so vehicle access through Gilley Road would not be ideal.

Dana Westermarck, representing Oris Development (Hamilton) Corp., spoke of the proposed application and noted the following:

- development of Parcel 2 and Parcel 3 will be done by separate companies as independent projects;
- Parcel 2 will receive grade changes along Gilley Street to create level access to the retail spaces and to comply with the City's Flood Plain requirements;
- Gilley Road would not be an appropriate location for a vehicle driveway because of pedestrian traffic;
- the frontage along Westminster Highway will include a bus bay and access to the site will be from the north side;
- the two developments' parking and access will be interlinked;
- design constraints on Parcel 2 led to linking vehicle access and parking spaces with the adjacent Parcel 3 development;

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- the proposed developments comply with the Affordable Housing Strategy and each project will provide a cash-in-lieu contribution; and
- the first phase would include extensive works along Westminster Highway and Gilley Road as well as upgrades to sanitary and storm infrastructure.

In response to queries from Committee, Mr. Westermarck noted that (i) cross access agreements between developments have occurred in the past, (ii) the cross access agreement will interconnect the parking in the area and provide continuity between the elevation of all parking structures on-site, (iii) there will be opportunity for purchasers to rent out their unit, (iv) there are currently no market rental units planned for the proposed project, and (v) the applicant is researching the feasibility of using geothermal energy in the proposed project.

Rob Howard, New Coast Lifestyles (NCL) Management Ltd., spoke of Parcel 3's development and noted that the proposed development will have a total of 130 units with 18 memory care units licensed by VCH. He added that the 82 congregate housing units will be similar to an independent living-type of assisted senior facility and noted that residents of the 30 market units may pay for access to amenities.

Discussion took place with regard to developers circumventing Affordable Housing Strategy requirements by building smaller developments.

In reply to queries from Committee, Mr. Westermarck noted that (i) there have been instances where developers have opted to pursue smaller developments or townhouse developments to circumvent Affordable Housing Strategy contribution requirements, (ii) he was of the opinion that the proposed number of units for the proposed development is appropriate as the initial development in the area, (iii) the scale of developments will increase as more development is built in the area, (iv) the cross easement agreements will facilitate the use of vehicle parking between the two developments in perpetuity, (v) the cross easement agreement will be embedded in the property title, (vi) spatial constraints may limit the addition of units, (vii) the applicant may consider contributing units instead of the cash-in-lieu contribution, and (viii) the proposed development meets Affordable Housing Strategy requirements.

Discussion ensued with regard to including the transfer of ownership of Parcel 3 to New Coast Lifestyles (NCL) Management Ltd. in the staff recommendations. The Chair then directed staff to update the Development Application Data Sheet to reflect the transfer of ownership of Parcel 3 to New Coast Lifestyles (NCL) Management Ltd.

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In reply to queries from Committee, Mr. Craig noted that there have been past instances of shared parking and access between two developments in the city. He added that shared arrangements are most common along arterial roads and that the shared agreements remain in perpetuity and cannot be discharged or modified without City consent. Also, he noted that conflict from shared arrangements typically arise when developments are completed at substantially different times.

Discussion ensued with regard to amenities in the Hamilton Area and Mr. Craig noted that the cash contribution for amenities may be used for amenities such as community or library space constructed by the City at a future date. He added that if the City has opportunities to work with developers to facilitate the addition of amenities in the area, this would be brought forward for Council consideration.

Discussion then ensued regarding the proposed public art contribution. Mr. Craig noted that the applicant will either make cash contribution or prepare a Public Art Plan to provide Public Art elements within the development.

Zeinab Elashi, 5380 Smith Drive, spoke on behalf of her father, and expressed support for the proposed developments.

Bruno Theilmann, Amana Development, negotiated the sale of Parcel 3 and noted that the two developments are separate and will not have an on-going relationship once the proposed projects are completed.

It was moved and seconded

(1) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9260 to amend Schedule 2.14 – Hamilton Area Plan to:*

(a) *amend the text within Section 3.2, Objective 2, Policy a) respecting the “Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)” land use designation; and*

(b) *re-designate 23066 and parts of 23080 and 23100 Westminster Highway from “Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)” to “Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR);”*

be introduced and given first reading;

(2) *That Official Community Plan Bylaw 7100, Amendment Bylaw 9273 to delete the existing Schedule 2.14 – Hamilton Area Plan in its entirety, be introduced and given first reading;*

(3) *That Bylaws 9260 and 9273, having been considered in conjunction with:*

(a) *the City’s Financial Plan and Capital Program; and*

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(b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

are hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act;

- (4) That Bylaws 9260 and 9273, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, are hereby found not to require further consultation;*
- (5) That Richmond Zoning Bylaw 8500, Amendment Bylaw 9261, to create the "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)" zone, and to rezone parts of 23241 and 23281 Gilley Road, and part of 23060, 23066, 23080 and part of 23100 Westminster Highway from "Single Detached (RS1/F)" to "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)," be introduced and given first reading;*
- (6) That Richmond Zoning Bylaw 8500, Amendment Bylaw 9262, to create the "Residential/Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)" zone, and to rezone 23241, 23281 and part of 23301 Gilley Road, and part of 23060 and 23000 Westminster Highway from "Single Detached (RS1/F)" to "Residential /Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)," be introduced and given first reading; and*
- (7) That Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276, pursuant to Section 188(1) of the Community Charter, to establish a capital reserve fund for community amenity contributions that are received for the planned community amenities as specified under Schedule 2.14 - Hamilton Area Plan, Bylaw 9000, be introduced and given first, second and third readings.*
- (8) That prior to the adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9261, Parcel 3 be transferred to New Coast Lifestyles (NCL) Management Ltd.*

The question on the motion was not called as discussion ensued with regard to the proposed affordable housing contribution.

In reply to queries from Committee, Mr. Craig advised that affordable housing contributions for developments under 80 units will be reviewed as part of the review of the City's Affordable Housing Strategy.

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Discussion took place with regard to (i) the time and resources required to develop community amenities in the area, (ii) having discussions with the applicant to include affordable housing units in the proposed development, (iii) the supply of rental housing in the city, and (iv) the need for affordable housing in the Hamilton area.

The Chair expressed concern with regard to the format of the staff report and staff were then directed to format staff reports of complex applications in a simplified manner.

Discussion then ensued regarding the Affordable Housing policy embedded in the Hamilton Area Plan.

The question on the motion was then called and it was **CARRIED**.

Discussion then ensued regarding options for including affordable housing units in the proposed development and, as a result, the following **referral** was introduced:

It was moved and seconded

That staff:

- (1) discuss with the applicant options to include market rental or affordable housing units in the proposed development; and*
- (2) examine options to increase density to accommodate for affordable housing units in the proposed development;*

and report back.

The question on the referral was not called as discussion took place with regard to options to include rental and affordable housing units in the proposed development.

In reply to queries from Committee, Mr. Craig noted that it is possible to have discussions with the applicant to potentially include market rental or affordable housing units in the proposed development. Joe Erceg, General Manager, Planning and Development, added the Amenity Contribution policy is embedded in the Hamilton Area Plan, so this contribution should be retained.

The question on the referral was then called and it was **CARRIED**.

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5. **APPLICATION BY JASDEEP MANN AND HARPREET MANN FOR REZONING AT 10291 NO. 5 ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**

(File Ref. No. 12-8060-20-009243; RZ 15-694974) (REDMS No. 4563706)

Mr. Craig briefed Committee on the proposed application, noting that (i) the proposed application is consistent with the lot size policy for the area, (ii) the proposed application will have provisions for significant tree preservation on-site, (iii) the applicant will be making a cash-in-lieu for future lane upgrades, and (iv) a servicing agreement will facilitate frontage improvements along No. 5 Road.

In reply to queries from Committee, Mr. Craig noted that the proposed development has a shallow lot depth and would not be ideal for land assembly for the purpose of townhouse development.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9243, for the rezoning of 10291 No. 5 Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)," be introduced and given first reading.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

2. **BOARD OF VARIANCE BYLAW NO. 9259 AND CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 9267**

(File Ref. No. 12-8060-20-009259/9267; 01-0100-30-BVAR1-01) (REDMS No. 4578065)

It was moved and seconded

(1) *That Board of Variance Bylaw No. 9259 be introduced and given first, second and third readings; and*

(2) *That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9267 be introduced and given first, second and third readings.*

The question on the motion was not called as discussion ensued with regard to the application submission process related to the appeal of early termination of Land Use Contracts.

In reply to queries from Committee, David Weber, Director, City Clerk's Office, advised that applications may be submitted by property owners or designated representatives.

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In reply to queries from Committee related to application fees for Board of Variance appeals, Mr. Weber noted that the \$650 fee was based on an estimate of processing and administrative costs. Also, he added that other fees required for development, along with Board of Variance appeal application fees from other municipalities were examined when the proposed fee was considered.

The question on the motion was then called and it was **CARRIED**.

PLANNING AND DEVELOPMENT DIVISION

3. PROPOSED ZONING TEXT AMENDMENT – NOTIFICATION SIGNS FOR CITY-INITIATED REZONING OR TEXT AMENDMENTS

(File Ref. No. . 12-8060-20-009264; 08-4430-03-11) (REDMS No. 4596479 v. 3)

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9264, that clarifies that notification signs for City-initiated rezoning or text amendments are not required, be introduced and given first reading.

The question on the motion was not called as discussion ensued with regard to the proposed amendments to signage requirements.

Mr. Craig noted that a comprehensive communication strategy, including online and print ads will be used. He added that direct-mail notification will be used to notify residents affected by the early termination of Land Use Contracts of the upcoming Public Hearing.

In reply to queries from Committee, Mr. Craig noted that as part of the Provincial legislation, the Board of Variance may grant a Land Use Contract extension to 2024.

The question on the motion was then called and it was **CARRIED**.

5A. ILLEGAL RENTAL UNITS

(File Ref. No.)

Discussion ensued with regard to an article published in the July 2, 2015 edition of the *Richmond News*, that allege of possible illegal rental units in the city (attached to and forming part of these minutes as Schedule 1).

As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

That staff:

- (1) *investigate the report of illegal rental units published in the July 2, 2015 edition of the Richmond News;*

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- (2) *comment on the ability of the City to enforce regulations related to rental units; and*
- (3) *comment on any additional powers that may be needed to enforce illegal rental units;*

and report back.

The question on the referral was not called as discussion ensued with regard to (i) reviewing bylaws, (ii) working with community to report potential illegal rental units, and (iii) community safety concerns related to illegal rental units.

The question on the referral was then called and it was **CARRIED**.

Cllr. Steves left the meeting (5:41 p.m.) and did not return.

6. MANAGER'S REPORT

(i) Public Consultation Workshop for Proposed Building Massing Amendments

Mr. Craig advised that the upcoming Public Consultation Workshop for Proposed Building Massing Amendments is scheduled for July 8, 2015. Also, he noted that in addition to the Public Consultation Workshop, the City will be hosting a builder/developer workshop on July 9, 2015.

In reply to queries from Committee, Mr. Craig noted that the Workshop was advertised in the local newspaper and on the City's website. Also, he noted that residents who have submitted correspondence related to the proposed amendments were notified of the event.

In reply to queries from Committee, Mr. Craig noted that staff would examine options to have staff available that could assist with language translation at the event.

Cllr. McNulty left the meeting (5:43 p.m.) and did not return.

(ii) Metro Vancouver Regional Growth Strategy

Terry Crowe, Manager, Policy Planning, advised of an invitation from Metro Vancouver to comment on a proposed Regional Growth Strategy amendment in the City of Langley. He noted that the proposed amendment does not impact the City and a formal response would not be necessary.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:45 p.m.).

CARRIED

Planning Committee
Tuesday, July 7, 2015

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, July 7, 2015.

Councillor Linda McPhail
Chair

Evangel Biason
Auxiliary Committee Clerk

Schedule 1 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, July 7, 2015.



'Hotel' mega home one of many to get city's attention

Illegal rentals may be symptom of city's market rental crunch: BC Non-Profit Housing Association

Graeme Wood / Richmond News

July 2, 2015 01:00 AM

Vancouver Airport Luxury House ★★★★★

8260 Gilbert Road, Richmond, BC V7C3W7 Canada 1-866-500-4938



This house in a residential zone in Richmond is one of many advertised as a hotel online. June, 2015.

It's the Richmond mega home that's so big it's a hotel — a luxury one, to boot.

Listed on several online hotel agency websites, such as Expedia.com, HotelPlanner.com, and Hotels.com, the house at 8260 Gilbert Road is one of more than 100 properties openly offering guest accommodations on a nightly basis on online sites such as AirBnB.com.

The City of Richmond does allow for boarding and lodging as a secondary use for compensation, however, the property must be a permanent residence to someone, and bylaws limit temporary rentals to just two guests.

"It appears the owner is advertising (the home on Gilbert) as an eight room hotel, which is contrary to zoning. Now that we are aware of this, we will be investigating," said city spokesperson Ted Townsend, adding the city is presently investigating seven other "illegal hotel" complaints.

"We've had issues with people running their houses as a hotel," said Townsend.

The Gilbert house is available for about \$400 - \$600 per night.

The house is described as a four-star guesthouse within close proximity of Kwan Yin International Buddhist Temple and Aberdeen Centre.

"Treat yourself to a stay in one of eight individually decorated guest rooms, featuring fireplaces and flat-screen televisions. Your select Comfort bed comes with Egyptian cotton sheets," a listing reads.

There's even "free" parking.

The property in question was listed for sale last year by New Coast Realty realtor Rex Chan for \$2.7 million.

Chan said the owner could not sell the home and decided to keep it. When asked, he said he was aware the property was listed as a hotel on Expedia.com, but he wasn't sure if the owner had a business licence (which would only apply to a bed and breakfast situation, at any rate).

Two hours after Chan took the *Richmond News*' phone call the listing was taken down.

The house is next-door to the Richmond Community Church, just south of Blundell Road.

A YouTube video by Barn Owl Photography describes it as a "custom built, 4,377 square-foot luxury family home in Richmond Broadmoor, situated on a 10,000 square-foot lot."

There are no business licences shown for the aforementioned property on the City of Richmond's website for either 2014 or 2015.

Townsend said a motel or hotel type of business is not allowed in residential-zoned neighbourhoods.

"It's not a permitted use. They can have a bed and breakfast, but there's very specific regulations around that," he said.

He said bed and breakfasts can accommodate guests for up to 30 days. They also require a permanent resident to occupy the property. There are also fire and health code inspections required to rent a room for non-residential purposes. Bed and breakfasts also need to register under the Hotel Guest Registration Act.

Townsend noted there are only about a half dozen legal 'B and B' businesses in Richmond.

The Hotel Association of B.C. did not respond to questions from the *News*.

The *News* also asked the Minister of Jobs, Tourism and Skills Training to clarify the legalities of home rentals.

Greg Steves, executive director of the Residential Tenancy Branch, said people may rent their homes on a nightly basis if it's permitted by a municipality. He noted it is incumbent upon local governments to enforce zoning regulations.

When asked for a comment about illegal rentals, Tourism Richmond stated it could not comment on the matter until it researched the issue.

Tourism Richmond receives a two per cent tax on sanctioned hotel charges in Richmond.

Tony Roy, executive director of the BC Non-Profit Housing Association, said more research is needed on the impact of short-term rentals but he indicated some concern.

"We don't yet know what the impacts of Airbnb are locally but early indications from research suggest units are being taken away from the rental market," he said.

"Research done in San Francisco and New York, two other cities with expensive and dynamic housing markets, have come to the same conclusion. More research into this area needs to be done."

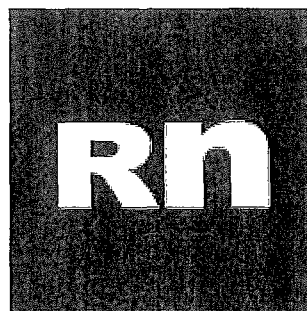
Roy added: "Our Rental Housing Index indicates that we need a stronger and more robust rental market with options along the continuum. There are too many people over spending on rent in communities across BC. A stronger supply of purpose build rentals would help counteract some of the effects."

[@WestcoastWood](https://twitter.com/WestcoastWood) (<http://www.twitter.com/WestcoastWood>)

gwood@richmond-news.com (<mailto:gwood@richmond-news.com>)

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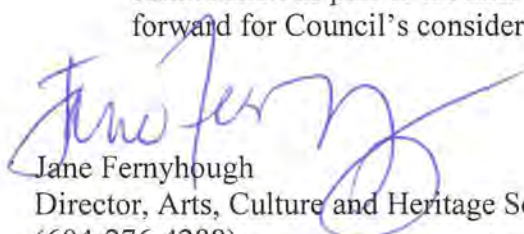
City of Richmond

Report to Committee

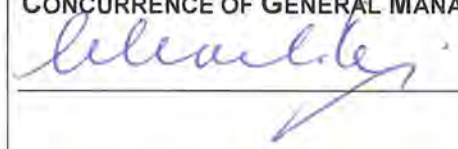


To: Parks, Recreation and Cultural Services Committee
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Date: June 12, 2015
File: 11-7000-09-20-116/Vol 01
Re: Oris Development The Pier at London Landing - Donation of Public Artwork

Staff Recommendation

1. That the artwork donation by Oris Development to the City of Richmond, as presented in the report from the Director, Arts, Culture and Heritage Services, titled "Oris Development The Pier at London Landing - Donation of Public Artwork", dated June 12, 2015, be approved.
2. That an amendment to the City's Five Year Financial Plan (2015-2019) to include \$59,897 for the cost of the artwork with funding coming from the Oris Development's contribution as part of the rezoning application to the Public Art Reserve Fund be brought forward for Council's consideration.


Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 4

REPORT CONCURRENCE		
ROUTED TO: Engineering Finance Parks Planning	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

As part of Oris Development's The Pier at London Landing at 6160 London Road, the developer proposes to donate a public artwork to the City for integration with the new City waterfront park at 13160 No 2 Rd. This report presents for Council's consideration the proposed public artwork, artist and location.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

2.4. Vibrant arts, culture and heritage opportunities.

Analysis

Richmond Public Art Program

The Richmond Public Art Program sets a framework for creating opportunities for people to experience art in everyday life, encouraging citizens to take pride in public cultural expression, and complement the character of Richmond's diverse neighbourhoods through the creation of distinctive public spaces. Donations of artwork to the City are an important part of Richmond's growing Public Art Collection.

Development Proposal

The Pier at London Landing is a mixed-use development containing approximately 76 residential units, commercial space, on-site parking and a new 1.55 acre public park (Attachment 1).

Council approved the development's rezoning application (RZ 09-466062) on September 24, 2012 and the development permit (DP 11-575759) on July 22, 2013. There is a Service Agreement associated with the subject development that covers the new waterfront park (SA 12-613833).

The proposed public art will be integrated with the landscaping design for the new waterfront park and refined in coordination with the design and construction Servicing Agreement.

Public Art Plan

On March 15, 2011, a Preliminary Public Art Plan prepared by the public art consultant, HAPA Collaborative, was presented to the Richmond Public Art Advisory Committee (RPAAC). RPAAC supported the Preliminary Public Art Plan presented to them subject to

recommendations that a written heritage context statement be included with the artist call; the limited budget concentrate on a main artwork integrated within the design of the park space; the selection panel shortlist a group of artists to prepare concept proposals for this opportunity; and that the Public Art Advisory Committee have input on the composition of the selection panel.

At the July 15, 2014 RPAAC meeting, the public art consultant presented the Detailed Public Art Plan for The Pier at London Landing. RPAAC supported the Detailed Public Art Plan and recommended several revisions to the proposed artist selection process to better align with the Administrative Procedures of the Public Art Program. The revised Terms of Reference (Attachment 2) with the revisions to address the recommendations was presented to RPAAC on October 21, 2014, prior to issuance.

Public Art Selection Process

The public art consultant, with input from the Public Art Program staff, prepared a list of over forty local and international artists qualified for the commission based upon their previous experience and ability to work at a scale appropriate to the important site in this neighbourhood. The artists on the long list were invited to submit their expressions of interest in the project. Ten artists submitted their qualifications.

Under the terms of the Public Art Program administration procedures, a five member selection panel met on November 23, 2014 to review the artist qualifications and statements of interest. The selection panel was comprised of the following individuals:

- Joel Baziuk — Operations Supervisor, Steveston Harbour Authority, Richmond
- Jan Corkan — Artist, Richmond
- Naomi Sawada — Arts Professional, Belkin Art Gallery, Vancouver
- Kinichi Shigeno — Artist, Richmond
- Dana Westermarck — Owner, Oris Consulting, Richmond

Additionally, the selection panel was supported by the following technical advisors:

- Brooke Lees — Heritage Coordinator, Britannia Shipyards
- Sarah Siegel — Landscape Architect, Hapa Collaborative

The selection panel recommended that four artists be shortlisted and invited to submit concept proposals, for which they received an honorarium. Prior to submission of the concept proposals, the artists received the Statement of Significance and reference material for review and met with the design team for a project orientation.

On January 28, 2015, the selection panel met to review the concept proposals and interview the shortlisted artists for this opportunity. The concept proposal presented by Glen Andersen was recommended for the commission (Attachment 3). Glen Andersen is a Richmond based artist, recently honoured for Artistic Innovation at the Richmond 2015 Arts Awards.

The Richmond Public Art Advisory Committee reviewed the artist proposal on May 19, 2015 and recommends that the artist work with the design team and City staff to clarify integration of

the artwork with the park design. The artist has refined the design proposal as presented to address these concerns (Attachment 4).

Proposed Artwork

The approximately thirty foot long by nine foot high proposed artwork consists of a series of metal pipes protruding from a concrete base, giving the appearance of both the skeleton of a salmon and the ribs of a boat under construction.

Proposed Location

The artwork is to be located on the “Promontory”, a key location within the park that will act as a landmark with high visibility at the entrance to the park from No. 2 Road as well as from the dyke trail from the northeast and southwest. The artwork is integrated with the park design concept and aligned with the pavement lines leading from the new building, representative of the boat launch rails from the boat sheds formerly on this site. It will be situated on a grassy knoll, with land formed to represent the wake pattern generated by a boat.

Final location and foundation design for the artwork will be coordinated with the future relocation and replacement of the No 2 Road South Drainage Pump Station which is currently in the Capital Plan for construction in 2017.

Staff Comments on Proposed Artwork Donation to the City

City staff met with the artist and consultant team to identify technical concerns including lighting, safety, visibility and structural support. These issues have been addressed by the artist and design team and City staff have no concerns.

Cost of the artwork donation

The developer has provided a Public Art voluntary contribution of \$59,897 at the rezoning phase (based on \$0.60/ ft² over a total building area of approximately 99,828 ft², deposited to Public Art Reserve Fund September 24, 2012. The budget for this project is as follows:

- | | |
|---|----------|
| • Transferred to the Public Art Provision (5%): | \$2,995 |
| • Public art consultant fee (9%): | \$5,562 |
| • Administration costs for the selection process: | \$2,900 |
| • Heritage Statement of Significance: | \$4,600 |
| • Artist honoraria: | \$4,000 |
| • Artwork budget: | \$39,840 |

Financial Impact

The artwork will require minimal periodic washing and maintenance, at an approximate cost of \$300 per cleaning every one or two years. City funds would be allocated out of the Public Art Program’s annual operating budget.

Conclusion

The proposed artwork by Glen Andersen and donated by Oris Development represents a significant gift to the City of Richmond. It is a continuing show of support by developers for the importance of public art to neighbourhoods and the City. The artwork will interpret the rich heritage of Steveston and activate this new City park for the enjoyment of visitors and residents.

A handwritten signature in black ink, appearing to read 'Eric Fiss', with a stylized, flowing script.

Eric Fiss
Public Art Planner
(604-247-4612)

- Att. 1: Location Plan
2: The Pier Call for Artists & Terms of Reference
3: Public Art Concept Proposal
4: Public Art Site Plan and Section

Location Plan





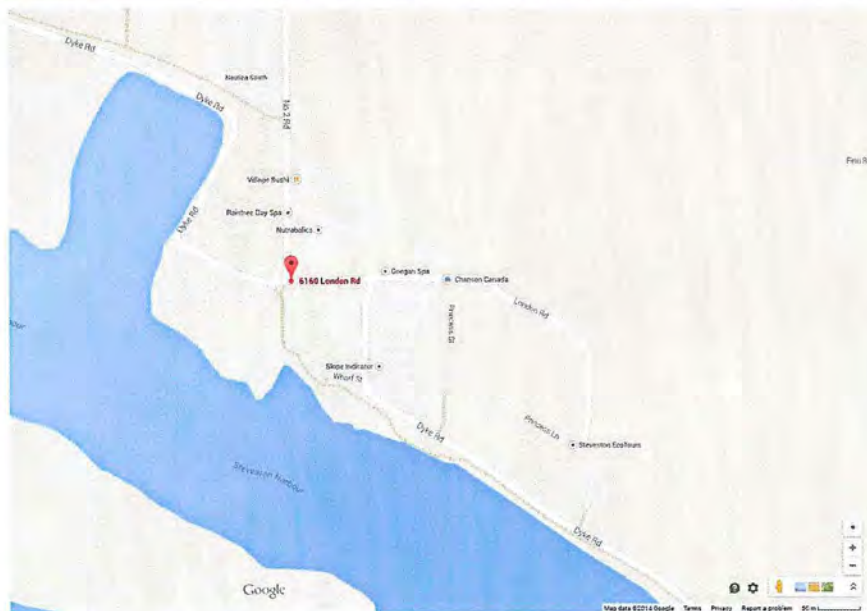
The Pier Call for Artists & Terms of Reference

Eligibility:	Artists residing in British Columbia who have been identified on the long list created by the selection panel for the Pier Public Art Project. Long listed artists are invited to submit a qualifications package.
Deadline for Submissions:	October 30, 2014, 5PM PST
Budget for Artwork:	\$39,840 CAD
Artwork Location:	6160 London Road, Richmond BC

In 2010, the City of Richmond and Oris Consulting swapped parcels of land in order to allow the full intertidal zone of the river and dyke trail right-of-way to remain in the public domain as a city-owned park space. The formerly City-owned parcel is being developed into two multi storey, mixed use buildings. The two buildings on the site will become a mix of housing and commercial including live-work studios, a day care, restaurants, and retail. Recreational trails, industry, parkland, and urbanized uses all converge on the site. This convergence provides an opportunity to program this space and anchor it with a landmark that hedges the site's past and future.

- 1.0 Project Overview & Location
- 2.0 Public Art Siting
- 3.0 Development Background
- 4.0 Landscape & Environmental Background
- 5.0 Budget
- 6.0 Method of Artist Selection
- 7.0 Terms of Reference
- 8.0 Timeline

1.0 Location & Project Overview



The Pier Location, in Richmond BC

Site History

The site was the former home of the Kawaki fish and roe processing plant. Fish and fishing have remained central to the other former business and settlements that were located on site. According to archeologists Dr. Leonard Ham and K. T. Carlson, the earliest known settlements on the site were First Nations fishing encampments from 3,000 years ago. Following 19th C. European exploration of the area and the establishment of European 'Mudflatters' farms, the first Japanese migrants arrived in the area in 1877, establishing boat works and working alongside Chinese, European, and First Nations people in fish canneries. The Canadian Pacific cannery was established at the foot of No. 2 road in 1893, processing fish until it was destroyed by fire in 1924. During that time fishing and the processing of fish was such a successful enterprise that twice all fishing operations were halted due to over fishing of Fraser River fish.

In 1926 the Japanese-owned, fish processing, packing, and distribution River Fish Co. Ltd. Cooperative and General Store opened for business on site. Shin and Mas Nakade's grandfather also established Nakade Boat works at Garry Point. These and other Japanese-owned businesses were shut down in 1942 when 2,600 Japanese residents of Steveston were evacuated inland. The Nakade's spent three years in Grand Forks followed by several years in Toronto before returning to re-establish the Nakade Boat works in 1951, this time at the foot of No. 2 Road. For thirty plus years, the Nakade brothers applied the knowledge passed onto them from their grandfather and father, hand building more than 100, 40-foot wooden fishing boats. From imported oak, gumwood, and iron bark, they steamed and bent ribs and planks, forming and nailing the hull indoors. Then, they pulled the boats along steel ways to paint and varnish them outdoors where they dried before being pulled again along ways to be launched into the river. In the winter, the boats were pulled up the ways, jacked up on blocks, and stored on wooden decks until the next fishing season.

This public art project presents an opportunity to embody the site's historical and cultural uses. See the The Pier Statement of Significance appended to this document for more historical information.

References

- Carlson, K. T. (Ed.) A Stó:lo Coast Salish Historical Atlas, Vancouver: Douglas & McIntyre, 2001.
Ham, Leonard. Interview, November 19, 2010.
Nakade, Mas. Interview, December 1, 2010.
Yesaki, M. and Steves, H. and K. Steveston Cannery Row: An Illustrated History, Peninsula Publishing Co, 2005.



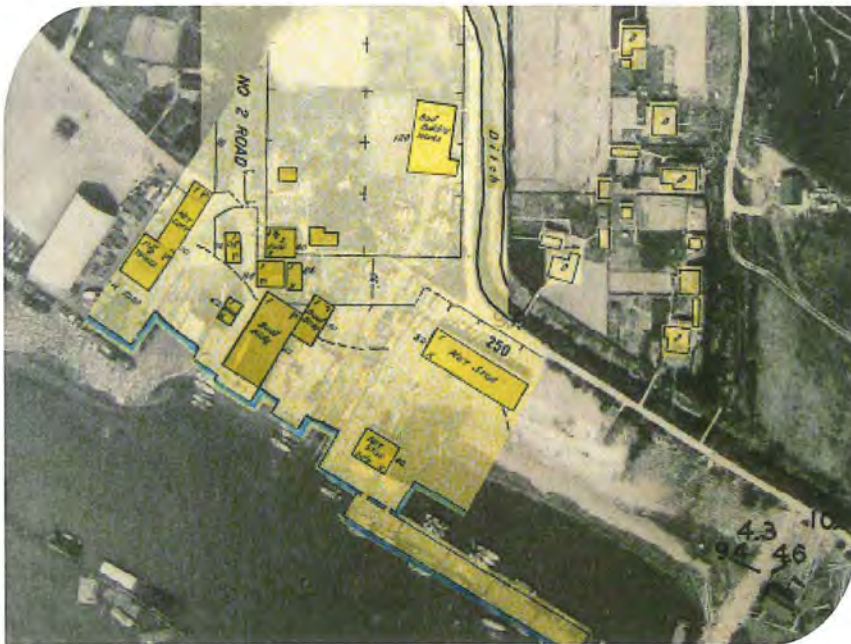
Nakade Boatworks



Nakade Brother's built boat
the "Dottie M"

2.0 Public Art Siting

The site design calls for a promontory anchoring the public plaza adjacent to the new mixed use building located at the foot of No. 2 Road. The proposed location for the installation is on The Promontory (see site plan on page 8) situated alongside the South Arm Dyke Trail at London Landing Plaza overlooking the central lawn. The artwork would be highly accessible and publicly visible in this location due to the convergence of recreational, residential, industrial, and commercial uses. This is the suggested siting for the artwork, the selection panel and design team are open to further discussion on locating the artwork on the site with short listed artists.



1954 aerial photograph overlaid with 1960 map (City of Richmond Archives). Nakade boatworks (labeled "Boat Building Works"), boat storage and ways are visible.

3.0 Development Background

Master-Planned Mixed Use Community – London Landing Richmond, British Columbia

This new neighbourhood began its roots along the banks of the Fraser River waterfront in 2001, an area that had been predominantly used for industrial purposes, complementing the fishing industry that has defined the community of Steveston over the last century. Cooperation between all participants from the owners, city officials, consultants, trades, buyers have helped to create and ensure the success of this New Urbanist community.

The early European settlers of the area were farmers and fishers. The London family owned a large part of the area known then as London's Landing. They had great plans for a town to grow here. Subdivision plans were filed, roads laid out and promotion of the area as a potential City attempted to draw people to the new village. Unfortunately for the London family, this was not to happen. London's Landing lost its school, the post office and eventually, the ferry dock to the more successful settlement down the river at Steveston. The grand plans languished until urban renewal created the chance for this dream to be realized.

In the recent past, uses of the area include machine maintenance, canning, boat repair and industrial storage. These businesses had become rundown and were in need of major repairs, with these large capital costs looming, a new look was in order. Oris Developments resurrected the London family's dream of a successful community on the waterfront. The vision was to create what London's Landing would have looked like if the original plans had succeeded and then, as has happened in many other old town sites, the buildings were repurposed for modern uses. In gaining the land for the scheme to be fully executed the developer ensured that any displaced businesses had a new home to go to if they wished to stay in the area. This Brownfield redevelopment has served to provide an enhanced image to a failing industrial region. Extensive site remediation was necessary to ensure safe redevelopment of the area.

A unique development regime was used to develop the site from the waterfront back due to ill defined zoning of the district. Large risks were taken within the initial stages of the master plan and it wasn't until local council accepted the vision of the developer that the adjacent sites were bought and amalgamated within the larger scope.

Single-Family homes are featured along the waterfront with detached housing forms in behind that have been designed to take advantage of view corridors. A ring road has helped to provide improved access and circulation within the area, while underground parking has been incorporated under the Multi-Family and mixed use areas to ensure that green space and connection points are visually attractive and functional for the community at large. As later phases have been incorporated into the area this has created the critical capacity necessary to allow small scale commercial outlets to serve the growing population. Despite the natural and suburban setting density allowances have helped to ensure

that housing in this area came to market at prices affordable to many lower income buyers.

To date 243 units & 18,000 Sq. ft. of commercial space has been built or is due to complete shortly. A further 15,000 Sq. ft. of commercial area with 5 potential live/work studios and another 71 multi-family units are currently for sale at "The Pier".

A review of archival photos and remaining examples of historic homes of the middle class from the period beginning 1890 -1910 allowed a "pattern book" of architectural details to derive the successful design application, a modern day rendition of early century settlement of cannery managers and local merchants. Building design has served to impress upon the vernacular history of the area with craftsman style homes that provide a contemporary façade of board and baton siding or metal panels reflecting the old cannery buildings of the area.

The neighborhood is surrounded by a dramatic environment with London Farm to the North East providing community gardens and a view upon a wide open landscape of urban farming. The Fraser River runs to the south creating a spectacular backdrop for the locals, while development patterns have been designed to ensure the proximate relationships between these areas are maintained and views are maximized.

Connection points to the city system of walking and bike trails along the dyke and railway right of way to the north have been intertwined into interior components of the development's phased structure providing easy access to the surrounding amenities.

4.0 Landscape & Environmental Background

Notably, the park site at London Landing is located outside of the dyke flood protection landform. This is an unusual scenario for Richmond parks. Garry Point Park is another example of a park with this relationship to the dyke and water. From a landscape experiential perspective, this means that visitors to the park can walk along the edge of the intertidal marsh and get close to the water's edge. In terms of maintenance practices for the park, and potential change over time, this means that the lower portion of the park south of the dyke, will be fully flooded periodically during large storm events, and the intertidal edge south of the lower pathway will change noticeably, daily, because of the tides.

The up close experience of the intertidal zone is a special opportunity. This area is a designated Environmentally Sensitive Area with a high productivity, thriving, intertidal marsh ecology. As part of a larger system - the Fraser River estuary is the single most important area of aquatic bird and raptor migration and wintering habitat in British Columbia. Intertidal marshes, specifically, provide critical rearing areas for juvenile salmon.

Environmental consultants have assessed the area and provided guidelines to the development of the park in order to protect the intertidal marsh and improve the habitat value of the riparian and upland areas. The upland areas of the site are currently covered with parking lot, lawn and some thickets of invasive plants such as Himalayan blackberries and Japanese Knotweed. The park design sees the parking lot removed, invasive plants controlled, and some lawn kept for recreational value. Plantings of native and locally adapted species of herbaceous grasses and wildflowers will be added to the upland park. The intertidal marsh can be viewed from above along the dyke trail and promontory, as well as the existing pier. It can also be experienced from the lower gravel pathway which winds around the edge of the marsh. This pathway is narrower and more winding than the upper dyke pathway, and is intended to provide an alternate, quieter, experience to the more active recreation pathway along the dyke trail. Benches at the lower deck platform allow park visitors to sit and stay in this area. A play feature is also included in the lawn directly above the lower pathway, encouraging children to play in and around the water's edge. The pathway forms in a sense a boundary to the south edge of the park, and dense marsh vegetation ground will create a physical deterrent to people entering the sensitive habitat area.



The Pier Site Plan

5.0 Budget

TOTAL BUDGET FOR PUBLIC ART

\$39,840.00

6.0 Method of Artist Selection – Invitational Call

The artist selection process will follow the format of an invitational competition.

6.1 Request for Qualifications

The invitational call is open to artists have been identified on the long list by the selection panel. Long listed artists are invited to submit a qualifications package consisting of the following:

- Statement of interest (300 words)
- Curriculum Vitae
- Contact information
- Artist descriptions of three works that were selected for their relevance to this project. Each work must include the title, date of completion, medium, materials, and dimensions for each work sample. This package must include images of the work, budget information, and a brief description of the process, media, and materials.
- Three (3) References

The package must be a maximum of six (6) letter size pages (8.5"x11") submitted digitally in pdf format. No concept submission is required for the qualifications package.

Complete submissions with a total file size of under 10MB can be emailed directly, however submissions that exceed a total file size of 10MB must be sent via an online file transfer service such as WeTransfer or Dropbox.

Submit files by **October 30, 2014 at 5:00pm PST** to:

Hapa Collaborative

Glenis Canete

gcanete@hapacobo.com

6.2 Artist Selection Panel Composition

A five member selection panel has been identified to choose an artist to carry out the commission. The selection panel is made up of the following individuals:

Joel Baziuk — Operations Supervisor, Steveston Harbour Authority, based in Richmond

Jan Corkan — Artist, based in Richmond

Naomi Sawada — Arts Professional, Belkin Art Gallery, based in Vancouver

Kinichi Shigeno — Artist, based in Richmond

Dana Westermark — Owner, Oris Consulting, based in Richmond

Technical Advisors

Brooke Lees — Heritage Coordinator, Britannia Shipyards

Sarah Siegel — Landscape Architect, Hapa Collaborative

6.3 Artist Selection Panel Goals

The goals of the artist selection panel:

- Select an artist who demonstrates an ability to create site-specific artwork for the Pier site.
- Seek quality and integrity in the artwork.
- Identify an artist to carry out the commission through an invitational call process.

6.4 Invitational Call Process

Meeting 1 - Selection Panel Start Up

The selection panel has crafted a draft terms of reference for the project and a long list of a minimum of 25 artists. The long list was generated by the panel through email prior to this meeting. The terms of reference document includes background information, description of the selection process, and a set of non-prescriptive considerations that may assist the artist in developing their concepts. The terms of reference including a artists' call was developed at this meeting with input from the selection panel. Following this meeting the artists on the long list is sent the Request for Qualifications (RFQ) and invited to submit their credentials.

Meeting 2 - Selection Panel Submits Shortlist

The credentials of the respondents from the long list will be reviewed and a short list of three to five artists will be decided on through discussion and voting. Short listed artists will be chosen based on their ability create site-specific artwork, a demonstrated capacity to work collaboratively with other disciplines, and past experience in public art. Invitations to submit proposals will be extended to three to five local artists for presentation and interview process. Short listed artists that submit a concept or project approach will be given an honorarium of \$1000.00 to develop their project approaches. An artists' orientation meeting including a site visit and informational session with the design team will be organized for short listed artists to assist in developing their project approaches. Sample interview questions will also be prepared and distributed to the short listed artists.

Meeting 3 - Review Artists' Concept Presentations/Interviews and Final Selection

Artists will be invited to present their preliminary concepts to the panel and the panel will be given the opportunity to interview the artists with predetermined questions pertaining to the project. Artists' presentations and interviews will be reviewed. Through discussion, deliberation, and voting one artist will be selected to undertake the commission.

7.0 Artist Guidelines

Short listed artists must take into account the following considerations when developing their approaches:

1. The artwork must be site-specific, whereby the artwork must be created to exist on the site. The artist must demonstrate a consideration of all aspects of the site's physical, environmental, historical and cultural context in the creation of the artwork.
2. A special consideration should be given to the shifts in human historical and cultural use of the site.
3. A special consideration should be given to the site's environmental conditions including both seasonal and diurnal variations.

8.0 Timeline*

Artist Selection Schedule

Selection Panel Start Up - Meeting 1	September 30, 2014
Selection Panel Submits Shortlist - Meeting 2	November 3, 2014
Review Artists' Concept Presentations/Interviews and Final Selection - Meeting 3	November/December 2014 TBD

Artist work schedule

Detailed design phase	December to March 2014
Artwork construction & site coordination	March to December 2015

During the artwork development, the artist must be available to meet with the developer and project consultants periodically. The public art consultant will work with the artist and developer to determine project milestones and schedule coordination meetings when necessary with project team members.

*Dates are subject to change

GLEN ANDERSEN

THE PIER -Public Art Proposal**"AN UNFINISHED PROJECT"****SCULPTURE – Half-Built Boat / Salmon Skeleton**

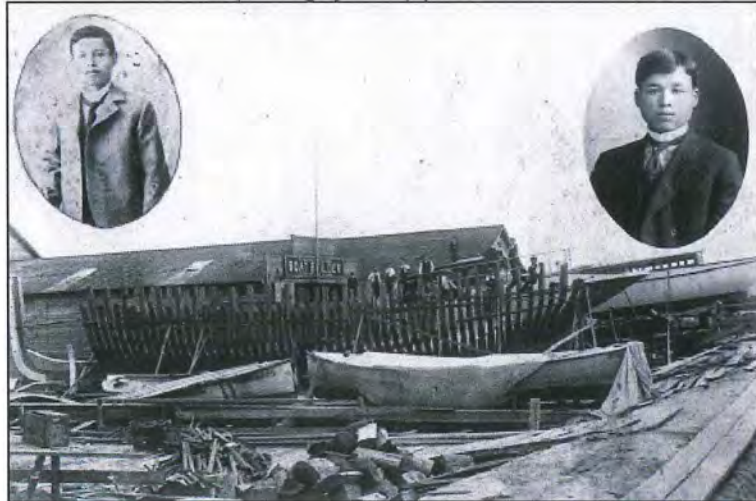
The central feature of this concept is a sculpture representing a full-scale (30") wooden-style fishing boat under construction, that is, unfinished and placed as if temporarily outside a boatbuilding shed. The adjacent residential/amenities building (with its design echoing old Steveston's industrial buildings) is then a stand-in for the shed, placed as it is, facing the river and located more or less where a boatworks once stood. The ribbed structure of the boat also doubles as a metaphoric portrayal of a salmon skeleton. The construction will not literally follow that of a standard wooden boat but would instead be made of metal pipes protruding from a base of concrete.

The structure will ideally be raised above the surrounding landscape on a grassy berm or platform, giving it a monumental feel. *(see below for landscaping options)*

A walkway of sorts forms the interior base (keel) of this boat, with individual salmon vertebrae being linked together in a row, end to end, cast in concrete and pocked with the cavities found in such bones:



The vertebrae ascending from ground level, needed to continue up the prow of the boat form, are the same size but lighter in weight. They can be made by welding support piping onto strips of plate aluminum which has been rolled into a wide segmented tube. The few upper ribs are in turn connected through these segments. The segmentations are cross-section partial cuts in this wide tube, making them look like salmon cans. The sculpture therefore embodies 3 key components of the early London Landing economy into one sculpture: fish, canning, and boatbuilding.



NOTES on SCALE

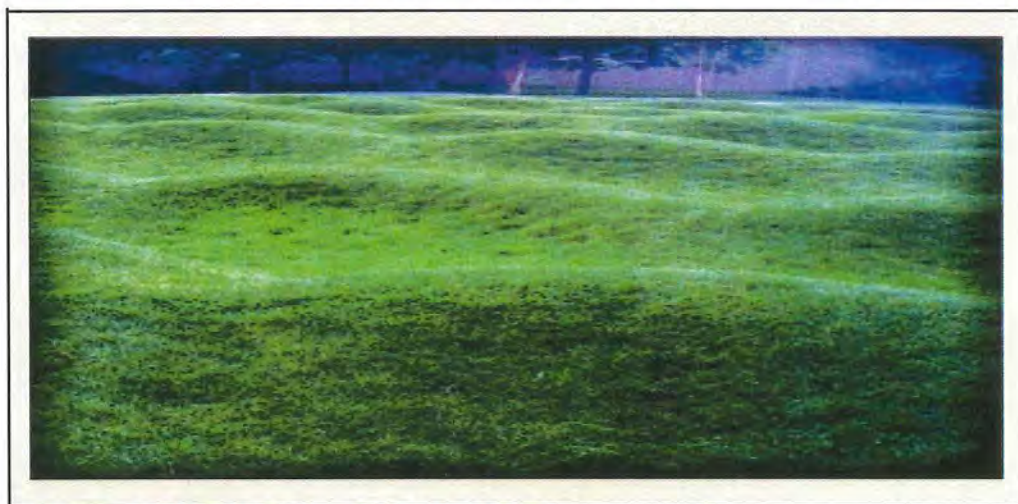
The length is 30'; width 9' -standard for a locally-made wooden gillnetter of the 1930's. The 7-8 foot height can be augmented by being placed on raised ground, such as a grassy berm, making for a more dramatic presentation

LIGHTING

At night the effect would be lantern-like, with the upright ribs glowing from lights directed up from the ground to illuminate the setting.

The concrete vertebrae on the ground would glow from internal lights in an interior cavity, and could even be cast without too much trouble, using concrete-embedded fibre optic cable fragments transmitting the light passively from below (*also known as LitraCon -light transmitting concrete*)

- B) For Soft Landscaping Scenario: Alternately, I can envision custom forming the lawn into a subtle undulation of concentric ripples encircling the mound. This way the radiating waves echo the repeating pattern of the ribs of the salmon/boat like a kind of wake, and suggesting water or radiating energy. The example below shows a variation of this type of lawnforming:



(designed by Maya Lin for University of Michigan)

RATIONALE

The various elements of this artwork conjure phantoms, shadows which throw some light on what is now lost to us -triggers to re-imagine the ways things were and how people and events were connected in a pioneer town at the edge of wilderness.

Judging from archival photos, boats under construction or repair were not an uncommon sight on the Steveston skyline. This is partly an homage to the work of manual labourers and the tradition of boatbuilding. Wooden boats (apart from dugouts) going back thousands of years, in most cultures, use the same basic building template, so the image of boat ribs is a universal one.

And they are beautiful sculptural shapes, like organisms. In fact traditional boat-making could be seen as a kind of bio-mimicry. In this bold stark visual of a boat skeleton, the metaphor could be extended to all skeletons, as the skeleton of any vertebrate is a primal visual shape. There is something primeval, evocative and mysterious about a set of ribs divorced from their covering. The salmon is the perfect foil for the boat in this site, and vice versa.

Boatbuilding is just one subject of this artwork. In fact all of the interconnected enterprises related to the fishing of salmon and other fish in the vicinity of the Lower Fraser coalesce on this historic site and in this artwork. It's easy to be impressed by the dedication, sheer gusto and even economic desperation that drove people to come here to live and work, at the western edge of the Western World. But the true engine driving the Steveston machine for over a hundred years (and counting) is the miraculously reliable migration of the various salmon species up the river to their ancestral hatching grounds. Metaphorically, I guess one could say the entire industry and much of the town is resting on the backs of the salmon. Ghost salmon, mostly invisible until they are pulled out of the water.

The river itself is a wonder all its own. My idea attempts to honour all of these various "streams". "Sto:lo", in the Halqemeylem (Lower Coastal Salish language) simply means "river" but the word must surely contain more than the basic descriptive. Perhaps "lifeblood of the land" might give a fuller understanding of the realm of associations to be conjured. Likewise, "Steveston", or even "London Landing" should also have a whole spectrum of meanings in the minds of the various publics who visit and live there. The quotes and anecdotes chosen for the boat panels and underfoot text would reflect this complex narrative.

A FOLLY

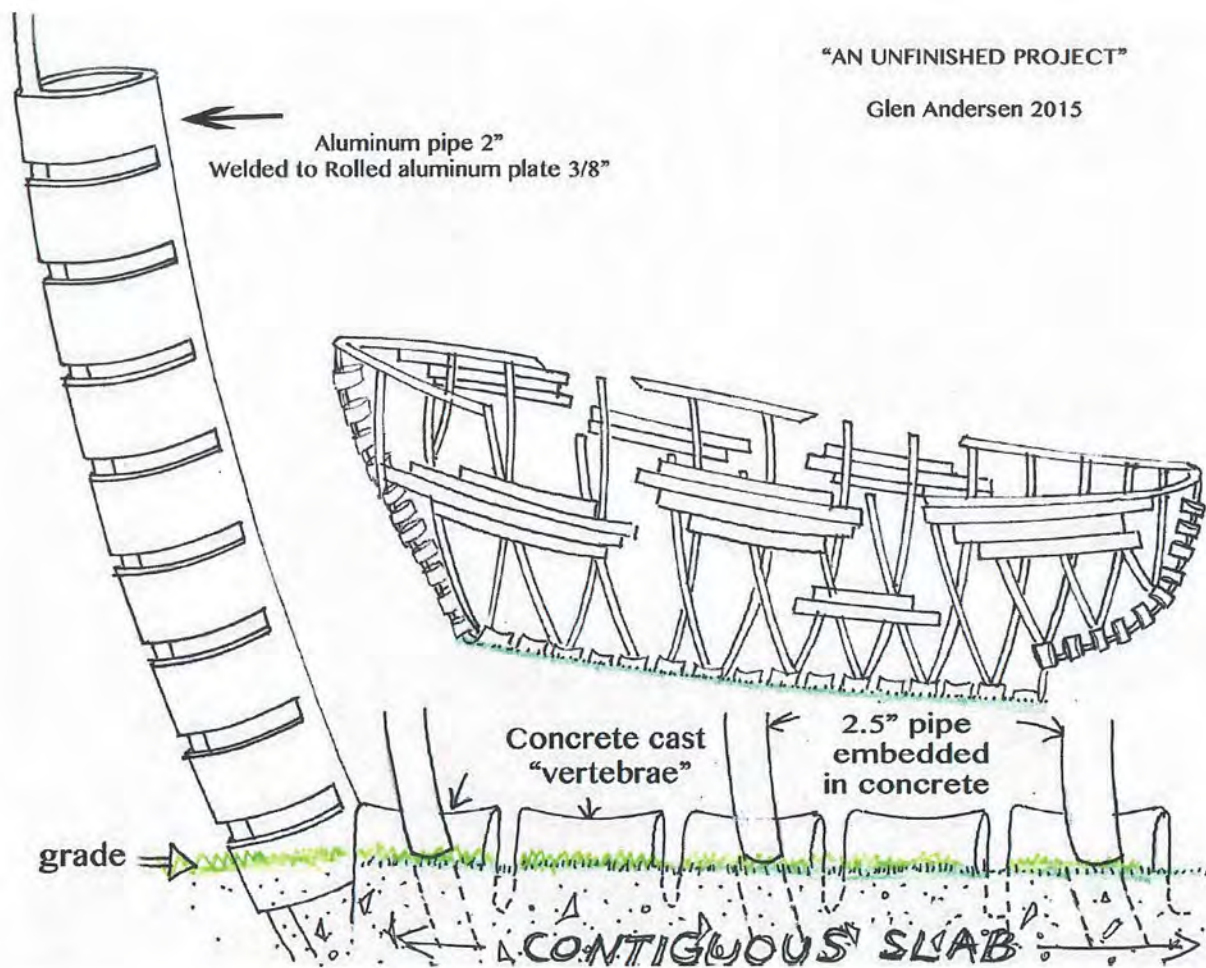
In all, this array of elements could be understood as a kind of folly, which is historically often an architectural pastiche, made fresh but to evoke a relic or ruin of a bygone era. Follies were usually structures in the property of a wealthy landowner that functioned as objects of contemplation and reverie.

Perched on the promontory, like a sort of folly, this could artwork be read as a ruin effect, like a salvaged derelict boat, but also clean enough and intact enough to suggest a half-completed project, or even suggest the actual historical likelihood of a Japanese-built boat left unfinished at the time of the internments.

Children love to play inside boats, so it serves an interactive play purpose too, without being a playground feature per se. It is certainly a backdrop for a photo-op.

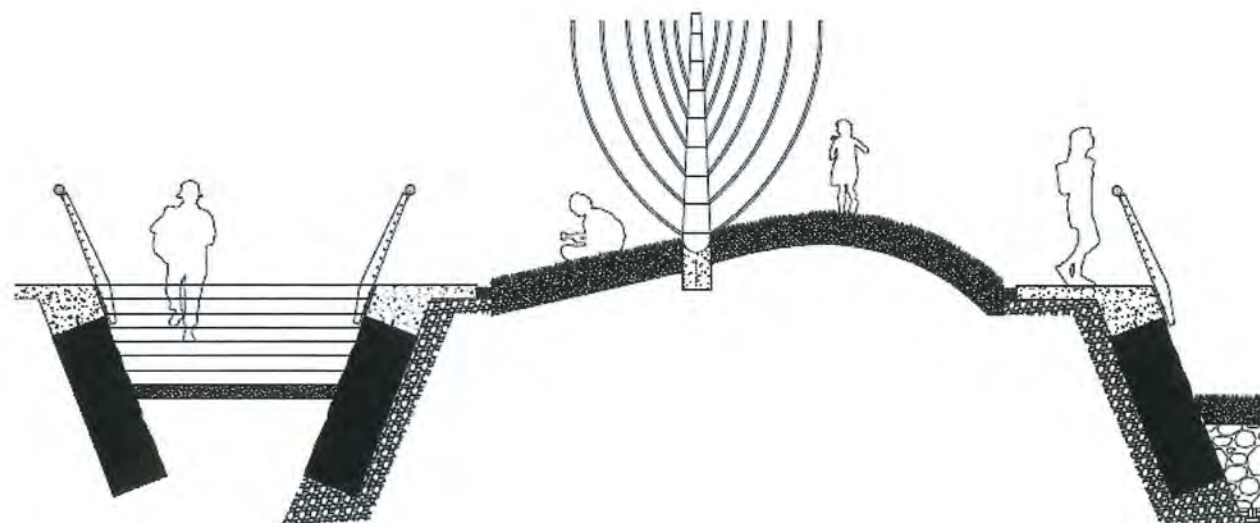
SUMMARY

This artwork reveals itself in increasing layers as one approaches, drawing people closer into a kind of stage set for a virtual play, full of the invisible characters of "Salmonland" through the decades. Rather than being purely didactic my hope is to suggest a number of readings through multiple physical and conceptual access points, so that its aggregate meaning is in the eye and mind of the beholder. It is meant to be informative and interactive, while inspiring reverie and poetic considerations of the meaning and spirit of the place.



Model of Concept Proposal





Landscape Sketch
Haga Collaborative
May 26th, 2016
2/5" = 1'-0"



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

From: Mike Redpath
Senior Manager, Parks

Re: Steveston Town Square Park Concept Plan

Date: June 3, 2015

File: 06-2345-00/Vol 01

Staff Recommendation

1. That the Steveston Town Square Park Concept Plan as described in the staff report "Steveston Town Square Park Concept Plan," dated June 3, 2015, from the Senior Manager, Parks, be approved; and
2. That \$250,000 from the following completed projects, McLennan South (\$23,000), McLennan North (\$119,000), and Woodward's School (\$55,000), and Parks General Development (\$53,000) be transferred to fund the Steveston Town Square Park Concept Plan project and that this project be included in the 5 Year Financial Plan (2015-2019) amendment.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Arts, Culture & Heritage	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

CNCL - 94

Staff Report

Origin

In 2014 and 2015 work was completed relocating and transforming the Japanese Benevolent Society Building into a publicly accessible museum at the Steveston Town Square Park. A significant investment has been made locating the building, renovating the facility, programming and co-locating it with the Steveston Museum building. The concept design for the surrounding public open space known as the Steveston Town Square is the final piece required to connect the buildings together, and allow for both indoor and outdoor programming at the site.

The current Steveston Town Square park is dated and in poor condition. The City Building Committee for the Japanese Benevolent Society approached staff over a year ago to discuss the Steveston Town Square Park along the Steveston Greenway however it was too late to submit as a 2015 Capital Project. Since that time, the Committee has worked with staff to develop a concept that will enhance the site as a tourism destination, develop and enhance a cultural landscape commemorating past and present Japanese residents and add new accessible programmable space adjacent to the restored heritage buildings.

The purpose of this report is to seek approval for the funding and implementation of the Steveston Town Square Park Concept Plan and to secure funding for its implementation in 2015.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.1. *Strong neighbourhoods.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

2.4. *Vibrant arts, culture and heritage opportunities.*

This report supports Council's 2014-2018 Term Goal #6 Quality Infrastructure Networks:

Continue diligence towards the development of infrastructure networks that are safe, sustainable, and address the challenges associated with aging systems, population growth, and environmental impact.

6.1. *Safe and sustainable infrastructure.*

6.2. *Infrastructure is reflective of and keeping pace with community need.*

Analysis

Steveston Town Square Park

The Steveston Town Square Park is located at the corner of First Avenue and Moncton Street directly west of the Steveston Post Office, along the Steveston Greenway and adjacent to the recently renovated and relocated Japanese Fishermen's Benevolent Society Building (Location Map - Attachment 1). The Steveston Town Square Park has seen several minor improvements over the years including the installation of an exposed aggregate pathway, a wooden stage (now removed due to disrepair), several large trees, a small rose garden and a grassy area. The site has seen limited programming over the years and is in need of updating and repair.

With the relocation of Japanese Fishermen's Benevolent Society Building to the site, a concept plan for redeveloping the site has been prepared that will update the park area, improve circulation, tie in the park area to both the Steveston Museum and Japanese Building for programming and events, and create an opportunity to celebrate the Japanese historic connection to Steveston.

Steveston Town Square Park Concept Plan

The proposed Steveston Town Square Park Concept Plan (Attachment 2) respects both design and programming consultations held with the Steveston Historical Society Building Committee. The Steveston Town Square Park Concept Plan is built around the following general elements and ideas:

- Create a park area that is adaptable for a variety of year-round activities, with a variety of spaces and environmental exposure opportunities;
- Create spaces that allow for accessible, casual public use as well as adapt to programmed use and activities organized by the Steveston Historical Society;
- Accommodate sitting and display areas near Moncton Street for year-round use as well as during festivals;
- Accommodate tables of approximately 35 seats, or standing social gatherings of approximately 50 persons in a larger activity area; and
- With the relocated Japanese Fishermen's Benevolent Society (JFBS) building present, honor the Japanese heritage of Steveston by adapting a Japanese garden approach to materials, forms and built elements, including a Torii gate and a Suikinkutsu sounding-bell element.
- Enhance the Steveston Greenway.

The plan proposes to create two general activity areas, casually delineated to allow for a natural separation of activities and uses. The street-side area retains the white picket fence and seasonal planting edge space. Inside the gate, a paved area irregularly patterned concrete, interspersed with stone paving slabs and stone sitting blocks, will create a multipurpose sitting area. This area will be close to the street activity, and the paving pattern and materials establish the Japanese garden-inspired design approach.

The stone blocks and conventional wood-backed benches allow for a variety of sitting opportunities. The existing flagpole is retained and the two commemorative plaques are relocated within the park.

Central Path

The central path, also of patterned concrete and stone slabs, leads to the larger activity area. The sides of the street-side area are renovated lawn areas, allowing for play and lounging contemplating outdoors. The central path leads to a Japanese-style Torii gate. This gate directly recognizes the Japanese heritage of Steveston and, at the same time, creates a natural and appropriate transition into the larger, but more secluded main activity area.

Interior Activity Area

The interior activity area is set to meet the grade established by the relocated JFBS building steps and sloping walk. The area is sized to accommodate approximately six tables of six seats, or 50 persons standing in a social group. In this way, it suits casual use and is adaptable for organized school activities, adult gatherings or private parties that may rent the space. Examples of activities could be weddings, private rentals, and events coordinated with the JFBS or Steveston Post Office indoor spaces. The concrete and stone paving is used again, along with the stone slab benches and conventional wood benches. The west side of the park is kept open to allow for movies or images to be projected onto the east-facing wall of the adjacent building.

Suikinkutsu

A key feature of the park is anticipated to be the Suikinkutsu feature, set along the north edge of the park. This is a Japanese garden element that speaks to the sacred nature of a secluded garden corner. Water drips from a stone basin and then into a hidden bell-shaped urn, underground. The sound of the drops of water are amplified and create a surprise as well as a feeling of serenity. The Suikinkutsu is planned to be 'activated' manually, with a bamboo ladle. Very importantly, the basin has been sourced from Wakayama City, Richmond's sister City in Japan, the home of the first Japanese settlers to Steveston and Richmond.

This traditional Japanese garden feature (suikinkutsu and Torii gate) are typically located in a place of tranquility and quiet and the Steveston Town Square site has been specifically selected as a place suitable for its location. Staff are working with Japanese gardeners from UBC and will coordinate with the local Japanese community.

The Suikinkutsu element is proposed to be set in a raised area, surrounded by flagstone, low, stacked basalt stone retaining and overlapping Japanese-inspired fence panels. The gravel paving is appropriate for multiseason use, and suits the low-light conditions. It also reinforces the Japanese garden feel of the interior, main activity area.

Next Steps

If approved, implementation of the Steveston Town Square Park Concept Plan is proposed to commence in 2015 with a targeted completion for October 2015. A concept sign would be installed at the site and construction would commence in the summer of 2015.

Funding Strategy

Since the concept plan for the Steveston Town Square Park project was not considered as part of the 2015 Capital Program, staff are recommending that \$250,000 from the following completed projects, McLennan South (\$23,000), McLennan North (\$119,000), and Woodward's School (\$55,000), and Parks General Development (\$53,000) be transferred to fund the Steveston Town Square Park Concept Plan project and that this project be included in the 5 Year Financial Plan (2015–2019) amendment.

Financial Impact

Implementation of the Steveston Town Square Park Concept Plan is estimated at \$250,000. There is no additional operating budget impact expected as existing operational funding is in place.

Conclusion

The restoration of the Japanese Fishermen's Benevolent Society Building and co-location of the building with the existing Steveston Museum at the Steveston Town Square Park has presented a unique opportunity to create a cultural landscape. This report details a concept plan that will connect the surrounding buildings to the Steveston Town Square Park, revitalize the area and present many opportunities for extended programming at the site for community use.

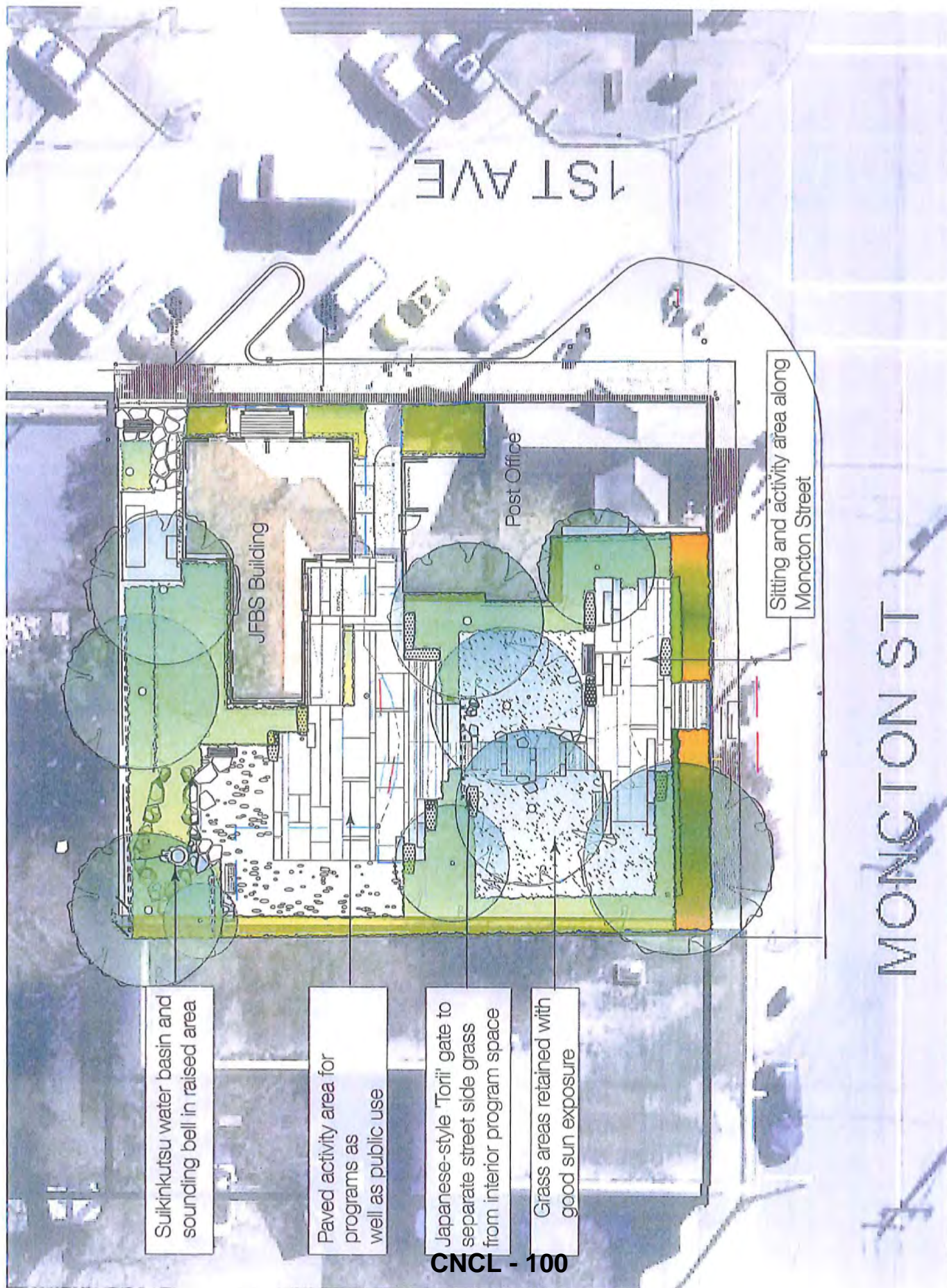


Mike Redpath
Senior Manager, Parks
(604-247-4942)

- Att. 1: Location Map - Steveston Town Square Park
2: Steveston Town Square Park Concept Plan

STEVESTON TOWN SQUARE PARK





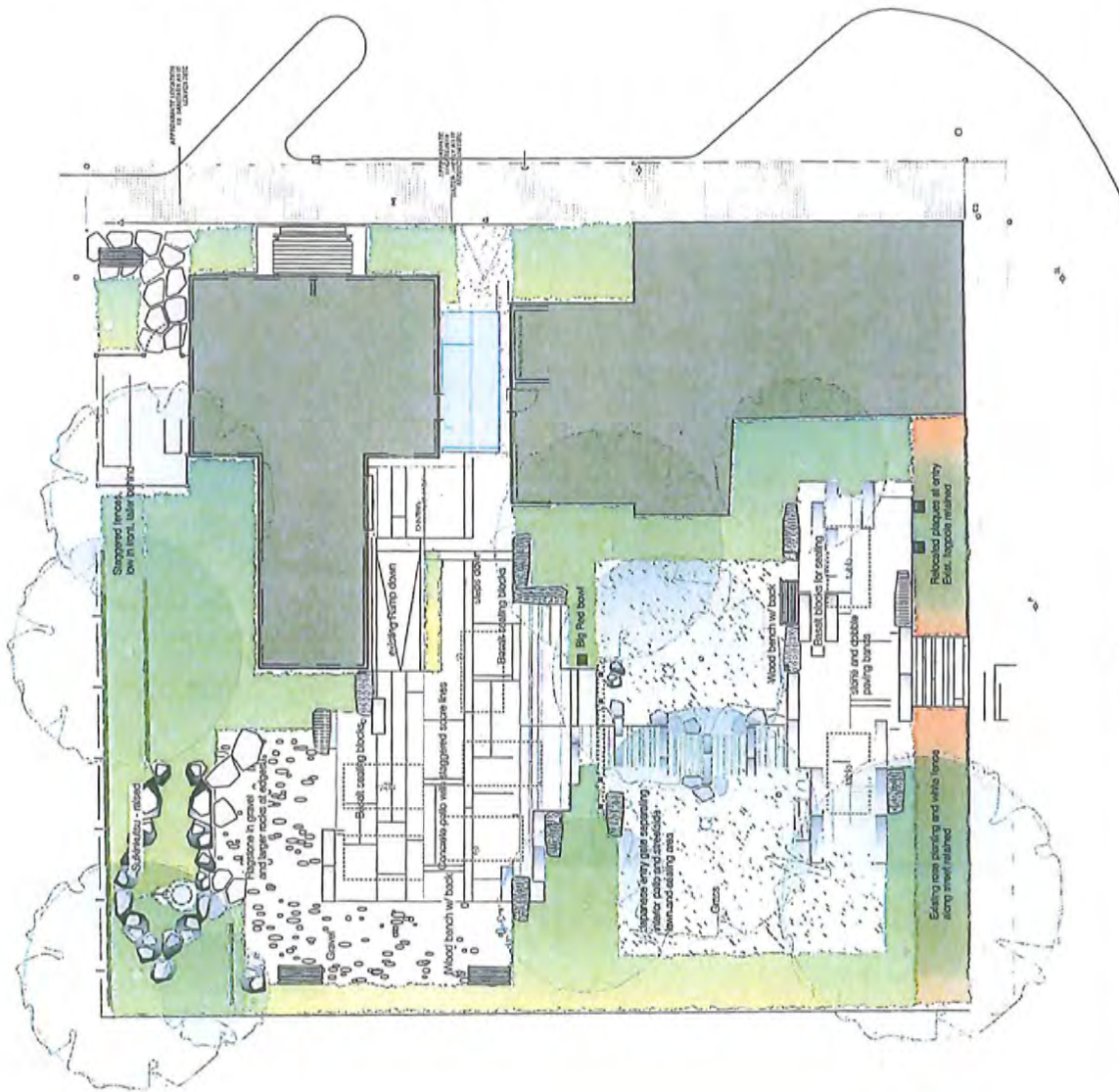
CNCL - 100

1:250 May 2015

Conceptual Park Plan

Steveston Town Square Park

MONCTON ST



- The Stevenson Square Park Design is built around several organizing objectives:
1. Create areas for casual and organized uses and activities
 2. Preserve street character and relationship to the Post Office
 3. Apply some principles of Japanese garden design in material choice and application, in enhancing the relocated Japanese Embassy Benches Society Building
 4. Create sitting and activity areas that serve casual use and programmed activities as well as events
 5. Incorporate a Sukinkusu feature or similar element in the park.

The proposed concept retains the white picket fence and rose planting along the street and the entry alignment. A new entry area accommodates space for tables or display for public events and seating on located benches as well as local block elements.

The path to the main activity area uses a series of stepped modules that combine concrete with multiple stone lines, granite paving slabs and bluestone flagstone.

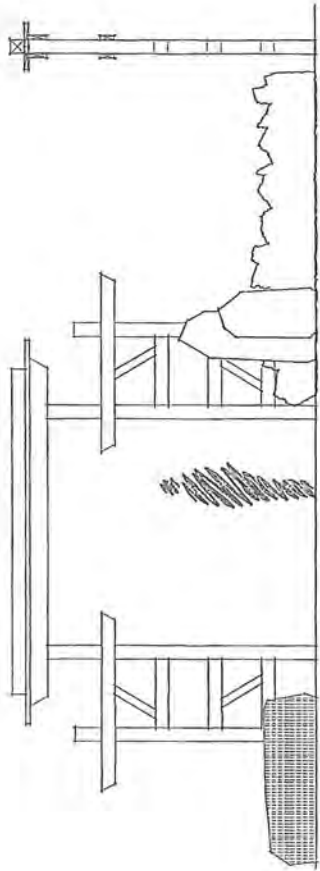
The main patio area will accommodate 30 persons for social gatherings or 5 tables for seating or other activities. The southern half, with the best sun exposure, remains as lawn.

The activity area will be concrete with frequent, irregularly spaced stone lines, and local slabs of granite, Basalt bench blocks as well as conventional benches are available here.

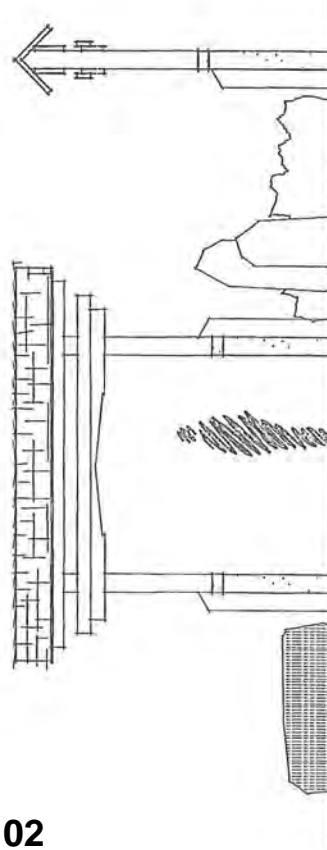
The back area of the park will be gravel, and will connect the patio to the Sukinkusu area. This area would be built up with basalt columns or low, rustic walls. Flagstone would be used to edge this area. Wood fences of varying heights will be set so as to increase the sense of depth, using a layering of fence, stone and planting elements.

Spatial Standards for Public Areas - Jan Gehl, Cities for People

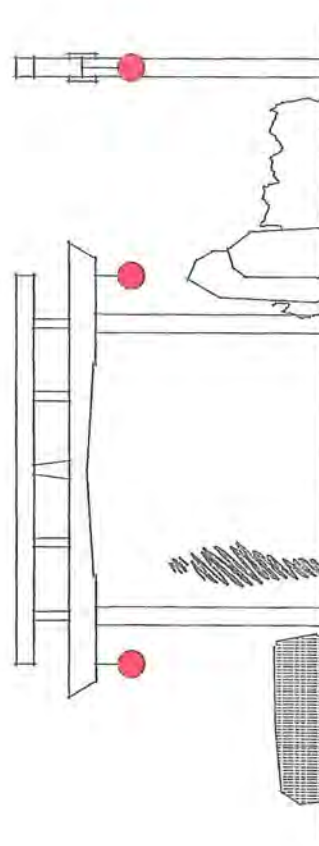
Intimate Distance	0.0 - 0.45 sq. m.
Personal Distance	0.45 - 1.2 sq. m.
Social Distance	1.2 - 3.7 sq.m.
Public Distance	3.7 + sq. m.



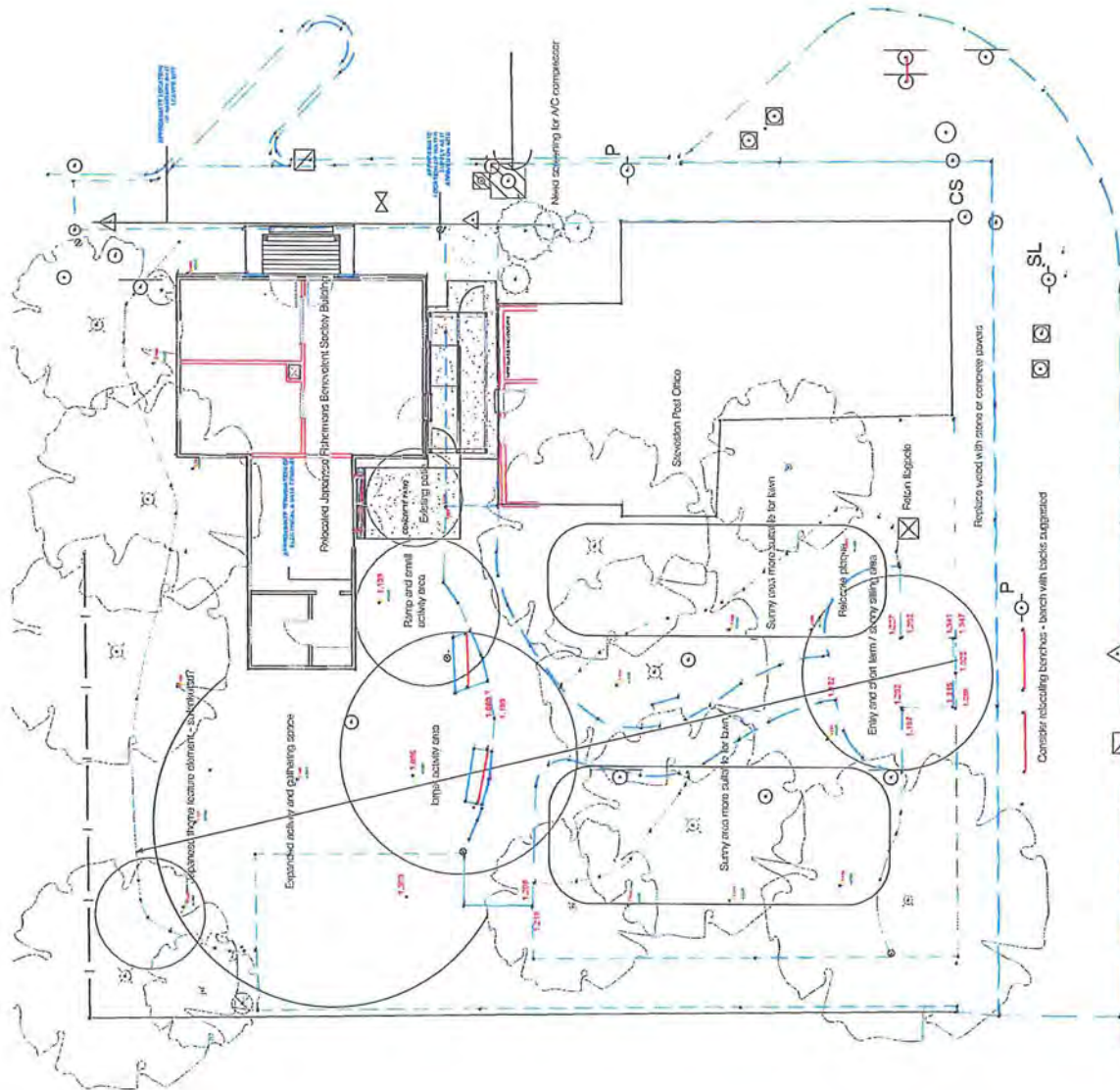
Gate 1, Scale 1:20



Gate 2, Scale 1:20



Gate 3, Scale 1:20





To:	General Purposes Committee	Date:	June 5, 2015
From:	W. Glenn McLaughlin Chief Licence Inspector & Risk Manager	File:	
Re:	1016879 B.C. Ltd., doing business as Tasty Kitchen Unit 1226 - 8338 Capstan Way		

Staff Recommendation

That the application from 1016879 B.C. Ltd., doing business as Tasty Kitchen, for an amendment to increase their hours of liquor service under Food Primary Liquor Licence No. 303675 *from* 9:00 a.m. to midnight Monday to Sunday *to* 9:00 a.m. to 2:00 a.m. Monday to Sunday, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:

1. Council supports the amendment for an increase in liquor service hours as the increase will not have a significant impact on the community.
2. Council's comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:
 - a. The potential for additional noise and traffic in the area was considered.
 - b. The impact on the community was assessed through a community consultation process.
 - c. Given that there has been no history of non-compliance with the operation, the amendment to permit extended hours of liquor service under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose.
3. As the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents as follows:
 - a. Property owners and businesses within a 50 metre radius of the subject property were contacted by letter detailing the application, providing instructions on how community comments or concerns could be submitted.
 - b. Signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instructions on how community comments or concerns could be submitted.


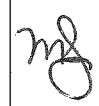
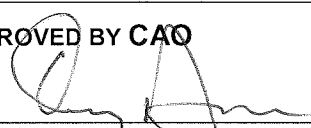
4. Council's comments and recommendations respecting the view of the residents are as follows:

- a. That based on the number of letters sent and the lack of response received from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.



W. Glenn McLaughlin
Chief Licence Inspector & Risk Manager
(604-276-4136)

Att.

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

The Provincial Liquor Control and Licensing Branch (LCLB) issues licences in accordance with the *Liquor Control and Licensing Act* (the “Act”) and the Regulations made pursuant to the Act.

This report deals with an application to the City of Richmond by Henderson & Lee Law Corporation on behalf of their client, 1016879 B.C. Ltd., operating a restaurant named the Tasty Kitchen, for the following amendment to its Food Primary Liquor Licence No. 303675;

Change the hours of liquor sales *from* Monday to Sunday 9:00 a.m. to Midnight *to* 9:00 a.m. to 2:00 a.m. Monday to Sunday.

Local Government has been given the opportunity to provide comments and recommendations to the LCLB with respect to liquor licence applications and amendments. For amendments to Food Primary licences the process requires Local Government to provide comments with respect to the following criteria:

- the potential for noise,
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.

Analysis

A restaurant with an occupant load of 96 patrons has been in operation at this location since 2011. The Applicant has been operating the Tasty Kitchen, which serves Chinese cuisine, since April of 2014, when a Business Licence was approved for a change of ownership of the operation.

The property is zoned Auto-Oriented Commercial (CA) and the use of a restaurant is consistent with the permitted uses in this zoning district. The Applicant’s business is located in a shopping complex comprised of 5 buildings from which operate businesses that provide goods and services to the general public. To the North of the complex an apartment building is under construction; to the West are more commercial business operations and to the south and east are single family housing lots.

The Applicant indicates that the request for an increase in later liquor service hours is in order to accommodate patrons with a traditional late night Chinese meal known as xiaoye in Mandarin and siu yeh in Cantonese, which may be in the form a snack or a full meal with perhaps a liquor drink.

Summary of Application and Comments

The City’s process for reviewing applications for liquor related licences is prescribed by the Development Application Fees Bylaw 8951 which under Section 1.8.1 calls for:

1.8.1 Every **applicant** seeking approval from the **City** in connection with:

- (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;
must proceed in accordance with subsection 1.8.2.

1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:

- (b) post and maintain on the subject property a clearly visible sign which indicates:
 - (i) type of licence or amendment application;
 - (ii) proposed person capacity;
 - (iii) type of entertainment (if application is for patron participation entertainment); and
 - (iv) proposed hours of liquor service; and
- (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on April 25, 2015 and the three advertisements were published in the local newspaper on April 23, April 30th and May 7, 2015.

In addition to the advertised public notice requirements set out in Section 1.8.1, staff have adapted from a prior bylaw requirement the process of the City sending letters to businesses, residents and property owners within a 50-metre radius of the property.

There are 185 properties identified within the consultation area. On April 29, 2015, letters were sent to 223 businesses, residents and property owners within the 50-metre radius of the property (Attachment 1). The letter provides details of the proposed liquor licence application and requests the public to communicate any concerns to the City.

The period for comment for all public notifications' ended May 29, 2015.

The City relies, in part, on the response from the community to any negative impacts of the liquor licence application. Having received no responses from businesses and residents in the surrounding area and none from the city-wide public notifications, staff feels that support of this application is warranted due to the lack of negative public feedback.

Potential for Noise

Staff believe that there would be no noticeable increase in noise if the additional hours of liquor service is supported.

Potential for Impact on the Community

Any typical potential impacts associated with extended hours of liquor sales such as drinking and driving, criminal activity and late-night traffic are not expected to be unduly increased with this amendment. Based on the lack of response from those contacted in the consultation area and no responses from the city-wide public notifications, staff feel that the endorsement of the application is warranted.

Potential to operate contrary to its primary purpose

Staff are of the opinion that due to a lack of any non-compliance issues related to the operation of this business, there would be minimal potential of the business being operated in a manner that would be contrary to its primary purpose as a food establishment.

Other agency comments

As part of the review process, staff requested comments from Vancouver Coastal Health, Richmond RCMP, Richmond Fire-Rescue, Richmond Joint Task Force, the City Building Permit and Business Licence Departments. These agencies generally provide comments on the compliance history of the Applicant's operations and premises.

No objections to the application were received.

Financial Impact

None

Conclusion

Following the public consultation period, staff reviewed the Food Primary Liquor Licence application against the LCLB review criteria and recommends Council support the application to increase liquor service operating hours to 2:00 a.m. as the business is not expected to have a negative impact on the community.

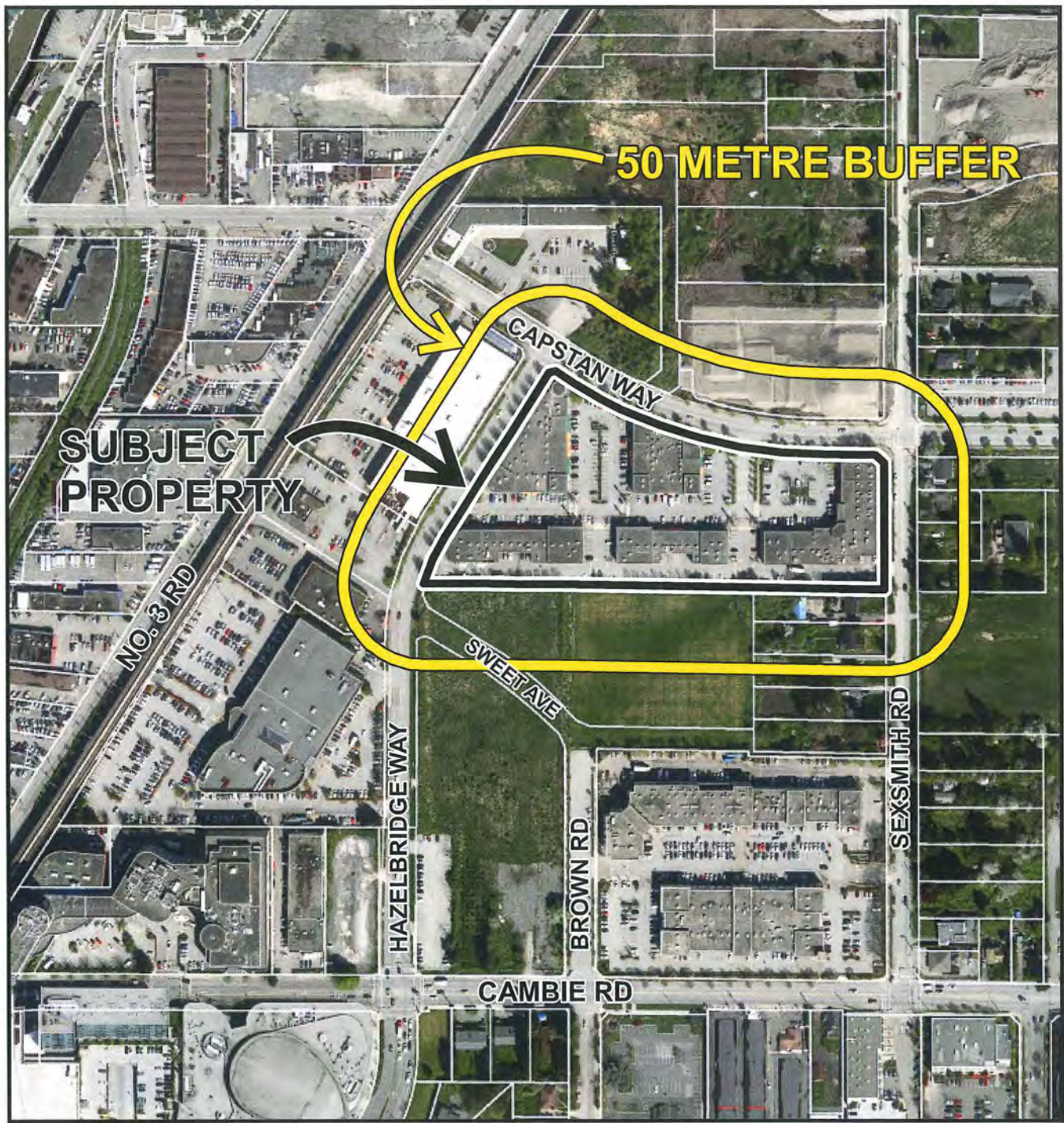

Joanne Hikida
Supervisor Business Licence
(604-276-4155)

JMH:jmh

Att. 1: Aerial Map with 50 metre buffer area



City of
Richmond



8338 Capstan Way

Original Date: 06/09/15
Revision Date: 00/00/00
Note: Dimensions are in METRES



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** June 10, 2015
From: Jane Fernyhough **File:** 11-7000-09-20-201/Vol
Director, Arts, Culture and Heritage Services 01
Re: Minoru Complex Aquatic Centre Public Art Concept Proposal

Staff Recommendation

That the concept proposal and installation for the Minoru Complex Aquatic Centre public artwork by artists Germaine Koh and Gordon Hicks, as presented in the report titled "Minoru Complex Aquatic Centre Public Art Concept Proposal" from the Director, Arts, Culture and Heritage Services dated June 10, 2015, be endorsed.

Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Capital Buildings Project Development Recreation & Sport Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the October 14, 2014 Council meeting, Council formally endorsed the Minoru Civic Precinct Public Art Plan as the guiding plan for public art opportunities in the Minoru Civic Precinct, including the proposed Minoru Complex.

This report presents the artwork concept proposal for the Aquatic Centre commission, a significant artwork to be integrated into the natatorium of the Minoru Complex.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

Analysis

Minoru Civic Precinct Public Art Plan Vision for Aquatic Centre Artwork

The vision for the Minoru Complex is to be an exceptional, sustainable, accessible, synergistic and connected centre of excellence for active living and wellness. The public artwork for Aquatics supports the broader project goals and guiding principles by

- contributing to a sense of place;
- creating artwork of the highest quality;
- reflecting the principles of sustainability; and
- achieving synergies between the design team, the artists and the community.

Terms of Reference – Minoru Complex Aquatic Centre Artwork

The Public Art Terms of Reference for the Minoru Complex Aquatic Centre public artwork (Attachment 1) describes the art opportunity, site description, scope of work, budget, selection process, design schedule and submission requirements. The Terms of Reference were reviewed and endorsed by the Public Art Advisory Committee on September 16, 2014. An artist call for submissions was issued on November 3, 2014, with a deadline of December 1, 2014. Eligibility was for professional artists residing in Canada.

Minoru Complex Aquatic Centre Artwork - Public Art Artist Selection Process

On December 16, 2014, following the administrative procedures for artist selection for civic public art projects, the selection panel reviewed the artist qualifications of the twenty nine artists who responded to the Open Call to Artists and shortlisted two artists.

Members of the selection panel included:

- Bruce Grenville, Senior Curator, Vancouver Art Gallery
- Christine McLaren, Urban Design Journalist
- George Rammell, Artist/Educator
- Shengtian Zheng, Artist/Independent curator
- Thomas Xue, Community Representative, Richmond Rapids Swim Club

Recommended Artist

Following the presentations and interviews of the two shortlisted artists, the Public Art Selection Panel reached a consensus and recommended artists Germaine Koh and Gordon Hicks for the Minoru Complex Aquatic Centre public artwork. The Public Art Advisory Committee supports the Selection Panel's artist recommendation. The artists and City staff engaged a group of nine staff and community stakeholder representatives in a consultation meeting on February 12, 2015, to introduce the artists, discuss the artists' past work, and engage community representatives and staff in identifying aspirations and potential operational issues associated with the natatorium for the artists to consider while developing the artwork.

Recommended Public Art Concept Proposal

The proposed location for the artwork will be in the main natatorium, suspended from the ceiling above the leisure pool area. The artwork will assist in defining a distinct aesthetic between the meditative, soothing environment of the hot tub/sauna area and the fun, exciting environment designed for children. The artwork is entitled "Errant Rain Cloud" and is in the form of a suspended sculptural rain cloud. Every few hours a brief, gentle rain shower will fall from the cloud into the pool. The rain cloud mimics the natural sun-powered water cycle of the atmosphere, at a very local scale and creates a sense of occasion. This might be reinforced with a signalling feature, perhaps using LEDs within the sculpture to create a glowing effect, which builds anticipation by indicating that a shower is imminent.

The artist describes the artwork as follows:

"The rain cloud brings a whimsical element to the pool area, and also illustrates the natural cycle of water in our atmosphere."

Attachment 2 provides further information about the proposed artwork.

A technical review and coordination phase with the architect-led design team will be included with the design development phase of the artwork. A small scaled prototype of the artwork mechanics will be created and located in the existing Minoru Aquatic Centre to monitor performance and durability of materials. The artists, City staff and design consultants will continue to meet to review construction coordination and implementation budgets. Maintenance of the artwork will be the responsibility of the Public Art Program.

On May 19, 2015, the Public Art Advisory Committee reviewed the concept proposal and enthusiastically endorsed the "Errant Rain Cloud" artwork, noting that it will add a whimsical and fun experience for the users of the Aquatic Centre. The Committee also supported the

proposal to build a prototype and test the mechanical components of the work in the existing Minoru Aquatic Centre.

Financial Impact

There is no new financial impact for this project.

The total public art budget for the Minoru Complex Aquatic Centre public artwork is \$100,000 funded out of the approved Major Facilities Phase I Projects. For this initial project, a budget of up to \$20,000 is provided to the artist for design services. The balance of \$80,000 will be used for fabrication and installation of the artwork including all related artist expenses. Any repairs required to the artwork will be the responsibility of the Public Art Program. City funds for maintenance would be allocated out of the Public Art Program's annual operating budget.

Conclusion

The new Minoru Complex facility represents an opportunity to integrate public art to enhance the identity and vibrancy of the Minoru Civic Precinct. This initiative also supports the Richmond Arts Strategy's 2012-2017 recommended action to broaden the diversity of arts experiences and opportunities in the City, through strengthening and fostering the connection with civic recreation facilities.

Staff recommend that Council endorse the proposed concept and installation of the Minoru Complex Aquatic Centre public artwork, entitled "Errant Rain Cloud", by artists Germaine Koh and Gordon Hicks, as presented in this report.



Eric Fiss
Public Art Planner
(604-247-4612)

- Att. 1: The Public Art Terms of Reference for the Minoru Complex Aquatic Centre
2: "Errant Rain Cloud" Concept Proposal

PUBLIC ART
RICHMOND

REQUEST FOR QUALIFICATIONS

MINORU MAJOR FACILITY PUBLIC ART COMMISSIONS

- ENTRIES & ARRIVAL ZONE
- AQUATIC CENTRE

TWO SIGNIFICANT SITE-RESPONSIVE COMMISSIONS. ARTISTS OR ARTIST TEAMS MAY APPLY FOR ONE OR BOTH; HOWEVER, GEOGRAPHIC ELIGIBILITY IS DIFFERENT FOR EACH OPPORTUNITY.

BUDGET | ENTRIES & ARRIVAL: \$250,000, PLUS APPLICABLE CONSTRUCTION CREDITS

BUDGET | AQUATIC CENTRE: \$100,000, PLUS APPLICABLE CONSTRUCTION CREDITS

[BUDGETS ARE INCLUSIVE OF DESIGN, FABRICATION, INSTALLATION, TRAVEL AND RELEVANT TAXES; A 15% TAX WILL BE WITHHELD FOR US-BASED ARTISTS FOR WORK PERFORMED WITHIN CANADA.]

ELIGIBILITY | ENTRIES & ARRIVAL: OPEN COMPETITION FOR PROFESSIONAL ARTISTS RESIDING IN BRITISH COLUMBIA AND ALBERTA, CANADA AND OREGON, WASHINGTON AND ALASKA, UNITED STATES.

ELIGIBILITY | AQUATIC CENTRE: OPEN COMPETITION FOR PROFESSIONAL ARTISTS RESIDING IN CANADA.

APPLICATION: SUBMISSION OF AN ONLINE APPLICATION IS REQUIRED FOR THIS OPPORTUNITY

DEADLINE: 5:00 PM PST ON MONDAY, DECEMBER 1, 2014

OPPORTUNITIES

The City of Richmond Public Art Program, in partnership with the Minoru Civic Precinct development team and design consultants, is seeking artists/artist teams to create site-responsive artwork for two significant areas within the new Minoru Major Facility (MMF) multi-purpose complex: the Entry & Arrival Zone and the Aquatic Centre.

ENTRY & ARRIVAL ZONE: There are several opportunities related to the entry and arrival zones where public art can welcome and contribute to the sense of place. Because the MMF is a multi-purpose facility, it is important to develop a strong aesthetic that signals entry and provides clarity of the building's internal functions at the entrances. Public art, working in concert with architectural and landscape design, can invite building users towards the services and activity areas they are seeking.

Sequential siting of artwork can create a sense of journey and linked narratives that define each entry as its own unique place and express a visual connection for the visitors and staff who will use the variety of services

in the new building. Positioning artworks within the entry plazas, the selected artist will need to be mindful of the full range of activities and events that need to be accommodated at various times.

One artist/artist team will be awarded the commission with the expectation that artwork elements will be integrated throughout the entry and arrival zones, both exterior and interior. The selected artist/team will determine the concepts for the artwork and how and where to best locate and integrate the art elements, including determining how best to allocate the commission budget.

AQUATIC CENTRE: Many of Richmond's residents learned to swim at the existing Minoru Aquatic Centre and many more generations to come will develop this life skill at the new Minoru Complex Aquatic Centre. The Minoru Complex is a city-wide amenity serving all of Richmond and the Learn-to-Swim program attracts residents, both locally and city-wide.

The aquatic programs involve residents across the life spectrum, from infants and toddlers learning to swim to older adults relaxing in the spa areas that include hot pools, sauna and whirlpool baths. The pool natatorium will be an important architectural space. This environment is all about water, from rainwater collected from the large roofscape, to interactive play features and sparkling reflections from still, deep pools. The public art in this location can help to define a distinct aesthetic between the meditative, soothing environment of the spa and the fun, exciting environment designed for the little learners.

One artist/team will be awarded the commission. The selected artist/team will work with City staff and the design team consultants to determine the best location(s) for artwork elements within the Aquatic service area.

BACKGROUND

The City of Richmond, British Columbia has launched an exciting and ambitious capital building program in the Minoru Civic Precinct to address current and future needs for recreation, sport and other community activities. The Minoru Civic Precinct, in Richmond's City Centre neighborhood, incorporates green space in the form of Minoru Park, as well as a variety of cultural attractions including the Richmond Public Library, Art Gallery and Cultural Centre. The Civic Precinct is also home to sports fields and existing facilities for aquatics and older adult activities.

Embracing the city's vision to build a Centre of Excellence for Active Living and Wellness, the Minoru Civic Precinct capital program will add:

- Construction of a new integrated, multi-purpose complex to house an aquatic centre, older adult centre and space for other recreation and community needs. This 110,000 square foot complex will replace and expand services currently available at existing facilities.
- Construction of a Brighthouse Fire Hall No. 1 that, in addition to being Richmond's central fire hall and headquarters, will also house Richmond Fire-Rescue's administrative offices.
- An upgrade and relocation of playing fields and tennis courts in Minoru Park.

The Guiding Principles adopted by the City Council for the Minoru Civic Precinct reflect the high expectations and will inform forward-thinking design, public art and community-building possibilities: Be

Exceptional, Be Sustainable, Be Accessible, Be a “Centre of Excellence for Active Living and Wellness”, Be Synergistic and Be Connected.

The design team consultants include Hughes Condon Marler Architects (HCMA) and PWL Partnership.

RESEARCH THE CLIENT

RESEARCH THE MINORU CIVIC PRECINCT DEVELOPMENT

RESEARCH THE CITY OF RICHMOND

READ THE MINORU CIVIC PRECINCT ART PLAN

ARTIST SELECTION SCHEDULE*

Deadline for Entry	Monday, December 1, 2014
Selection Panel	Tuesday, December 16, 2014
Finalist Notification	Wednesday, December 17, 2014
Finalist Orientation	Thursday, January 8, 2015
Finalist Interviews	Friday, January 9, 2015

PROJECT DESIGN SCHEDULE*

Design Contracts Issued	January 2015
Research/Conceptual Design	February 2015
Conceptual Design Presentation	March 2015
Final Design/Documentation	March –April 2015 * elements of art integrated into phased tender packages and documentation
Building Construction and Artwork Implementation	Fall 2017

In January 2015, the selected artists or artist teams will receive an initial design contracts equal to 20% of the total commission budget: \$50,000 design for the MMF Entries & Arrival and \$20,000 design for the Aquatic Centre. Following design approvals, the artists or teams will receive an implementation contract. Implementation contract amounts may be augmented by applicable construction credits that will be determined during design development.

*Schedules are subject to change

ARTIST SELECTION PROCESS

One panel will select the artists/teams for both commissions through an open call process coupled with finalist interviews. A selection panel comprised of three art or design professionals, one representative from the Aquatic Centre staff, and one representative from the Older Adult Centre staff will review the applicant's materials. Representatives from the design team will serve as advisors to the panel. Based on the selection criteria listed below, the panel will select three finalists to interview for each of the opportunities.

The finalists will be invited to an orientation session and interview to discuss past approaches and working methods with the panel and answer questions relating to this type of project. On the basis of the interviews, the selection panel will then choose one artist or artist team for each of the commissions.

The panel reserves the right to make no selection from the submitted applications or finalist interviews.

Out-of-town finalists will be reimbursed for travel and lodging expenses to attend the interview and orientation in Richmond, British Columbia, Canada. If applying as a team, the allowance for travel may not fully reimburse all team members.

SELECTION CRITERIA

The artists/teams will be selected based on the following qualifications/criteria:

- Quality and strength of past work as demonstrated in submitted application materials;
- Strong conceptual skills and an ability to reflect or reveal site context, history and story of place in compelling ways;
- A command of dynamic spatial relationships and an ability to activate high use public spaces;
- Interest in and experience with an integrated approach to developing artworks within architecture or landscape, including coordination and collaboration with project representatives and a mission-driven client;
- Availability to begin work in January 2015.

Additional consideration will be given to submissions from artists who have not received commissions from the City of Richmond in the past three years.

ELIGIBILITY

Each of the two opportunities have different geographic eligibility areas. Applicants may submit for both opportunities, but must meet the geographic eligibility.

- MMF Entries & Arrivals is open to artists or artist teams residing in British Columbia and Alberta, Canada and Oregon, Washington and Alaska, United States.
- MMF Aquatic Centre is open to artists or artist teams residing Canada.

Qualified artists will have proven experience developing integrated artworks, specifically for civic projects. City of Richmond staff and its Public Art Advisory Committee members, selection panel members, project personnel and immediate family members of all of the above are not eligible.

APPLICATION MATERIALS **See application checklist and detailed list below for specific requirements.*

- Statement of interest
- Current professional resume
- Digital work samples



TEL 206.296.7580
V/TTY 206.296.8574
FAX 206.296.8629

101 PREFONTAINE PL S
SEATTLE WA 98104

WWW.4CULTURE.ORG

ARTISTS APPLYING FOR THIS OPPORTUNITY MUST SUBMIT THE FOLLOWING MATERIALS ONLINE VIA 4CULTURE'S APPLICATION SYSTEM.

VISIT WWW.4CULTURE.ORG/APPLY AND FOLLOW THE APPLICATION-SPECIFIC LINK.

PROFILE — Applicant contact information.

RESUMÉ — Two-page (maximum) current professional resume. Teams should include two-page resumes for all members as one document. PDF format is preferred; Text (.txt) files will also be accepted.

STATEMENT OF INTEREST — 300 words (or less) that explain why the artist/team is interested in one or both of these opportunities and how their practice relates to this project and the posted selection criteria. If applying as a team please address how team members work together in the statement of interest. Please include clearly on a separate line at the beginning of your Statement of Interest: "ENTRIES", "AQUATIC" or "BOTH"

DIGITAL IMAGE WORK SAMPLES — Applicants must submit 12 samples of past work that best illustrate their qualifications for this project. Upload JPG files only; images must be under 2MB, exactly 1920 pixels on the longest side and at least 72 dpi. If applying as a team, the team submits no more than 12 images.

Applicants will be required to list the title, date of completion, medium, and dimensions of each work sample. Applicants are encouraged to fill out the optional fields that include commissioning entity, budget, and project partners. Please provide a brief description (75 words or less) of each work sample.

DEADLINE: REQUIRED MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. PST ON MONDAY, DECEMBER 1, 2014.

QUESTIONS?

For questions regarding the project and City of Richmond Public Art Program, please contact:

Eric Fiss
EFiss@richmond.ca
604.247.4612

Elisa Yon
eyon@richmond.ca
604.204.8671

For questions regarding the application process please contact:

Cath Brunner
Cath.brunner@4culture.org
206.296.4137

Ryan Feddersen
Ryan.feddersen@4culture.org
206.205.8024

**IF YOU NEED HELP WITH YOUR APPLICATION OR HAVE QUESTIONS, PLEASE CONTACT US.
PLEASE DO NOT WAIT UNTIL THE DEADLINE TO CALL OR START THE APPLICATION PROCESS.**



Germaine Koh + Gordon Hicks
Concept Proposal for Public Art
Aquatic Centre, Minoru Complex

Richmond BC
21 May 2015

Artists

Germaine Koh + Gordon Hicks

Germaine Koh (Vancouver) and Gordon Hicks (Toronto) have worked together regularly since 2002. Koh has been a finalist for the prestigious Sobey Art Award and Hicks is a Professional Engineer in addition to being an artist. Their shared thematic interests include communications and technological systems, the natural environment, social behaviours, and play. Their working methods complement each other: Koh's practice is known for its conceptual origins, while Hicks tends to work from careful study of materials. Both incorporate humour and absurdity in their works. Specifically related to this concept proposal, both have produced works tracking the movements of water.



Koh, GroundWaterSeaLevel
LED poles showing changing tide + ground water



Koh + Hicks, There|Here | Two mechanical doors interconnected over Internet



Hicks, Terrain Study
Water dripping onto clay surface



Koh, Fair-weather forces (water level)
Velvet ropes moving in relation to tide level

Aquatic Centre Public Art

THE NATATORIUM WILL BE THE HEART of the new Minoru Aquatic Centre: a vast, high-ceilinged space containing multiple pool basins, with natural light flooding in from glazed north and south walls and the clerestory windows located between the striking waves of glulam beams that form the ten metre high ceiling.

While the pool will often be filled with frenetic activity, it is also a place for regular users to unfold their daily routines of exercise and socializing. The pool serves as a gathering place for different generations, and is a place formed by daily rituals and cycles.

Our consultation with user groups reiterated that the cyclical and cross-generational use of the Centre is key. As residents grow up and age, the pool will remain a fixture in their lives.

The pool is a gathering place for different generations, a place formed by daily rituals and cycles

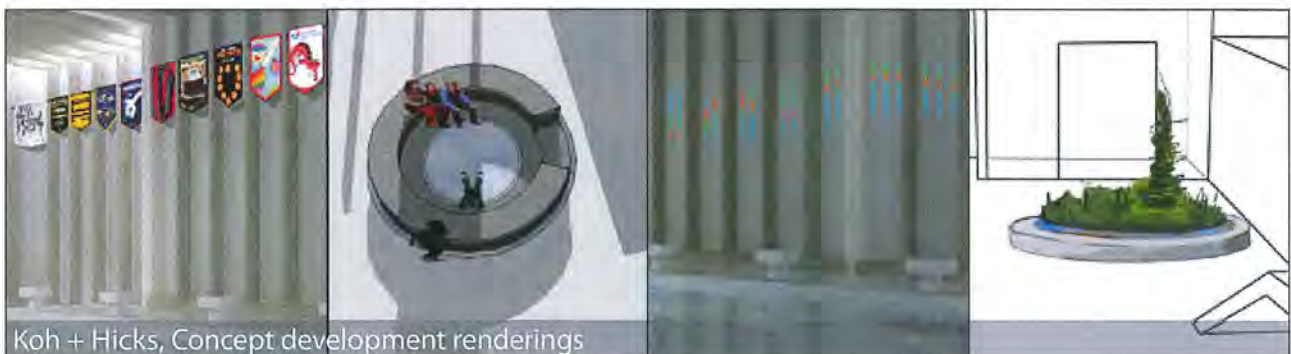
PUBLIC ART PROCESS

Following consultation with user groups, Richmond Archives, and other city staff, we completed two rounds of concept development, presenting a number of ideas to key City staff and building consultants. Arising from that process, we have agreement to bring the following concept forward for approval.

ARTISTS' CONCEPTUAL APPROACH

Our approach has been to address the different types of users of the space, while acknowledging some of the fascinating forces and technologies — machinery, environmental control — at play in the machine that is an aquatic centre. We have approached the project with a long-term view, attempting to conceive a work that will acknowledge the cyclical character of the building's use, its long-term evolution, and the larger human and natural context. Although they are quite distinct, each concept we developed addressed in its own way these slower dimensions of the Centre's life.

Each concept, in its own way, addressed the slower dimensions of the Centre's life



Errant Rain Cloud

HOVERING HIGH IN THE NATATORIUM above the leisure pool is a sculptural object in the iconic form of a rain cloud. Every few hours, or perhaps once a day, a brief and gentle rain shower falls from the cloud and into the pool.

The rain cloud brings a whimsical element to the pool area, and also illustrates the natural cycle of water in our atmosphere.

The rain cloud reproduces the natural sun-powered water cycle of the atmosphere, at a very local scale, using the climate of the natatorium. The episodic nature of the rain cycle creates a local sense of occasion. This might be reinforced with a signalling feature, perhaps using LEDs, that builds

anticipation by indicating that a shower is imminent.

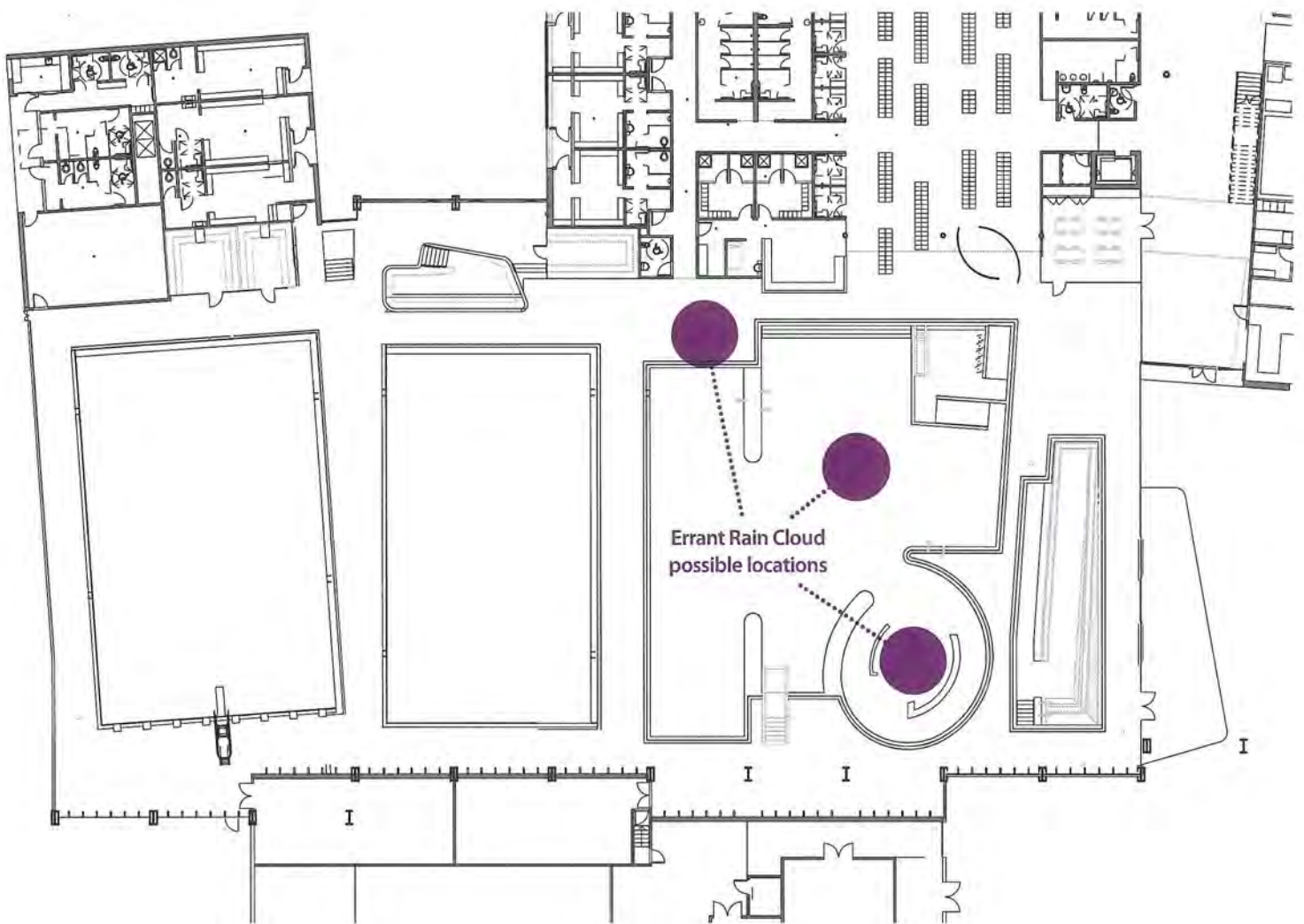
The frequency and duration of the rain shower depends primarily on the amount of sunlight received by a solar panel, to which the cloud is wired. Because the probability of a rain depends on the time since the last shower and on the strength of sunlight at the moment, showers will be more likely to occur in the middle of a sunny day.

The solar panel can be situated to provide a visual tie-in with sunlight coming through the clerestory windows or glazed wall, to make clear the relationship of sunlight to the system. Some information illustrating the natural water cycle will be integrated elsewhere in the pool area.

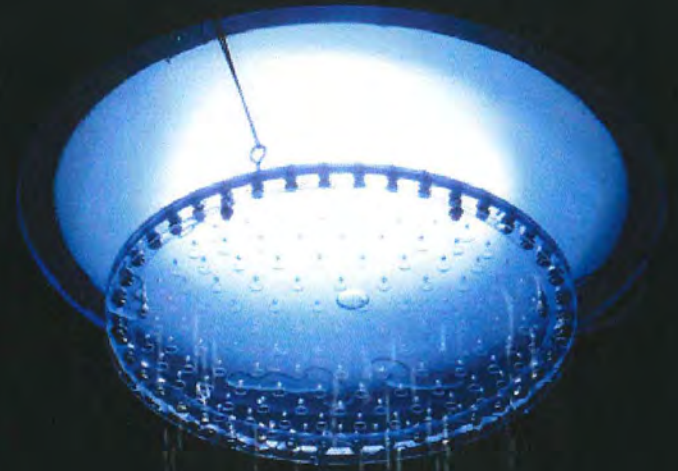
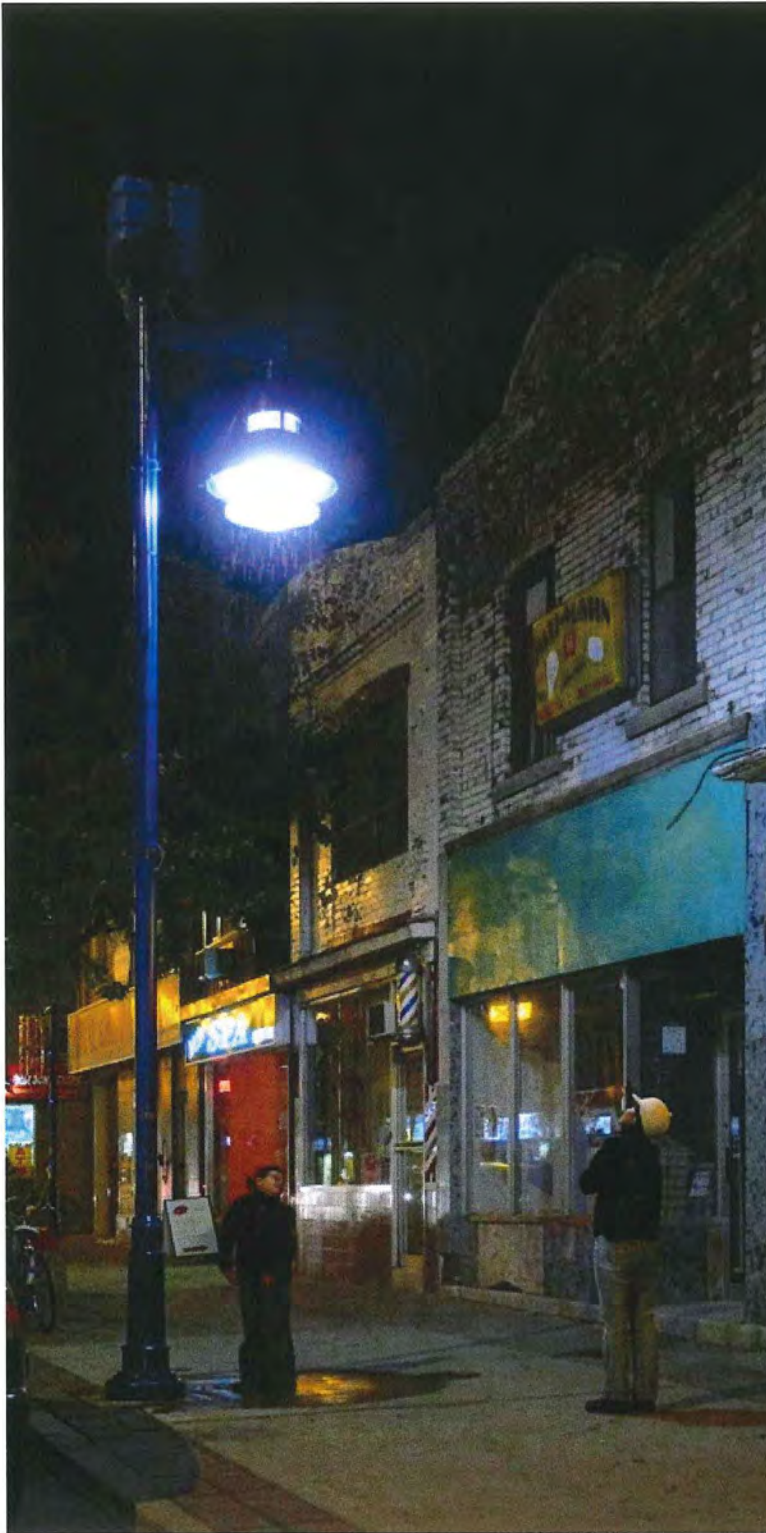


Location

THE RAIN CLOUD is to be installed above the leisure pool basin or deck. Measuring 2-3 metres in diameter, it will be visible from everywhere on the deck, the viewing area, and from outside through the glazing. Exact location will be determined in consultation with the architects during the detailed design phase.



Precedents



The artists have produced rain heads of their own design which have operated continuously for many months in public settings, and the devices have always performed flawlessly.

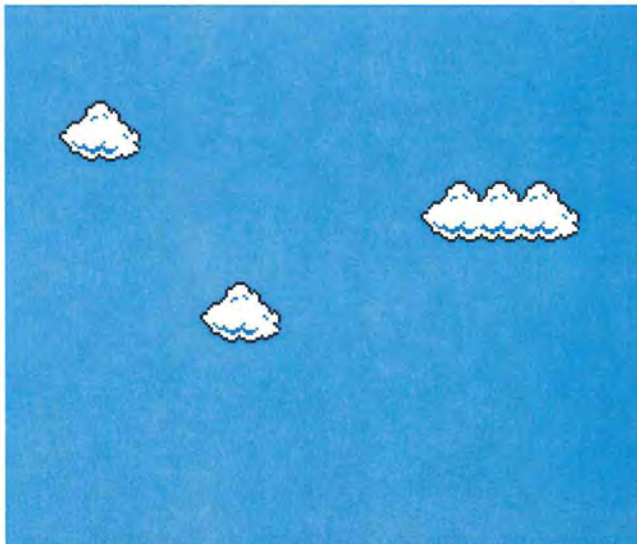
Illustrated: Gordon Hicks, Light Rain Tonight, 2007

References

CLOUDS, represented both realistically and in simplified iconic form, have long served as a symbol of freedom, aspiration, play, and creative thought. A cloud's ever-changing form, subject to larger environmental patterns, is also a reminder of the slow and constantly-changing forces to in the world around us, to which we are connected.



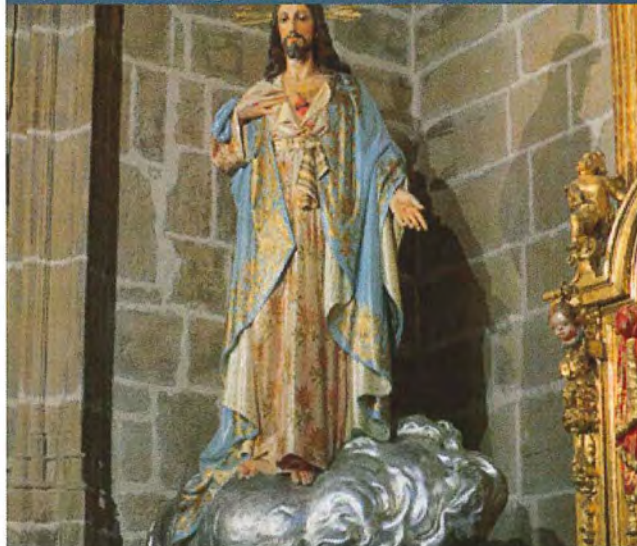
Cloud: Cumulus congestus



Super Mario video game modified by Cory Archangel



Berndnaut Smilde, Nimbus II, 2012



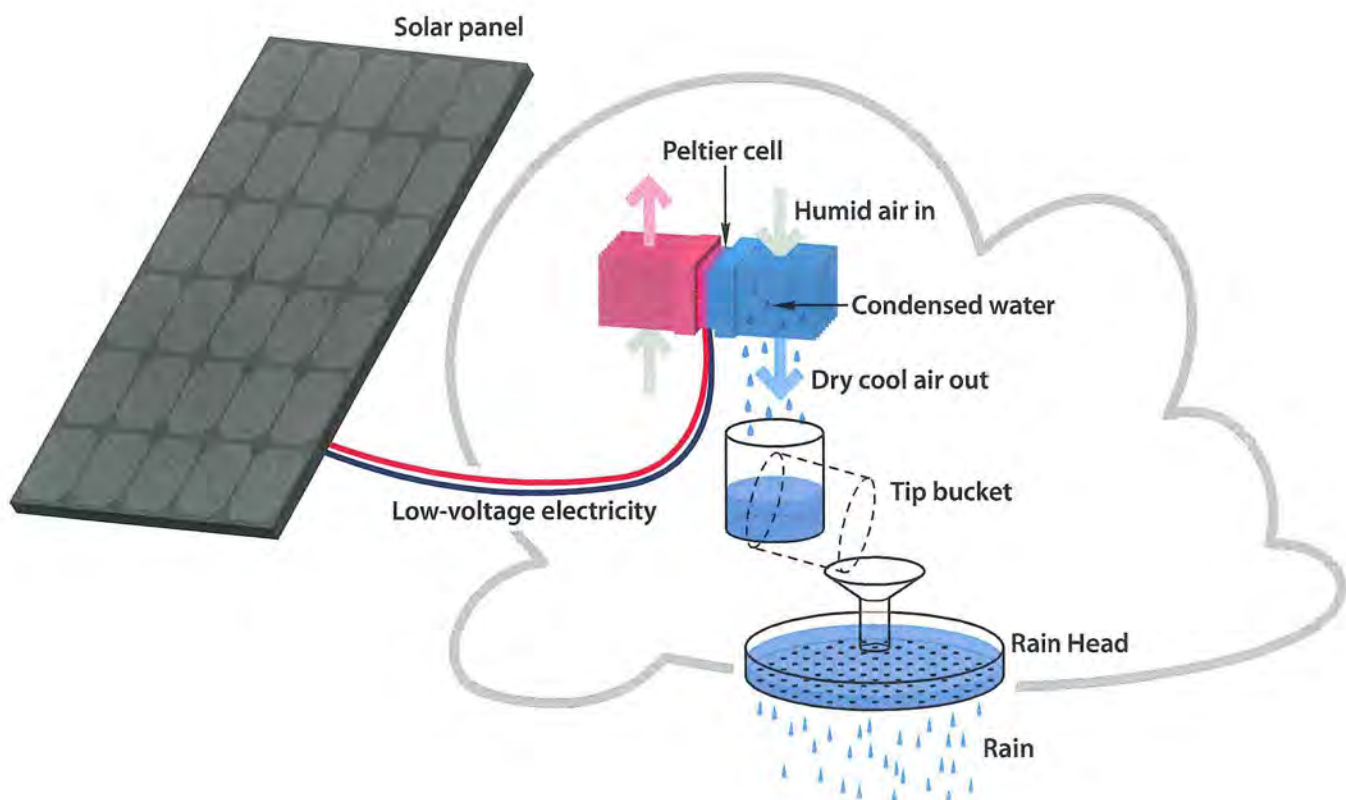
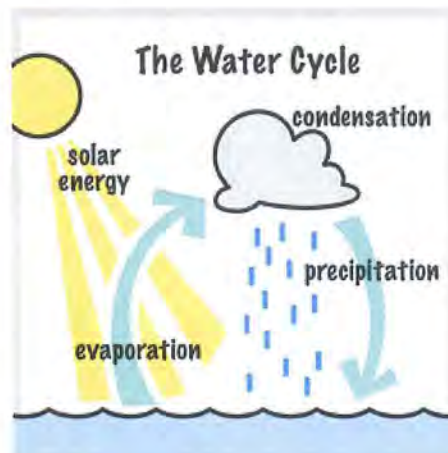
Burgos Cathedral, Spain



John Constable painting, early 19th c.

Principle of Operation

WATER IS EXTRACTED FROM THE HUMID AIR of the natatorium by a solid-state thermoelectric chiller. Low-voltage electricity supplied by a solar panel powers the chiller, and the amount of solar power received is key to the timing of the system. There are no moving parts in the system and the solid-state components are exceptionally reliable. The humid and chemically reactive environment is addressed by careful material selection and protective coatings. Electrical or electronic components are sealed in environment-proof containers. A modular design will allow for replaceable parts.



Technical

SCULPTURAL SHELL

A sculptural shell in the form of a rain cloud is the most visible aspect of the artwork. It is anticipated that the overall mass of the cloud plus internal mechanisms will be less than 100 kg with a greatest dimension of about 3 metres. The shell will be constructed from a polymer-based material selected for resistance to water and corrosion such as fibreglass or moulded plastic. These materials are well understood and are mature technologies used in boat-building and outdoor equipment manufacture. The exact form, material and scale of the shell will be determined during the detailed design phase.



Karim Rashid, "Lava" bench



Vacuum-formed ABS plastic shell

SOLID-STATE DEHUMIDIFIER

At the heart of Errant Rain Cloud is a dehumidifier that extracts water from the humid air of natatorium. It works by cooling the air below the dew point, which in the pool area is a reliably high 15°C, and capturing the liquid water. Cooling is achieved using a Peltier cell, a solid-state semiconductor device with no moving parts and powered by low-voltage DC electricity. Peltier cells are an exceptionally reliable, well-established technology, and are easily available at low cost (less than \$200) from a range of manufacturers. A finned metal heat-sink facilitates the transfer of heat and extraction of water. The heat sink is the only part of the dehumidifier system that is exposed to the air of the natatorium, and will be protected with power-coated enamel or similar surface coating.



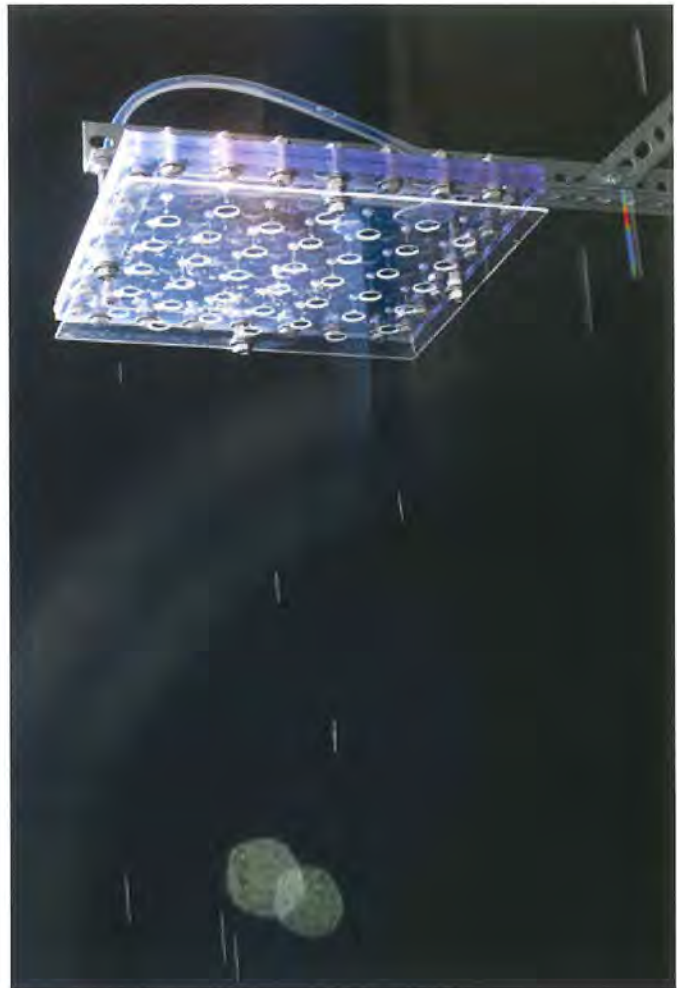
Peltier cell, thermal transfer power 340 watts, 52 x 52 x 3.3 mm

Technical continued

RAIN HEAD

The rain head is designed to emulate real rain-fall and differs from a typical spray nozzle in that it generates individual small water droplets of controlled size. It consists of a bank of a few hundred cannulae (small diameter tubes) that are fed water under low pressure. The reliability challenge lies with the small diameter of the tubes and the possibility of clogging from mineralization or water-borne particles. However, in the case of Errant Rain Cloud, the feed water has been distilled from the air and is naturally de-mineralized. A simple water filter captures any particles upstream from the rain head. Because the amount of water that passes the filter is relatively small (less than 200 litres per year) an annual cartridge replacement will keep the filter clear. The individual cannulae are simply replaced with spares should they ever become clogged.

The artists have produced rain heads of their own design which have operated continuously for many months in public settings, and the devices have always performed flawlessly.



Gordon Hicks, rain head prototype



Video of droplets forming in prototype rain head: <http://vimeo.com/album/3392257/video/119480352>

Technical continued

SOLAR PANEL

Solar-voltaic power will be supplied by an off-the-shelf solar panel of the sort that is readily available for home and commercial power generation. Selection will be based on reliability and long life. The placement and exact configuration remain to be determined.



LEDs

The LEDs provide an anticipatory signal that a rain shower is imminent. Low cost, completely weather-proof LEDs are available at low cost, off-the-shelf.



IP68 sealed LED strip

CONTROL ELECTRONICS

The control electronics will be fabricated using highly reliable SMD (surface mount) technology and provided with weather-proof enclosures that completely isolate the electronics from the humid and corrosive environment of the natatorium. Electronics will be engineered very conservatively for reliability. Spare modules will be provided for simple replacement if ever needed.



TIP-BUCKET

Water extracted by the dehumidifier is collected in a tip bucket. When the bucket is full, it over-balances and delivers water to the rain head. The only moving part in the Errant Rain Cloud system, it is simple and reliable.

RIGGING

A cabling system keeps the cloud suspended over the pool. Experts in the discipline of rigging will be engaged to design a reliable, safe and corrosion-resistant system. The rigging will allow the cloud to be lowered and swung over the pool deck for ease of maintenance.

WIRING

Wires transfer low-voltage electrical power from the solar panel to the dehumidifier mechanism. Standard electrical conduit and junction boxes provide the pathway through the building.

ARCHITECTURAL INTERFACES

Anchor points in the natatorium ceiling will be required for rigging. Electrical conduit and junction boxes will run low-voltage electrical wires from the solar panels to rigging attachment points. Solar panels will need to be located and anchored.

Engineering Safe Water

NOTE: The preliminary plan below was presented to Pacific Coastal Health on 14 May 2015. Detailed design plans will also be submitted to PCH for review.

THE ERRANT RAIN CLOUD uses a solid state dehumidifier to collect water directly from the humid natatorium air. Over 24 hours approximately 500 ml of water is extracted and stored. At least once a day the water released as rain, to fall into the leisure pool.

In this public setting, water must be clean and free from biological or other agents that could cause health risk. Methods for ensuring safe water are outlined here.

AIR FILTER: Intake air is filtered through a high efficiency HEPA filter to remove fine particles from the air. Biological and nutritional agents in air mostly travel attached to much larger particles, so removing particles removes a large fraction.



At the low air volumes required, it is expected that the filter can go one year between replacement. (Example shown: Honeywell Media Air Cleaner with HEPA cartridge)

DISTILLED WATER: Water is extracted from the filtered air by, essentially, a process of distillation. This means the water is relatively pure and naturally de-mineralized. This removes one potential source of nutrients for biological agents.

WATER FILTER: Water is filtered through a micropore ceramic filter of the type used for drinking water purification. The flow rate is very slow (a drop or two



at time) so gravity is enough to push water across the filter. (Example shown: Katadyn Siphon)

WATER PATHWAY IS SEALED: The entire clean water pathway is sealed, so that no foreign material can enter. The rain head, at the extreme lower end of the system, does provide tiny openings to the outside world, but the tubules are so small that they retain a tiny capillary plug of water between daily flushing. On an annual basis, the pathway is cleaned, flushed and re-sterilized using specialized line flushing chemicals. (Example of line flushing chemicals: Katadyn MicroPur Tankline)

CHILLING: The sterile section of the water pathway is cooled to below 10°C by the chiller section of the dehumidifier. Low temperatures retard biologic activity. Legionella, in particular, is understood to require temperatures greater than 20°C to grow.

STERILIZATION: As a final step it is possible to sterilize the water with Ultraviolet (UV) light. Mechanisms for small-scale UV water purification, such as those designed for aquariums and wilderness travel, demonstrate the principle. (Example show: Steripen Ultra)



MAINTENANCE: Annual maintenance will be recommended to change filters, re-sterilize the water path and test/inspect the system.

TIME LIMITED: All water passes through the system in 24 hours or less. Ultimately the water falls as rain into chlorinated pool water where biological activity is already rigorously controlled.

Preliminary Schedule

ITEM	DATES		RESPONSIBLE
• Contract Execution	March 2015	✓	Artist, City staff
Phase 1 (Concept)			
• Stakeholder, staff, designer consultation	February-May 2015	✓	Artist, Community stakeholders, City staff
• Preliminary concepts to City staff + consultants	February, May 2015	✓	Artist, City staff, Consultants
• Health department consultation	May 2015	✓	Artist, Pacific Coastal Health
• Public Art Advisory Committee concept presentation	May 2015	✓	Artist, City staff, Richmond PAAC
• Presentation to City Council + acceptance	June 2015		City staff
Phase 2A (50% Detailed Design)			
• Preliminary engineering + location	June-July 2015		Artist, Architect, City staff, Artist's Engineers
• Working design drawings	June-July 2015		Artist
• 50% Detailed Design submission + acceptance	July 2015		Artist, City staff
Phase 2B (100% Detailed Design)			
• Requirements integrated into architectural plans	June-August 2015		Artist, Architect
• Health department review	August 2015		Artist, Pacific Coastal Health
• Engineer-stamped design drawings	August 2015		Artist, Artist's Engineers
• Identify Fabricators, Installer	August 2015		Artist
• 100% Detailed Design submission + acceptance	August-September 2015		Artist, City staff
Phase 3 (Fabrication)			
• Prototype & testing in current Minoru Aquatic Centre	Fall 2015-mid 2016		Artist, City staff
• Fabrication	mid-end 2016		Artist, Subcontractors
• CSA approval	end 2016		Artist, CSA
Phase 4 (Installation)			
• Installation	February-April 2017		Artist, Installer, Consultants
Phase 5 (Completion)			
• Unveiling	mid 2017		Artist, City staff
• Transfer of title	mid 2017		Artist, City staff
Ongoing			
• Annual maintenance	annual		City staff or contractors

Preliminary Budget

Administration	\$9,580	9.6%
Administration: studio overhead, couriers, legal, local travel	\$1,050	
Artist travel: 4 trips YYZ-YVR	\$3,600	
Project administration	\$1,980	
Documentation: visual & technical	\$500	
Insurance	\$2,450	
Creative work	\$17,299	17.3%
Phase 1: Concept development	\$6,970	
Phase 2: Detailed design	\$3,485	
Phases 3-4: Fabrication, installation	\$3,575	
Phase 5: Completion	\$3,270	
Pre-fabrication	\$10,958	11.0%
Detailed design costs: Prototype, testing, incl. shop rental	\$4,215	
Shop drawings	\$743	
Permits	\$0	
Engineering	\$6,000	
Fabrication	\$41,890	41.9%
Fabrication	\$32,500	
Studio rental & labour	\$1,990	
Spare parts	\$4,000	
CSA certification	\$2,400	
Shipping & transport	\$1,000	
Installation	\$12,000	12.0%
Site prep: excludes any site preparation costs to be included in building construction	\$5,000	
Installation	\$7,000	
Contingency	\$8,270	8.3%
10% contingency on budget except artist fees	\$8,270	
	\$99,997	100.0%

NOTES

1. All amounts inclusive of taxes.
2. Budget: \$100,000. Payment schedule: Phase 1 (concept) \$5,000+\$5,000; Phase 2 (detailed design) \$10,000; Phase 3 (fabrication) \$65,000; Phase 4 (installation) \$10,000; Phase 5 (completion) \$5,000.



City of Richmond

Report to Committee

To: Finance Committee
From: Jerry Chong, CPA, CA
Director, Finance
Date: June 18, 2015
File: 03-0970-01/2015-Vol
01
Re: Richmond Public Library Strategies to Reduce Expenses and Increase Revenue

Staff Recommendation

That the staff report titled "Richmond Public Library Strategies to Reduce Expenses and Increase Revenue" dated June 18, 2015 from the Director, Finance be received for information and considered as part of the 2016 budget process.

Jerry Chong, CPA, CA
Director, Finance
(604-276-4064)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the Richmond City Council meeting held on February 10, 2015 the 2015 Operating and Capital Budgets for the Richmond Public Library were presented. The municipal contribution to the Library increased by 3.51% over the 2014 year. The increase was largely due to other Library revenue sources declining while expenses continue to increase.

This report is in response to the following Council referral:

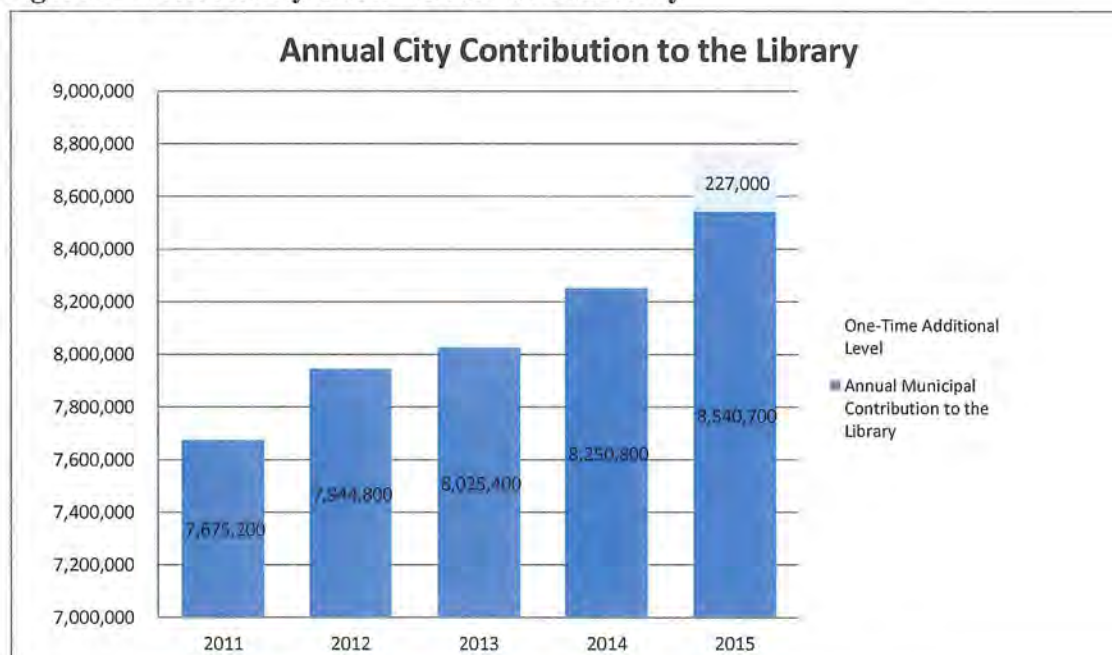
That staff work with Richmond Public Library staff on possible strategies to reduce expenses and increase revenue, and report back.

Analysis

Trend of Municipal Contributions to the Library

The following chart shows that the municipal contribution to the Library has increased each year, at an average of 2.95% between 2011 and 2015. In 2015, a one-time additional contribution was made from Rate Stabilization Account, which is not included in the average calculation.

Figure 1 – Annual City Contribution to the Library



Library expenses increase each year due to non-discretionary factors such as salaries, benefit rates and contracts. The percentage of the Library's operations funded by the Municipal

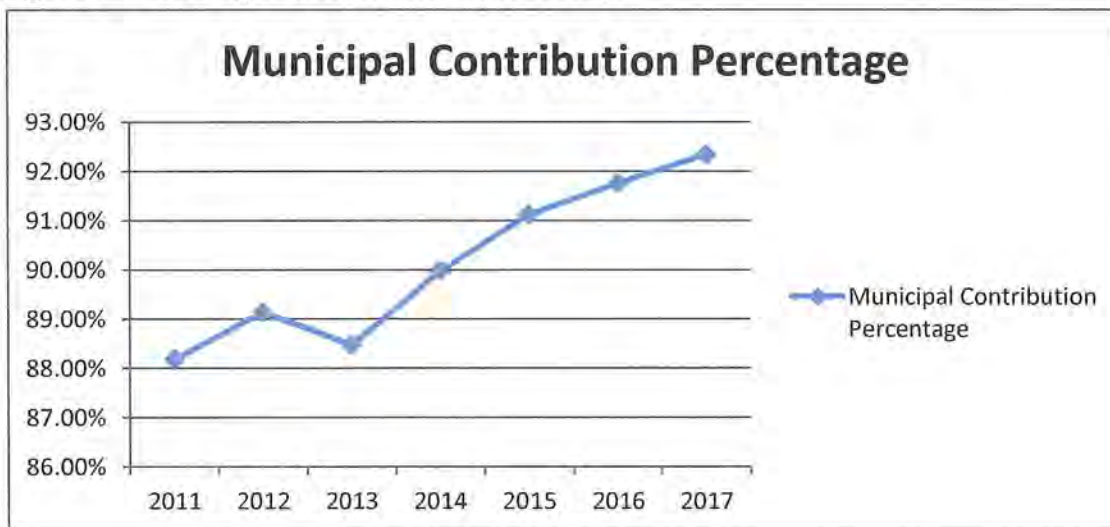
Contribution should remain constant or decrease from year to year to maintain the same level of service provided by the City; otherwise the City's service commitment is effectively changed. The following table looks at the percentage of the Municipal Contribution compared to total budgeted revenues. From 2011 to 2013, the Municipal Contribution percentage is 88-89% and in 2014 this increased to 90%. This percentage increase means that as costs are rising, that additional burden is shouldered by the City rather than reducing expenses or finding alternative funding sources. In 2015, the percentage rose further to 91%. Based on forecasts provided by the Library, which are included in Attachment 1, this is expected to increase further in 2016 and 2017 to 92%.

Table 1 – Municipal Contribution Analysis

Year	Budgeted Municipal Contribution	Other Budgeted Revenue	Total Budgeted Revenue	Municipal Contribution %
2011	\$ 7,675,200	\$ 1,027,700	\$ 8,702,900	88.2%
2012	7,944,800	967,900	8,912,700	89.1%
2013	8,025,400	1,045,500	9,070,900	88.5%
2014	8,250,800	919,500	9,170,300	90.0%
2015	8,540,700	832,200	9,372,900	91.1%
*2016	8,779,600	788,800	9,568,400	91.8%
*2017	9,007,300	748,000	9,755,300	92.3%

*Forecast

Figure 2 – Municipal Contribution Percentage



It is important to note that actual results vary from budget; however, if other revenue sources do not meet budget targets in a given year, the Library has responded by reducing expenses accordingly.

In 2013, an assessment of cost per capita of 11 lower mainland Library systems was conducted. The cost per capita ranged from \$32.39 per capita (Surrey) to \$99.31 per capita (West Vancouver). Richmond ranked the third lowest cost per capita at \$40.61 per capita. Burnaby was \$51.70 per capita and Vancouver was \$60.26 per capita. This could be interpreted that Richmond offers good value to its citizens for its library services.

For the 2016 and future budgets, the City is faced with the decision of accepting the additional percentage of Library operating costs, or reducing service levels or revenues increased until the desired contribution percentage is reached. The Library Board has completed a comprehensive review of the possible strategies to increase revenues and reduce expenses, the results of which are included in Attachment 1. The Library report also addresses changes in circulation policies that will maximize the service potential of existing resources.

Financial Impact

None at this time.

Conclusion

This report analyzes the trend of municipal contributions to the Library which has seen an increase in the total percentage of Library operations funded each year. As costs continue to rise, this trend is expected to continue. The attached report is the Library's response to the strategies for increasing revenues and reducing expenses as well as revised circulation policies.

A handwritten signature in dark ink, appearing to read 'MS' followed by a stylized flourish, and the word 'for' written in a cursive script to the right.

Melissa Shiau, CPA, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:ms

Att. 1: Richmond Public Library Report on Library Expenses and Revenues



Richmond
Public Library

REPORT TO COMMITTEE

To: Finance Committee
From: Greg Buss,
Chief Librarian & Secretary to the Board
Richmond Public Library
Re: Report on Library Expenses and Revenues

Date: June 18, 2015

Staff Recommendation

That the Report on Library Expenses and Revenues be received for information.

Greg Buss,
Chief Librarian & Secretary to the Board
Richmond Public Library
604-231-6418

- Att. 1: List of Actions Committed to by Library Board
2: Revised Fines and Charges
3: Collection Development Strategies
4: Revised Circulation Policies

Staff Report

ORIGIN

In the course of the library's 2015 budget presentation Council noted that library revenues are declining while expenses are increasing. Underlying the discussion was the question of how the library can grow and expand its services while maintaining a balance between its revenues and expenses—thus ensuring that the city's municipal contribution to the library keeps pace with overall city budget goals.

This report addresses the following referral made at the City Council Finance Committee meeting of February 2, 2015:

That staff work with Richmond Public Library staff on possible strategies to reduce expenses and increase revenue, and report back.

In addition to revenues and expenses, Council had many questions and comments relating to circulation loan policies and collections. In order to address these concerns the Library Board conducted a comprehensive review of circulation loan policies and collection development policies. As a result of this review changes aimed at improving the utilization of existing collection resources will be implemented as soon as possible with full implementation coming into effect for 2016. Information on these changes is also included in this report.

SUMMARY OF FINDINGS

1. Fine revenues will continue to decline over the long term but improved fine collection methods can increase revenues in the short term.
Current fine revenues are largely derived from the circulation of physical items. As the shift towards digital takes place these revenues will decline; however, in the short term it is possible to improve the collection of fine revenues through more stringent fine collection procedures. It is estimated an additional \$64,000 can be collected in 2016 and approximately \$32,000 in following years.
2. Opportunities for new revenues exist.
There are opportunities to develop other revenues to replace declining fine revenue. These include donations, corporate sponsorship and grants. The nature of these funds is to be unpredictable and usually carry restrictions preventing them from being applied to regular operating expenses. These funds are best suited for one time programs as it is difficult to ensure sustained funding for ongoing programs. It will take time to develop these revenues and will require an investment in library time and resources.
3. Fee for service has possibilities but will require expanded library spaces.
A fundamental core value of public libraries is free and equal access to materials and services and *The Library Act* places restrictions on what fees a public library can charge. However, there are areas where fees can be charged. Examples from other libraries include: renting out meeting rooms and computer labs, coffee shops, vending machines and special services to business. Adoption of these types of fees would be dependent upon expanded library space that is designed to accommodate these types of services.
4. Annual budget and service reviews by library staff must continue.
There are always areas where current budget lines can be reviewed and modest cuts made. This process has been ongoing each year as budgets are prepared and the savings reallocated to budget

lines where costs are increasing. Equally important is the ongoing review of public service levels and methods of operations including adopting improved technologies, contracting out, and renegotiating vendor contracts.

5. Consortium buying should continue along with increased co-operation with the city.
Co-operative buying and consortium purchasing brings more buying power and lower costs to the library. The library should continue to be an active participant in these programs through Public Library InterLINK and the BC Libraries Co-operative. There are also a number of areas where co-operation with the city can reduce costs—especially in the area of IT—and these should be pursued.
6. Service level reductions can result in savings but come at a high cost in terms of public satisfaction.
The vast majority of the library's budget consists of non-discretionary items. There is little opportunity to substantially decrease current expenses without affecting service levels and accompanying staff reductions. It can be anticipated that any savings achieved through service level reductions will result in public dissatisfaction. Service level reductions are not recommended.
7. Human capital drawn from the community is an important resource for future growth.
Equally important to ensuring revenues match expenses is the need to ensure the library continues to provide high value for the residents of Richmond. This can only be done by providing the full range of library services that the community desires and to do so both efficiently and cost effectively. Providing value added services will require an increased focus on human capital drawn from the community at large rather than just additional financial resources. A comprehensive volunteer program will be implemented to take advantage of this opportunity as well as expansion of collaborative programming with community groups.
8. Collection development policy and collection management policy improvements will be made.
The current collection management approach has put top priority on customer service by meeting public demand for a wide variety of material with as short a wait time as possible. The current financial challenges and the need to meet the continuing demand for both print and digital resources makes it necessary to re-examine this approach. Improved collection development and loan policies that provide for tighter control of number of items allowed at a time and shorter loan periods will be implemented resulting in better utilization of collection resources. These changes will come into full force in 2016.

ANALYSIS

CURRENT AND PROJECTED REVENUES AND EXPENSES

The trend for decreasing revenues and increasing expenses make it imperative that the Library Board adopt a range of strategies in order to enable the library to grow and prosper within the current level of support provided by the city. Described in this report are the strategies the Library Board will undertake to increase revenues while controlling expenses and the specific actions the Library Board is committed to taking in order to accomplish this. A complete list of actions can be found in Attachment 1.

The chart below shows Current and Projected Revenues and Expenses for 2015 to 2017 if the Library Board adopts these strategies. It shows that as we move into the 2016 and 2017 budget years the projected increase in municipal contribution declines from 3.51% in 2015 to 2.8% in 2016 to 2.59% in 2017. This is achieved through a combination of increasing revenues while controlling expenses. It is recognized by the Library Board that these targets may still exceed the city target of increases at or below CPI.

Richmond Public Library									
Operating Budget Projection 2015 to 2017									
	2015			2016			2017		
SUMMARY:	Budget	% Increase / Decrease	Increase from 2014	Forecast	% Increase	Increase from 2015	Forecast	% Increase / Decrease	Increase from 2016
REVENUES									
Municipal Contribution	\$8,540,700	3.51%	289,900	\$8,779,600	2.80%	238,900	\$9,007,300	2.59%	227,700
Provincial Grants	409,700	-0.68%		409,700	0.00%		409,700	0.00%	
Book Fines & Charges	202,500	-24.89%		219,400	8.35%		187,400	-14.59%	
Interlink reimbursement	146,000	-17.37%		84,600	-42.05%		76,100	-10.05%	
In House Book sales	28,900	51.31%		30,300	4.84%		30,300	0.00%	
Photocopiers	25,100	14.61%		24,600	-1.99%		24,100	-2.03%	
Printing	9,500	3.26%		9,700	2.11%		9,900	2.06%	
Miscellaneous	10,500	0.00%		10,500	0.00%		10,500	0.00%	
TOTAL REVENUES	\$9,372,900	2.21%		\$9,568,400	2.09%		\$9,755,300	1.95%	
EXPENDITURES									
Salaries and Benefits	\$6,914,000	2.45%		\$7,052,300	2.00%		\$7,193,300	2.00%	
Collections	1,161,500	0.00%		1,184,700	2.00%		1,208,400	2.00%	
Contracts	400,200	4.25%		425,200	6.25%		438,000	3.01%	
General & Admin.	324,600	-2.21%		324,600	0.00%		324,600	0.00%	
Leases	239,900	17.60%		239,900	0.00%		239,900	0.00%	
Utilities	140,400	0.00%		144,600	2.99%		148,900	2.97%	
Supplies	111,400	-5.11%		112,500	0.99%		113,600	0.98%	
Equipment Purchases	36,500	0.00%		40,200	10.14%		44,200	9.95%	
Insurance	14,100	0.00%		14,100	0.00%		14,100	0.00%	
Cataloguing	14,000	0.00%		14,000	0.00%		14,000	0.00%	
Memberships	9,800	-15.52%		9,800	0.00%		9,800	0.00%	
Professional Fees - Audit	6,500	0.00%		6,500	0.00%		6,500	0.00%	
TOTAL EXPENDITURES	\$9,372,900	2.21%		\$9,568,400	2.09%		\$9,755,300	1.95%	

STRATEGIES TO INCREASE/MAINTAIN REVENUES

Provincial Grants

Provincial support to libraries has remained constant over many years. There is little likelihood that we will see an increase in grants and as pressure mounts on the provincial budget grants could conceivably decline. It is important for the Library Board to continue to lobby the province to maintain grants and to demonstrate the value received for money spent.

Action

1. **Library Board to continue advocacy efforts, largely through the British Columbia Library Trustees Association, to maintain provincial grants.**

Book Fines and Charges

The intent of fines and charges is to provide negative incentives for users to bring back material as quickly as possible so it can become available for others to borrow. The decline in fine revenue is due to both the decline in print circulation and the introduction of convenient library online services to renew material prior to being overdue and therefore not incurring a fine. These two trends will continue so there can be no expectation that fine revenues will bounce back to previous highs. However, there are steps that can be taken to increase fine revenue in the short term through improved fine collection procedures including the use of a collection agency for long outstanding items.

The Library Board has conducted a comprehensive review of policies and procedures around fines and charges and will make changes to tighten up fine collections. Attachment 2 outlines the changes. It is estimated that approximately \$64,000 in additional fine and charges revenue can be collected in 2016 and \$32,000 per year thereafter if a more stringent fine collection policy is adopted. Below is a chart describing actual and projected fine revenue:

	2010	2011	2012	2013	2014	2015	2016	2017
Fines	\$215,832	\$212,452	\$193,804	\$165,369	\$159,267	\$155,358	\$219,400	\$187,400
Assumptions:								
- For 2015, The YTD actual number to Apr. 30th has been extrapolated for the balance of the year.								
- 2016 increases by \$64K over 2015								
- 2017 increases by \$32K over 2015								

In adopting a more stringent fine collection policy it will be important to recognize genuine hardship cases and to exercise flexibility. The library's circulation computer system is currently being upgraded and implementation of the changes will be timed with the completion of this upgrade—late 2015 and early 2016.

A further increase in fine collection could be achieved if the self-checkout units are upgraded to allow immediate payment of fines at the time of taking out books. Upgraded technology would include the adoption of RFID technology which requires substantial initial investment but could also lead to reduced staffing costs. Library staff are investigating the cost/benefits of this technology and, if favourable, will develop a business case for a capital budget submission.

Action

2. **Adopt a more stringent policy towards the collection of fines while recognizing hardship cases require flexibility.**
3. **Implement changes to fines and charges as outlined in Attachment 2.**
4. **Investigate using a collection agency for material not returned after repeated requests.**

5. Investigate adopting upgraded self-checkout units with RFID technology and develop business case if appropriate.

InterLINK Net Reimbursement

InterLINK is a federation of 18 lower mainland libraries supporting the provision of co-operative services and the sharing of resources. All residents from the 18 libraries can borrow freely from all the other libraries. While the service is free to the end user, libraries are paid \$.50 for each net loan at the end of the year. As a net lender Richmond receives significant revenue from this source (\$113,112 in 2014), but the revenue has been declining steadily since 2009. The reduction is directly related to the decline in print circulation across all libraries as well as improved collections in other libraries, especially in the area of Chinese language materials. This source of revenue can be expected to continue to decline as shown below:

	2010	2011	2012	2013	2014	2015	2016	2017
InterLINK Revenue	\$238,617	\$215,646	\$176,628	\$142,886	\$113,112	\$96,145	\$84,608	\$76,147
% decrease		-9.63%	-18.09%	-19.10%	-20.84%	-15.00%	-12.00%	-10.00%

Miscellaneous Revenues

a. In-house Book Sales

A great deal of material is donated by the public, very little of which is suitable for adding to the collection, and the library is continuously weeding the collection of out-dated and worn material. Most of this material is sent to the Friends of the Library for their book sales. Some, however, is sold in-house and is a source of modest revenue. There is a potential to increase these sales, but any effort to do so must not negatively impact on the Friends of the Library sales.

b. Photocopier and Printing

With the advance of scanning and PDF technology the use of photocopiers is declining and will continue to do so; however, a modest increase in photocopier charges may help maintain the revenue from this source. Printing is on the increase and a modest increase in charges may further increase the revenues. A separate fee schedule for 3D printing will be implemented to not only recover cost of supplies but also provide for maintaining and replacing the printers.

Action

- 6. Expand in-house book sales while ensuring Friends of the Library sales do not suffer.**
- 7. Implement modest increase in photocopy and printing charges and develop increased charges for 3D printing.**

Sources of Revenue Not Included in Operational Budget

There are other sources of revenue that are not included in the operational budget because they are unpredictable and cannot be used to cover general operating expenses. These funds are best suited for one time programs as it is difficult to ensure sustained funding for ongoing programs. Examples of 2014 revenue from these sources are:

- Friends of the Library donations from book sale proceeds (\$20,000)
- Donations from individuals (\$24,400)
- Corporate donations and sponsorships (\$16,700)
- One-time special grants (\$10,000)
- Endowment fund disbursements (\$12,500)

These revenues have the potential to increase, particularly individual donations and corporate donations and sponsorships. The Library Board is committed to developing a strong fund development program and has set it as a priority for 2016; however, it will take time and internal resources to fully develop.

Action

- 8. Develop a strong fund development program.**
- 9. Continue to pursue grants and special funding opportunities.**
- 10. Continue to support the Friends of the Richmond Public Library.**

Fee for Service

A fundamental core value of public libraries is free and equal access to materials and services and *The Library Act* places restrictions on what charges a public library can charge. Section (46) of the Act states:

Free basic library service

- (1) *A library board must not charge for*
 - a. *Admission to any part of a building used for public library purposes, or*
 - b. *Using library materials on library premises.*
- (2) *A library board must allow residents and electors of any area served by the library board to do the following free of charge:*
 - a. *Borrow library materials that are normally lent by the library and that belong to prescribed categories of library materials;*
 - b. *Use reference and information services as the library board considers practicable.*
- (3) *A library board may charge fees for services not required to be provided free of charge under this section, including for the use of services described in subsection (2) by anyone who is not a resident or elector of an area served by the library board.*

The Library Board discussed the possibility of developing fee-based services that may lie outside the restrictions imposed by the *Library Act* but felt that to do so would weaken one of the foundation values upon which the public library system rests—free and equal access to all. The Library Board is not prepared to pursue fee-for-service at this time. However, there are situations where the Library Board can see fees being charged. Examples from other libraries include: renting out meeting rooms and computer labs, coffee shops, vending machines and special services to business. Adoption of these types of fees would be dependent upon expanded library space that is designed to accommodate these types of services.

STRATEGIES TO REDUCE AND CONTROL EXPENDITURES

Budget Line Reductions and Re-allocations

The vast majority of the library's budget consists of non-discretionary items. There is very little opportunity to decrease current expenses substantially without service level reductions. However, there are always areas where current budget lines can be reviewed and savings made. This process has been ongoing for many years as each year's budget is prepared and the savings reallocated to other budget lines where costs are increasing. To date \$9,480 of savings has been identified that can be reallocated to other budget lines for the 2016 budget as shown below:

Savings from Review of Budget Lines		
Action	Amount	Impact
Telephone	\$2,900	Discontinue phone book listing
Postage & Courier	\$3,500	Limit overdue & holds notices sent by mail
Contracts - Janitorial Brighthouse	\$1,100	Eliminate chair cleaning by Contractor
Telephone Ironwood	\$660	Eliminate fax line for public use
Telephone Cambie	\$660	Eliminate fax line for public use
Telephone Steveston	\$660	Eliminate fax line for public use
Total	\$9,480	

This process will continue every budget cycle.

Action

11. Library staff to review budget lines and reduce and re-allocate wherever possible.

Controlling Expenses

Library staff make every effort to control expenditures and are achieving success. A number of current examples are:

- Contracting out janitorial services (\$42,900 annual savings over if in-house staff used)
- Renegotiating vendor agreements for better terms (\$2,500 annual savings on maintenance contract for sorting machine)
- Reviewing methods of operations (\$38,000 saved by simplifying the processing of materials)

Controlling Expenses		
Action	Amount	Impact
Collection Processing	\$37,924	Reduce processing by \$2.00 per book for Library Bound
Lyngsoe - sorting machine	\$2,489	Service visits reduced to one per year from two
Janitorial Expense	\$42,884	Using outside contractor for branches instead of BSWs
TOTAL	\$83,297	

The current migration of our circulation computer system onto a new platform is the best example of controlling costs. In this case we have negotiated with our vendor an eight year agreement with fixed costs, in Canadian dollars, for a product that has more features and functionality than our current system. In year 2017 of this agreement we will be paying \$2,400 less than what we paid in 2014. This was accomplished within operating budget and required no additional capital funding from the city.

Action

12. Library staff to continue to investigate and implement expense controlling measures.

Co-operative Services and Purchasing

Co-operative buying and consortium purchasing brings more buying power and lower costs to the library. For library specific products and services we are active participants in Public Library InterLINK and the BC Libraries Co-operative and achieve significant saving on products such as library cards, barcodes and licencing agreements.

There are also a number of areas where co-operation with the city have reduced costs. Current examples include using the city's PeopleSoft financial software and piggy-backing onto the city's telephone system. These areas of co-operation with the city yield high savings for the library at very little additional cost to the city. There may be other such areas that could be taken advantage of especially in the area of IT. In

order not to shift the costs to the city the library's budget should include the incremental costs the city incurs for providing the service as an expense item in the library's budget.

Action

- 13. Continue group purchasing and consortium buying initiatives with Public Libraries InterLINK and BC Libraries Co-operative.**
- 14. Investigate areas of possible further co-operation with city.**

Service Level Reductions

There is very little opportunity to decrease current expenses substantially without service level reductions. Council has never suggested this option and the Library Board does not see it as a tenable one but information is provided here in the interests of being comprehensive. Some examples of possible service level reductions and the resulting annual savings are:

- Eliminate Hamilton Outreach Service (\$15,000)
- Shorter hours at some or all branches (\$100,000 to \$500,000)
- Close branches one day of the week (\$240,000)
- Close a branch entirely (\$438,000)

These options are extreme in terms of negative impact on the public and it is not recommended to pursue them.

STRATEGIES FOR PROVIDING ADDED VALUE THROUGH HUMAN CAPITAL

Equally important to ensuring revenues match expenses will be the need to ensure that the library continues to provide high value for the residents of Richmond. This will only be accomplished if the library is providing the full range of services that the community will most benefit from and that it is doing so both efficiently and cost effectively. Providing these value added services will require an increased focus on human capital rather than just financial resources.

More than ever this means working closely with other community organizations and groups and expanding collaborative programming. Some current examples of success in this area are working with the city on the Children's Festival and the Writer-in-Residence program and community organizations such as Literacy Richmond and Richmond Children First.

The Library Board has also set as a high priority the development a comprehensive library community volunteer program and has enlisted the assistance of Volunteer Richmond to help guide the library through this process. The degree to which the library is able to grow and expand services will to a large extent depend upon its success in this area.

The library's strategic plan calls for the expansion of opportunities for community engagement. By providing even more opportunities for community members and organizations to take full advantage of library resources to realize their own goals and ambitions, the library will be able to provide substantial added value without a correspondingly large increase in expenditure.

Action

- 15. Begin implementation of Library Community Volunteer Program.**
- 16. Expand collaborative programs and services with community organizations and groups that fully utilize library resources.**

COLLECTION DEVELOPMENT AND COLLECTION MANAGEMENT POLICIES

In addition to revenues and expenses, Council had many questions and comments relating to circulation loan policies and the collections. In order to address these concerns the Library Board conducted a comprehensive review of collection development policies and collection management policies. Collection development determines what materials we have in the library and collection management, through circulation loan policies, determines how these materials are made accessible to users.

Collection Development Policies

Over the years the library has been highly successful in developing a good collection in a variety of languages and formats that meets community needs. Proof of this is the consistently high circulation per capita that Richmond achieves. While we continue to have a very high circulation per capita, it is in decline and will continue to do so as a variety of forces come into play. The Strategic Plan identified the need to rethink our collection development approach and to move toward the “Refocused Traditional Library” and the “Digital Library”.

There are a number of equations the library has to consider and we must determine where on the continuum of possibilities Richmond is best positioned:

- Print versus Digital
- Popular demand versus Diversity of collections
- Main branch collections versus Branch collections
- Richmond owned resources versus InterLINK resources
- Book stack space versus Programming space

Determining the optimum mix of resources is a major challenge for the library and one that will prove to be a moving target. Library staff will have to closely monitor our evolving collections and public expectations and be prepared to respond quickly as needs evolve. Changes in these equations will no doubt result in an increase in satisfaction with library services for some users and a decrease in satisfaction for other users.

Attachment 3 describes the short term action required to refocus our print collections and to develop our digital resources as outlined in our strategic plan.

Action

- 17. Implement Refocused Traditional Library Collections Strategy as outlined in Attachment 3.**
- 18. Implement Digital Library Collections Strategy as outlined in Attachment 3.**
- 19. Allocate the \$200,000 one-time additional collection funds as outlined in Attachment 3.**

Collection Management Policies

Collection management, through circulation loan policies, determines how materials are made accessible to users. This is done through a variety of policies:

- Loan periods
- Renewals
- Holds
- Borrowing limits

The current collection management approach has been to put top priority on customer service and to do our best to meet public demand for a wide variety of material with as short a wait time as possible. In

light of the current financial challenges and the need to meet the continuing demand for both print and digital resources changes to circulation loan policies are required.

The Library Board conducted a comprehensive review of these policies and changes will be implemented to provide for tighter control of number of items allowed at a time and shorter loan periods to ensure better utilization of the existing collection. Attachment 4 describes these changes. Implementation will be tied to the completion date of the circulation computer system upgrade and take full force in 2016.

Action

- 20. Implement changes to circulation loan policies as outlined in Attachment 4 to be timed with completion of circulation system upgrade.**

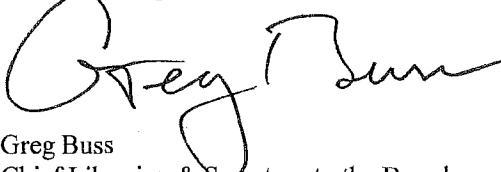
FINANCIAL IMPACT

None

CONCLUSION

Given the significant decline in revenue related to the decline in circulation of physical items the Library Board is adopting a number of strategies to increase revenue from other sources while making every effort to control expenses. In addition, the Library Board has conducted a comprehensive review of circulation loan policies in order to maximize the utilization of existing collections and has also revised collection development policies in order to provide balanced collections in both print and digital resources.

This report has identified 20 specific actions the Library Board is committed to carrying out in order to achieve these goals.



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Chief Librarian & Secretary to the Board
Richmond Public Library
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- Att. 1: List of Actions Committed to by Library Board
2: Revised Fines and Charges
3: Collection Development Strategies
4: Revised Circulation Policies

ATTACHMENT 1

LIST OF ACTIONS COMMITTED TO BY LIBRARY BOARD

1. Library Board to continue advocacy efforts, largely through the British Columbia Library Trustees Association, to maintain provincial grants.
2. Adopt a more stringent policy towards the collection of fines while recognizing hardship situations require flexibility.
3. Implement changes to fines and charges as outlined in Attachment 2.
4. Investigate using a collection agency for material not returned after repeated requests.
5. Investigate adopting upgraded self-checkout units with RFID technology and develop business case if appropriate.
6. Expand in-house book sales while ensuring Friends of the Library sales do not suffer.
7. Implement modest increase in photocopy and printing charges and develop increased charges for 3D printing.
8. Develop a strong fund development program.
9. Continue to pursue grants and special funding opportunities.
10. Continue to support the Friends of the Richmond Public Library.
11. Library staff to review budget lines and reduce and re-allocate wherever possible.
12. Library staff to continue to investigate and implement expense controlling measures.
13. Continue group purchasing and consortium buying initiatives with Public Libraries InterLINK and BC Libraries Co-operative.
14. Investigate areas of possible further co-operation with city.
15. Begin implementation of a Library Community Volunteer Program.
16. Expand collaborative programs and services with community organizations and groups that fully utilize library resources.
17. Implement Refocused Traditional Library Collections Strategy as outlined in Attachment 3.
18. Implement Digital Library Collections Strategy as outlined in Attachment 3.
19. Allocate the \$200,000 one-time additional collection funds as outlined in Attachment 3.
20. Implement changes to loan policies outlined in Attachment 4 to be timed with completion of circulation system computer upgrade.

ATTACHMENT 2**REVISED FINES AND CHARGES**

Type of Material	Holds Charges Not Picked Up		Fines Per Day		Maximum Fines		Replacement Cost	
	Current	NEW	Current	NEW	Current	NEW	Current	NEW
Adult Material								
Adult Books	\$1.00	\$2.00	\$0.30	\$0.50	\$10.00	\$15.00	retail cost	retail cost
Adult Rapid Read Books	n/a	n/a	\$1.00	\$1.00	\$10.00	\$15.00	retail cost	retail cost
Adult Magazines	n/a	n/a	\$0.30	\$0.50	\$5.50	\$10.00	\$5.50	\$10.00
Inter Library Loans	\$1.00	\$2.00	\$0.30	\$0.50	\$10.00	\$15.00	cost + fee	cost + fee
Young Adult material								
Young Adult Books	\$1.00	\$2.00	\$0.10	\$0.25	\$2.50	\$10.00	retail cost	retail cost
Young Adult Rapid Read Books	n/a	n/a	\$0.30	\$0.50	\$2.50	\$10.00	retail cost	retail cost
Young Adult Magazines	n/a	n/a	\$0.10	\$0.25	\$2.50	\$10.00	\$5.50	\$10.00
Junior material								
Junior Books	\$1.00	\$2.00	\$0.10	\$0.10	\$2.50	\$5.00	retail cost	retail cost
Picture Books	\$1.00	\$2.00	\$0.10	\$0.10	\$2.50	\$5.00	retail cost	retail cost
Junior Rapid Read Books	n/a	n/a	\$0.30	\$0.50	\$2.50	\$5.00	retail cost	retail cost
Junior Magazines	n/a	n/a	\$0.10	\$0.10	\$2.50	\$5.00	\$5.50	\$10.00
Media								
DVD Dispenser - Movies & TV Series	n/a	n/a	\$1.00	\$1.00	\$10.00	\$15.00	retail cost	retail cost
DVD Dispenser - Video Games	n/a	n/a	\$1.00	\$1.00	\$10.00	\$15.00	retail cost	retail cost
DVD 3 Day Loan - New releases no holds	n/a	n/a	\$1.00	\$1.00	\$10.00	\$15.00	retail cost	retail cost
DVDs - Adult fiction and non-fiction	\$1.00	\$2.00	\$1.00	\$1.00	\$10.00	\$15.00	retail cost	retail cost
DVDs - Junior fiction and non-fiction	\$1.00	\$2.00	\$1.00	\$1.00	\$10.00	\$15.00	retail cost	retail cost
DVDs - ESL	\$1.00	\$2.00	\$1.00	\$1.00	\$10.00	\$15.00	retail cost	retail cost
CD Books (Adult, Junior, Young Adult)	\$1.00	\$2.00	\$0.30	\$0.50	\$10.00	\$15.00	retail cost	retail cost
Music CDs	\$1.00	\$2.00	\$1.00	\$1.00	\$10.00	\$15.00	retail cost	retail cost
Kits								
Adult Book Club Sets	\$1.00	\$2.00	\$0.30	\$0.50	\$10.00	\$15.00	retail cost	retail cost
Junior Book Club Sets	\$1.00	\$2.00	\$0.10	\$0.25	\$2.50	\$5.00	retail cost	retail cost
Health Department Bins - Grades 1 to 6	\$1.00	\$2.00	\$0.30	\$0.50	\$10.00	\$10.00	retail cost	retail cost
Nostalgia Kits	\$1.00	\$2.00	\$0.30	\$0.50	\$10.00	\$10.00	\$150.00	\$150.00
Theme Bags	\$1.00	\$2.00	\$1.00	\$1.00	\$2.50	\$10.00	\$80.00	\$80.00
Theme Boxes	\$1.00	\$2.00	\$1.00	\$1.00	\$2.50	\$10.00	\$150.00	\$150.00
Kobo Readers (Adult, Junior, Young Adult)	\$1.00	\$2.00	\$5.00	\$5.00	\$150.00	\$150.00	\$150.00	\$150.00

Fines threshold at Self-Checkout

CURRENT \$10.00, any amount collected

NEW

\$5.00, full amount collected

ATTACHMENT 3**COLLECTION DEVELOPMENT STRATEGIES**

The Strategic Plan identified the need to move toward the “Refocused Traditional Library” and to develop the “Digital Library”. Below are specific actions staff have identified in order to carry out these goals.

COLLECTION AREAS WHERE BUDGET ALLOCATION WILL INCREASE**Kids**

- Multiple copies of core collection picture books for families to read together, easy readers and chapter books for emergent readers, and popular and award-winning fiction
- French immersion material to support beginners
- Multiple copies of study guides for pre-kindergarten to Grade 7
- Books and publisher series to supplement K-7 curriculum (English, Math, Science, Reading and other elementary curriculum subjects)

Teens

- More copies of core classics, popular and award-winning fiction
- Collections of manga and graphic novels for reluctant readers and pleasure reading
- Multiple copies of study guides and exam preparation for Grades 8 to 12
- Books and publisher series to supplement high school curriculum (English, Math, Science and Social Studies)

Adults

- Broader range of fiction authors to ensure a more diverse collection
- More copies of modern classics/book club favourites which are always in demand
- Novels by local and Canadian authors to enhance existing collections
- Refreshed and enhanced collection of a wide range of popular non-fiction subjects to address varied lifelong learning interests

Older Adults

- Substantial improvements to existing large print collection that will appeal to a variety of reading interests
- Core collection of MP3 audiobooks across a range of fiction genres and non-fiction
- Collections that are of interest to older adults – series that focus on lifestyle changes

Chinese Language Collection

- Increased collection of simplified Chinese material to support growing community
- Material to support Chinese language learning, both for multigenerational families and members interested in learning Mandarin

DVD's

- Top box office movies, best films and popular character TV shows for kids, TV series that are not easily accessible online or require subscription services to view, documentaries and educational films covering a wide range of topics, and British mystery series (BBC and PBS) for older adult audience

Video Games

- Popular games for all ages, including activity-based games for adults and older adults that encourage group activity

eBooks and eAudiobooks

- Budget increased for kids, teens and adults due to demand for digital formats and some authors/genres shifting to eBook format only
- Selectable font size and audio format make these materials ideal for older adults and English language learners

Streaming Movies, TV series, Documentaries, Music and Audiobooks

- Budget reallocated from physical CDs and DVDs to ensure all ages have access to always available material

COLLECTION AREAS WHERE BUDGET ALLOCATION WILL DECREASE**Kids**

- Fewer copies of popular series in order to develop a broader range of fiction and award-winning books

Adults

- Fewer copies of popular bestsellers—waiting times will be longer
- Language learning resources due to the availability of free language learning apps and resources
- Fewer copies of fiction genres
- Intermediate and advanced computer books – accessible through Safari eBooks and via video tutorials on Lynda.com, focus will be on beginner books and trending technology
- Travel guides will focus on most popular locales as travel information widely available online
- Advanced ESL material not needed as regular collection supports learning needs beyond beginner and intermediate
- No car repair manuals as much more current info accessible via EBSCO auto repair database

Chinese Language Books in Simplified and Traditional Chinese

- Fewer books as 15 years ago RPL was one of few libraries offering Chinese language material. Most Lower Mainland libraries now have good collections
- Less fiction and non-fiction due to significant collection growth from Dr. Lee donation
- Reallocate budget from traditional to simplified Chinese material given changes in demographics

All Ages

- Smaller budget for customer purchase suggestions as refocused collection should meet majority needs and interlibrary loan is available for what we do not buy

Music CD's

- Budgets for music CDs reallocated due to demand for digital music available online via Hoopla
- Focus on core soundtracks and artists to support early music literacy (Raffi, etc.) and popular top billboard titles
- Eliminate music CD collections in other languages due to low circulation and many other options including free apps

DVDs

- TV series that are free online, have high cost to maintain, or available online via Hoopla

COLLECTION AREAS WHERE BUDGET ALLOCATION WILL BE MAINTAINED

Print Magazine and Newspaper subscriptions

- Access to range of magazines and newspapers (English and Chinese) to meet general interests of community

Digital resources

- Zinio - eMagazines for all ages
- PressReader - Online access to global newspapers
- Safari eBooks - Online access to intermediate and advanced computer and business eBooks
- Lynda.com - Online access to instructional videos on a wide range of subjects suitable for various ages
- CELA – National collection of 85,000+ digital resources aimed at those users with accessibility challenges such as learning, physical or visual disability

CITY ADDITIONAL LEVELS \$200,000

\$75,000 for physical collections

\$35,000 for kids and teens

- Picture books to complement existing collection - support early literacy (toddlers, preschool and storytime audiences)
- Books to supplement high school studies (curriculum subjects in the genres of English, Math, Science and Social)

\$40,000 for small branch proof-of-concept

- Refocused adult and children's fiction and non-fiction for a proof-of-concept small branch model, to develop branch prototype based on community needs - young families, kids, adults and older adults. Increase above collection areas significantly and shift existing diverse single copy material back to the main library

\$125,000 for digital collections

\$50,000 (all ages)

- Hoopla - streaming movies, TV series, documentaries, music and audiobooks for all age groups

\$75,000 (all ages)

- OverDrive - eBooks and eAudiobooks for all audiences. Increase easy readers and chapter books for kids and for teens and adults more fiction and non-fiction titles to complement existing popular material collection

ATTACHMENT 4**REVISED CIRCULATION LOAN POLICIES
PHYSICAL ITEMS**

Type of Material	Loan Periods		Renewals if no holds		Renewal Periods		Holds Allowed?		Borrowing Limits	
	Current	NEW	Current	NEW	Current	NEW	Current	NEW	Current	NEW
Adult Material										
Adult Books	28	21	2	2	28	7	yes	yes	25	10
Adult Rapid Read Books	7	7	0	0	7	7	no	no	25	2
Adult Magazines	7	7	1	1	7	7	no	no	25	5
Inter Library Loans	28	21	0	0	0	7	yes	yes	25	5
Young Adult material										
Young Adult Books	28	21	2	2	28	7	yes	yes	25	10
Young Adult Rapid Read Books	7	7	0	0	7	7	no	no	25	2
Young Adult Magazines	7	7	1	1	7	7	no	no	25	5
Junior material										
Junior Books	28	21	2	2	28	7	yes	yes	25	10
Picture Books	28	21	2	2	28	7	yes	yes	25	15
Junior Rapid Read Books	7	7	0	0	7	7	no	no	25	2
Junior Magazines	7	7	1	1	7	7	no	no	25	5
Media										
DVD Dispenser - Movies & TV Series	3	3	0	0	0	0	yes	yes	4	4
DVD Dispenser - Video Games	7	7	0	0	0	0	yes	yes	4	4
DVD 3 Day Loan - New releases no holds	3	3	0	0	0	0	no	no	25	2
DVDs - Adult fiction and non-fiction	7	7	2	1	7	7	yes	yes	25	5
DVDs - Junior fiction and non-fiction	7	7	2	1	7	7	yes	yes	25	5
DVDs - ESL	28	21	2	1	28	7	yes	yes	25	5
CD Books (Adult, Junior, Young Adult)	28	21	2	2	28	7	yes	yes	25	5
Kits										
Adult Book Club Sets	42	28	0	1	0	7	yes	yes	2	2
Junior Book Club Sets	28	28	1	1	28	7	yes	yes	2	2
Health Department Bins - Grades 1 to 6	28	21	0	1	28	7	yes	yes	2	2
Nostalgia Kits	28	21	1	1	28	7	yes	yes	2	2
Theme Bags	28	21	2	1	28	7	yes	yes	4	2
Theme Boxes	28	21	0	0	0	7	yes	yes	2	2
Kobo Readers (Adult, Junior, Young Adult)	28	21	0	0	28	7	yes	yes	1	1
							Maximum 15 at a time		Combined total 25 items per customer	

**REVISED CIRCULATION LOAN POLICIES
DIGITAL ITEMS**

Type of Material	Loan Periods		Renewals	Holds Allowed		Borrowing Limits	
	Current	NEW		Current	NEW	Current	NEW
Overdrive							
• eBooks	21	21	Automatic Returns	10	5	10	5
• eAudiobooks	21	21		10	5	10	5
Hoopla							
• eAudiobooks	21	21	Automatic Returns	Always Available		8	5
• eMusic	7	7					
• eVideo	3	3					
OneClick							
• eAudiobooks	21	21	Automatic Returns	10	5	10	5



City of Richmond

Report to Committee

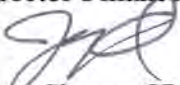
To: Finance Committee
From: Jerry Chong, CPA, CA
Director, Finance
Re: Referral Council Community Initiatives Account

Date: June 9, 2015

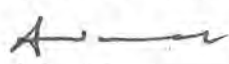
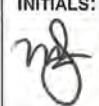

File:

Staff Recommendation

That the Terms of Reference for the Council Community Initiatives Account as presented in the staff report titled "Referral Council Community Initiatives Account" dated June 9, 2015 from the Director Finance be approved.


Jerry Chong, CPA, CA
Director, Finance
(604-276-4064)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Community Social Development	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

This report responds to the following referral from the March 23, 2015 Council meeting:

"That staff consider terms of reference for the Council Community Initiatives account."

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

7.2. Well-informed and sustainable financial decision making.

7.3. Transparent financial decisions that are appropriately communicated to the public.

7.4. Strategic financial opportunities are optimized.

Analysis

At the March 16, 2015, General Purposes Committee meeting, the staff report titled, '*Gaming Revenue Update*' dated February 12, 2015 was presented and discussed. The Gaming Revenue Update report to Committee included recommendations on the future allocation of gaming revenues. The recommendations, which were approved by Council, included the recommendation that a Council Community Initiatives Account be established with an initial \$3.0M transferred from the Gaming Provision. Pursuant to Council's request, staff have drafted the following terms of reference for the Council Community Initiatives Account (Attachment 1)

Financial Impact

None

Conclusion

The Council Community Initiatives Account allows Council to utilize gaming revenues to fund City or community-initiated projects that support initiatives geared to enhancing overall quality of life in Richmond.



Jerry Chong, CPA, CA
Director, Finance
(604-276-4064)

JC:jc

Att. 1: Terms of Reference

ATTACHMENT 1

Council Community Initiatives Account TERMS OF REFERENCE

Purpose: The purpose of the Council Community Initiatives Account (CCIA) is to support initiatives geared to enhancing overall quality of life in Richmond. The account has been established to enable Council to utilize gaming revenues towards one-time initiatives that address social, environmental, recreation and sports, heritage, arts and culture, safety and security, or infrastructure needs.

Funding Source: The CCIA has been established with an initial transfer of \$3.0M from the City's Gaming Provision. The account will be augmented by an annual allocation of 2% of City gaming revenues, with any unspent amounts being placed in the CCIA for future distribution.

Annual distribution: The maximum annual distribution will not exceed 50% of the prior year's ending account balance; however Council has the discretion to waive this limitation.

Eligibility Criteria: CCIA expenditures may be directed to City or community-initiated projects. To be eligible, the projects must be:

- One time (as opposed to those requiring ongoing funding)
- Focused on social, environmental, recreation and sports, heritage, arts and culture, safety and security, or infrastructure needs.

Priority will be given to projects that meet Council's Term Goals and the majority of the following objectives:

- Inclusive – reaching out to, involving, and positively affecting a diversity of residents
- Collaborative – relying on partnerships in planning and implementation
- Leveraged – capitalize on projects that already have substantial funding from other sources
- Impactful – will benefit the broader Richmond community rather than specific interests
- Effective – community benefit will be demonstrable
- Responsive – based on demonstrated community need
- Capacity-building – will build community capacity to enhance residents' quality of life
- Innovative – demonstrate new ways of benefitting the community
- Sustainable – financially sustainable, not reliant on further City funding to be viable
- Credible – realistic proposals based on sound business plans

Process: All decisions regarding allocation of the CCIA rest with Council. Similar to the process for Council Contingency and Council Provision Accounts, expenditures from the CCIA may be proposed to Council by individual Council members, or through deliberations of Council at large. Proposals may also be received from senior staff or through staff reports, primarily in response to Council referrals and in cases in which alternate funding sources are unavailable. Funding requests and decisions should occur concurrently with the City's budget process in order to ensure information is captured in the City's five year financial plan bylaw.



City of Richmond

Report to Committee

To: Finance Committee
From: Jerry Chong, CPA, CA
Director, Finance
Re: 2016-2020 Budget Process

Date: June 15, 2015
File: 03-0970-01/2015-Vol
01

Staff Recommendation

That

1. The staff report titled "2016-2020 Budget Process" dated June 15, 2015 from the Director, Finance be received for information.
2. The service levels as presented in Attachment 2 of the staff report titled "2016-2020 Budget Process" dated June 15, 2015 from the Director, Finance be approved as the base for the 2016 budget; and
3. That the capital ranking form as presented in Attachment 3 of the staff report titled "2016-2020 Budget Process" dated June 15, 2015 from the Director, Finance be approved for the 2016 budget.

Jerry Chong, CPA, CA
Director, Finance
(604-276-4064)

Att. 5

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

The purpose of this report is to provide Council with the framework that will be utilized for the preparation of the City's 5 Year Financial Plan (2016-2020) (5YFP).

The 2016-2020 budgets will be prepared in accordance with Council's policies and procedures relating to budgets.

Council Policies

Policy 3016 requires that a same service level budget, with only non-discretionary increases that can be clearly identified and supported, be put forward to Council. Non-discretionary costs mainly include incremental increases specified in contracts and salary increases associated with collective agreements. Therefore, the 2015 service levels form the basis of the 2016 base budget. Any enhanced or new levels of service are identified as an additional expenditure request by the respective departments and the operating budget impact (OBI) from capital projects will be separately identified for Council's consideration.

Policy 3707 requires that tax increases will be at or below the estimated Vancouver's CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0 % towards infrastructure replacement needs.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

- 7.1. *Relevant and effective budget processes and policies.*
- 7.2. *Well-informed and sustainable financial decision making.*
- 7.3. *Transparent financial decisions that are appropriately communicated to the public.*

Analysis

Revised Budget Cycle Process

During the presentation of the 2015 Budget discussions ensued with respect to having additional Council involvement at an earlier stage in the budget process.

The revised budget cycle is summarized in Attachment 1. The following table outlines the process and the key dates for the preparation of the 2016-2020 Financial Plan.

Table 1 – Five Year Financial Plan Schedule

#	Month	Responsibility	Task
1	May	Staff	Research financial indicators for 2016-2020 budget assumptions
2	June-July	Council	Establishes Service Levels for 2016-2020 Budget Preparation
3	July-August	Staff	Prepare Department's 2016-2020 budget submissions
4	September	Staff	Review Division's 2016-2020 budget submissions
5	September-October	SMT/CAO	Review City 2016-2020 budget submissions
6	October	Staff	Prepare 2016-2020 budget package for Finance Committee review
7	October	SMT/CAO	Review and finalize all budget recommendations to Finance Committee
8	November	Council	Set 2016 Utility Budget and Rates
9	November	Council	Consider 2016-2020 Capital Budget submissions with associated Operating Budget Impacts
10	November	Council	Consider 2016 same level of service Operating Budgets
11	November	Council	Consider 2016 ongoing additional levels of service requests
12	November	Council	Consider 2016 one-time additional levels of services requests
13	December-January	Staff	Revise budget based on Council direction and prepare 5YFP (2016-2020)
14	January-February	Council	Review Final budget and 5YFP (2016-2020)
15	February-March	Staff	Public Consultation on 5YFP (2016-2020)
16	February-March	Council	Adoption of 5YFP (2016-2020)

This report will further discuss some of the keys steps in this process.

Item #1 – Preliminary 2016-2020 Operating Budget Assumptions

The following table summarizes the budget assumptions based on current information contained in contracts, agreements and external economic publications.

Financial Planning & Analysis (FP&A) will continue to monitor these financial indicators and will provide updated indicators at the time the budget is presented, if there are significant changes to the forecasts.

Table 2 - Preliminary 2016-2020 Operating Budget Assumptions

Key Financial Drivers / Indicators	2016	2017	2018	2019	2020
Vancouver Consumer Price Index (CPI) ¹	2.2%	2.0%	2.0%	2.1%	2.1%
Richmond Municipal Price Index (MPI) ²	2.7%	2.5%	2.5%	2.6%	2.6%
User Fees	2.2%	2.0%	2.0%	2.1%	2.1%
Salaries ³	TBD	TBD	TBD	TBD	TBD
Electricity ⁴	4.9%	3.7%	3.2%	2.6%	2.6%
Natural Gas ⁴	2.5%	2.5%	3.0%	3.0%	3.0%
RCMP Contract Increase ⁵	2.7%	2.6%	2.8%	2.5%	2.4%
Growth (Tax Base) ⁶	1.2%	1.0%	1.0%	0.8%	0.8%

Sources: ¹ The Conference Board of Canada Metropolitan Outlook 1 Spring 2015; 2020 is projected based on 2019 forecasts;

² Finance Department, City of Richmond; ³ Salaries are based on collective agreements, which are to be negotiated; ⁴ Energy Manager, City of Richmond; ⁵ RCMP E Division; ⁶ BC Assessment Authority/Revenue Manager, City of Richmond

Municipal Price Index (MPI)

Council policy 3707 requires that tax increases will be at or below the estimated Vancouver's CPI rate (to maintain current programs and maintain existing infrastructure at the same level of service) plus 1.0 % towards infrastructure replacement needs.

CPI is a widely accepted measure of consumer goods inflation. Inflation is generally thought of as a rise in the prices of consumer goods and services over a period of time. This is based on an individual consumer basket of goods including food, shelter, transportation, clothing, recreation and household operations.

Municipal governments do not incur the same costs as consumers, rather it is more relevant to include items such as: Salaries and benefits (covered by a collective agreement), policing services, materials and supplies to build and maintain City infrastructure, energy for community centres and recreation facilities and transferring funds to reserves to maintain ageing infrastructure.

MPI is calculated based on a combination of known contract increases as well as estimates for expected increases, including the settlement of collective agreements. As shown in Table 1 above, MPI is forecasted to be consistently higher than CPI.

The inflation of the above key financial drivers provides an estimate of the amount operating expenses will need to increase in order to maintain the same level of service.

The tax impact of this increase is approximately 3.5%; however revenues will also be increased where possible by increasing user fees by CPI and reviewing trends. It is anticipated that the projected tax increase within the current financial plan can be achieved, which for 2016 is estimated at 2.98%, including 1% transfer to reserves.

Establish Services Levels

Policy 3016 requires that a same service level budget be prepared. The types of services delivered by each division have been categorized as Core, Traditional or Discretionary as presented in Attachment 2.

There has been previous discussion around the service levels knowing that the City invests heavily in delivering these to the public. In keeping with the policy, staff recommends that a same level of service budget be prepared for 2016, as we are confident that the existing levels provide the ability to deliver on Council's Term Goals and are a reasonable basis for preparation of the budget. Consequently, staff is seeking Council's approval to use the 2015 service levels presented in Attachment 2 as the base for preparing the 2016 budget.

The service levels for the new City Centre Community Centre will enter its first full year of operations in 2016. Council previously approved, with the 2014 Budget, an Operating Budget Impact for the City Centre Community Centre as well as expanded operations for the Minoru Complex. This is gradually being phased in to the budget with a tax impact of approximately 0.34% each year until it is completely tax funded in 2020. This means that the funds required for annual operations are included in the budget; however the taxes collected in 2016 will not fully fund the operations. The difference is bridged with the use of surplus funding. This tax impact has already been included in the current financial plan, and therefore is incorporated into the projected 2.98% increase for 2016.

Capital Ranking

All Proponents will self- rank each their respective Capital Submissions through the Capital Ranking Form (Attachment 3) after completing the Capital Project Business Case, Capital Project Submission and the Operating Budget Impact Form.

The ranking is divided into 5 categories, each comprised of 2-3 criteria and each category is worth 20% of the total score.

The categories are:

- Alignment with City Vision
- Risk Management
- Social
- Environmental
- Economic

The Pre-ranked submissions will then be reviewed and scored by a Review Committee with the final results being forwarded to SMT and the CAO for further review.

Environmental Scan

As service levels are established, it is prudent to review the economic environment and key City statistics (Table 3).

Table 3 – City of Richmond Statistics

Description	2011	2012	2013	2014	2015
Population	199,141	201,471	205,133	209,338	213,891
# Residential Dwellings	62,460	64,751	65,585	67,186	68,192
# Businesses	12,988	13,336	13,371	13,322	13,118
# Farm	706	696	680	679	678

Source: BC Stats, Ministry of Labour and Citizens Services, BC Assessment

The population and demand for services continues to rise in Richmond as indicated in Table 4. The population in Richmond is expected to continue to climb to almost 236,000 in 2020.

Table 4 – Demand for City of Richmond Services

Demand for City Services	2011	2012	2013	2014	2015 *
Population Growth (per annum)	1.16%	1.17%	1.82%	2.05%	2.17%
Budgeted Capital Construction Costs (\$mil) ¹	75.5	80.3	76.7	193.2	93.0
Registration ²	122,784	129,526	129,526	141,175	140,841
Fire Rescue Responses ³	9,141	9,164	9,710	9,643	10,030
Public Works Calls for Services ⁴	13,332	13,800	11,342	12,225	12,241

Source: 1 Capital model, 2 Registration Summary Report 3 Fire Rescue, 4 Hansen

* Estimates for population growth, registration, fire rescue responses and public works calls for service

Additional statistics on the macroeconomic environment are included in Attachment 4.

Items #3-13 – Budget Preparation

Council input received throughout the year is incorporated into the 2016 budget which will form the base for the 2016-2020 5YFP.

During July and August, staff will be working on preparing budget submissions (capital and additional levels) and reviewing operating budgets to ensure the most efficient allocation of resources. Details of the key budget processes are summarized in Attachment 5.

The final proposed budget that has been presented to Finance Committee, typically in the month of December, goes through a rigorous review process by SMT and the CAO to ensure City wide priorities are met and that projects competing for the same funding sources are prioritized with recommendations made accordingly. Important budget decisions are made in the month of November to determine which projects to recommend for funding and what to do with the projects that are not recommended for funding. This is particularly an issue where financial resources are limited, such as projects seeking funding from the Revolving Fund and one-time initiatives funded by Rate Stabilization Account.

Options for projects not recommended for funding include:

- Reducing the scope of the project to an amount that can be funded
- Deferring the submission to a future year
- Pursuing alternate funding sources, such as the Rate Stabilization Account
- Withdrawing the submission
- Confirming the project cannot proceed due to limited funding resources

For the 2016 budget, Council will be included earlier in the process by bringing these issues to the November Finance Committee meeting for decision. In addition, Council will approve the projects that have dedicated funding sources.

Staff will then prepare the final budget and five-year plan based on the direction received from Council.

Items #14-15 – Public Consultation and Bylaw Adoption

Once the 2016-2020 5YFP receives preliminary approval from Council, typically in February, the public consultation process will be initiated as required under the Community Charter, prior to adoption of the financial plan.

Staff are reviewing various methods of communication in order to provide additional information to the public. Let's Talk Richmond, a news release, and newspaper advertisements will continue to be used. In addition, staff are planning to utilize an interactive Open Budget App offered by Socrata that would make the budget accessible online and on mobile devices to drill into the Capital and Operating budgets.

This tool will advance Council's term goal of improving transparency and keeping citizens well-informed.

The following figures demonstrate the Open Budget App using the Capital Budget as an example. The details can be explored by drilling into the City's various Capital programs (Figure 1), the categories within those programs (Figure 2), the list of projects within each category (Figure 3) and finally the details of individual capital projects (Figure 4).

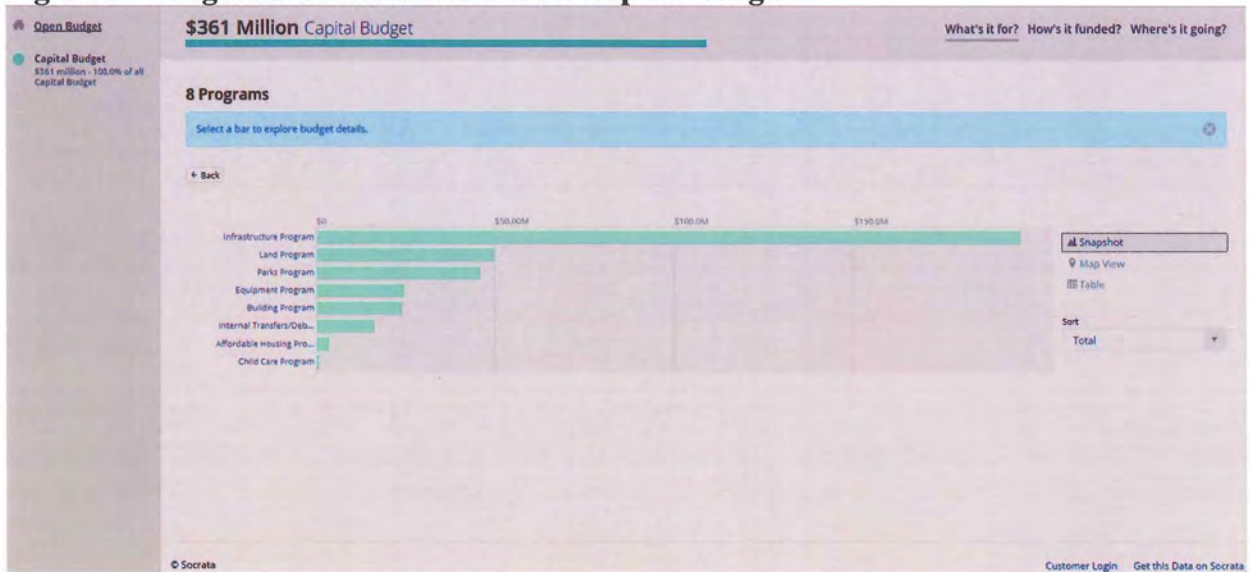
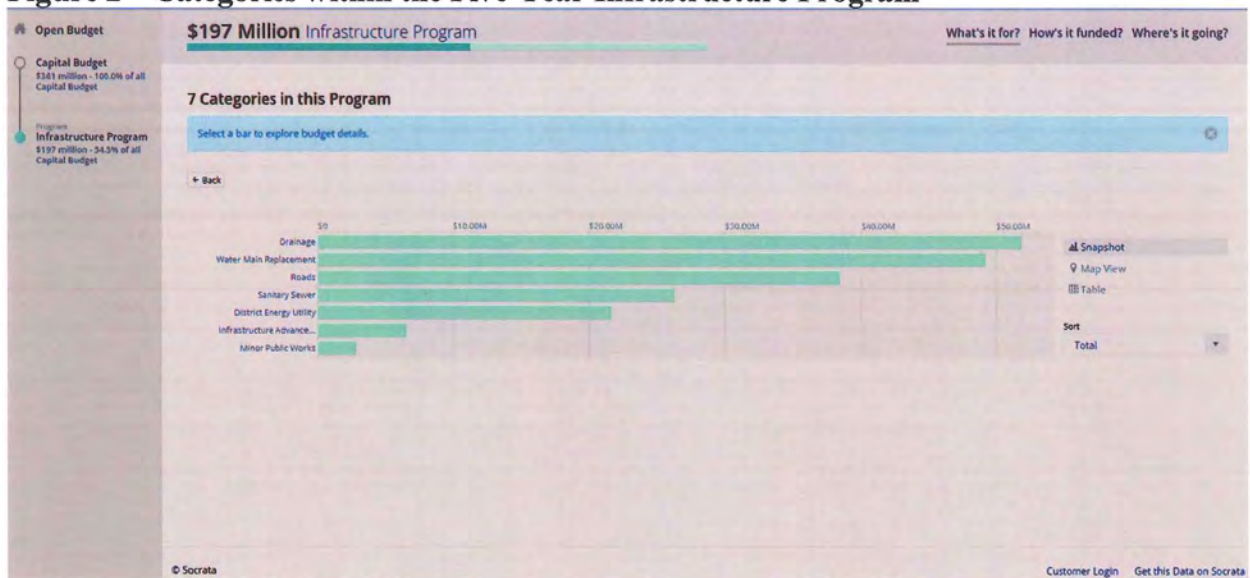
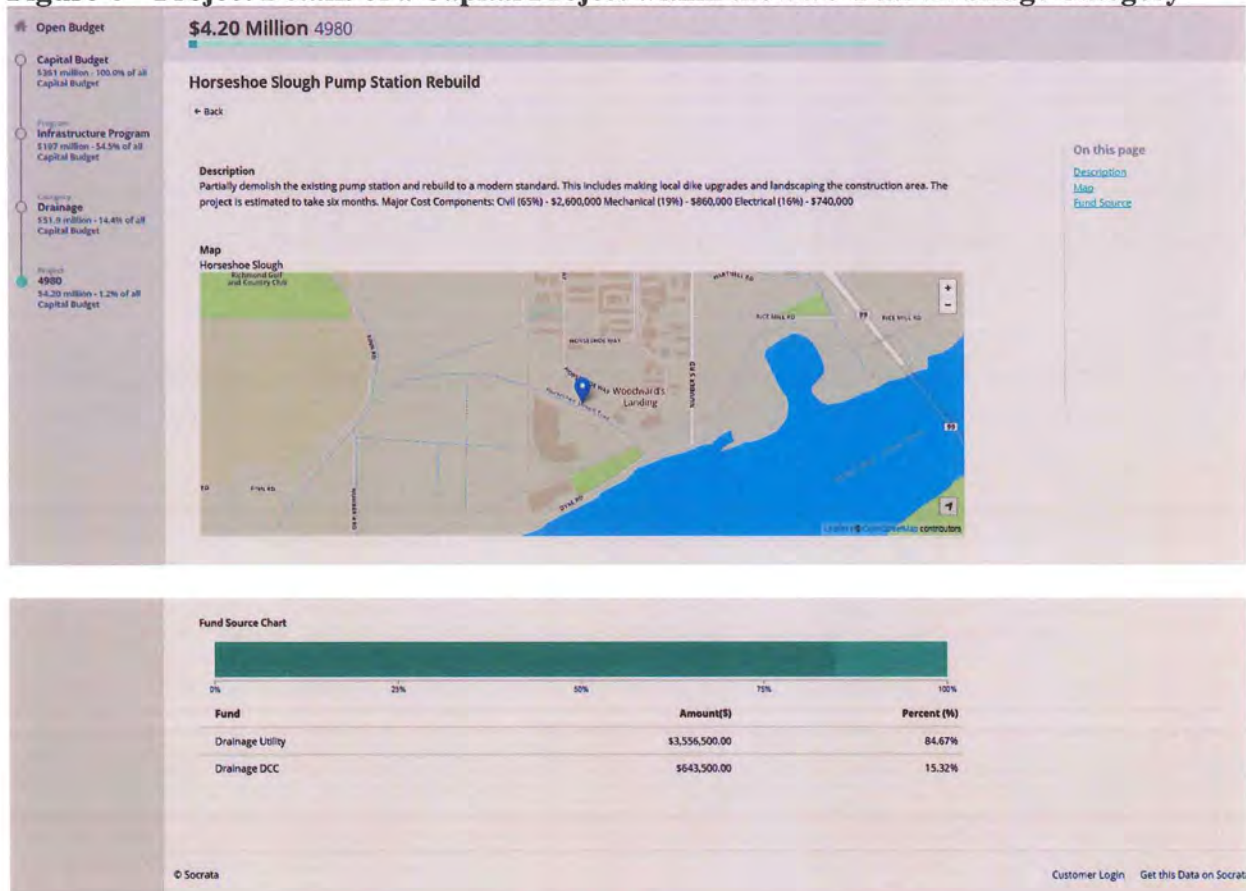
Figure 1 – Programs within the Five-Year Capital Budget**Figure 2 – Categories within the Five-Year Infrastructure Program**

Figure 3 – Projects within the Five-Year Drainage Category

Information on how the projects are funded can also be viewed by selecting the “How’s it funded?” link in the top-right corner.



Figure 4 – Project Details of a Capital Project within the Five-Year Drainage Category

The above project details include the scope of the project, the location of the project is provided on the map and the details of this project's funding sources.

This tool would be populated with approved budgets and made available after Council approves the budgets, and therefore is expected to be launched during the public consultation period in February or March 2016.

Tax Rates

Once the financial plan bylaw is adopted, the tax rates will be set accordingly. In 2014, the average property tax per dwelling in Richmond was \$1,489 which is below the average of \$1,823. 2015 averages for all Cities are not yet available, but will be provided with the 2016 Budget report.

Figure 5 – 2014 Average Residential Property Tax per Dwelling



Financial Impact

None.

Conclusion

The revised budget process provides Council with additional opportunities to provide input into the 5 Year Financial Plan. The service levels from 2015 will establish the base for the 2016 budget. The planned public consultation process will improve transparency by making additional information more accessible.

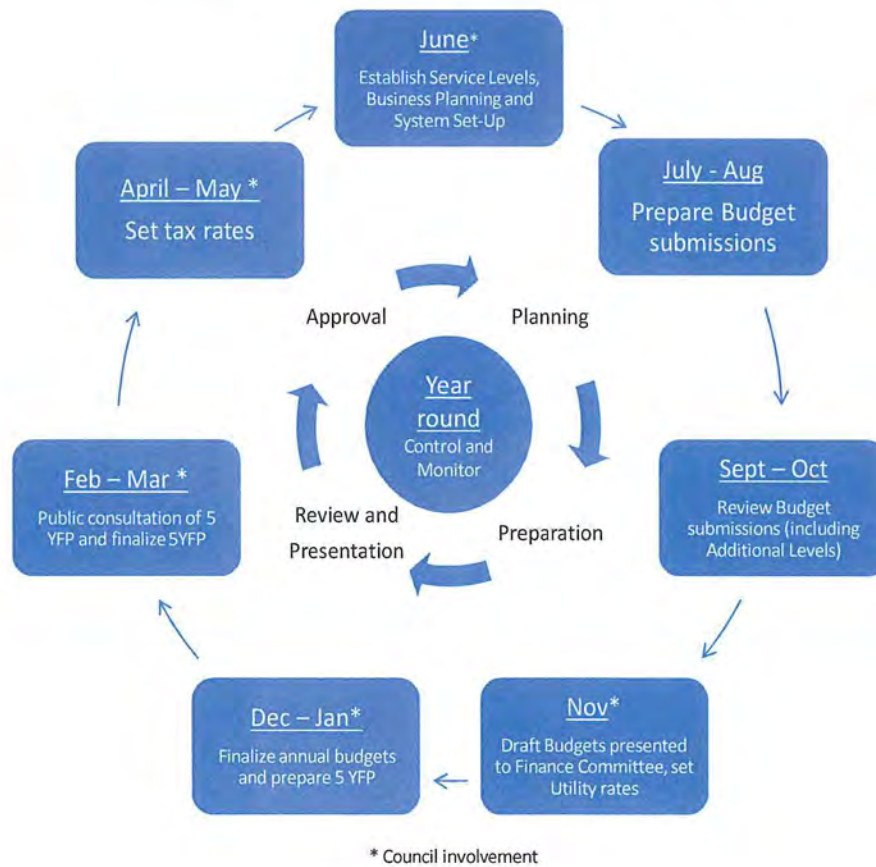
 for

Melissa Shiau, CPA, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:ms

- Att. 1: Revised Budget Cycle
- Att. 2: Types of Services
- Att. 3: Capital Ranking Form
- Att. 4: Macroeconomic Indicators & Forecast
- Att. 5: Budget Process Summary

Revised Budget Cycle



3547861

REDMS 4571710

4571733

City of Richmond
Types of Service - Departments/Sections/Work Units by Division

Core: *Services required by legislation from the federal or provincial governments.*

Traditional: *Time-honoured services that are commonly considered essential or foundational.*

Discretionary: *Services that may have value but if the fiscal situation requires it, these services could be reduced, eliminated, or contracted out.*

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
CAO's Office (11)	CAO's Office			
	• Corporate Administration	√	√	
	• Administrative Support Services (including the Mayor's Office & Councillors' Office)		√	√
	• Intergovernmental Relations & Protocol Unit			√
	• Corporate Programs Management Group			√
	• Corporate Communications		√	
	• Corporate Planning		√	
	Deputy CAO Administration		√	√
	Human Resources			
	• Training & Development		√	
	• Employee & Labour Relations; Compensation, Job Evaluation & Recognition; Workplace Health, Safety & Wellness	√	√	

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
Community Services (20)	Parks			
	• Parks Operations (includes Asset Management, Construction & Maintenance, Turf Management, Horticulture, Urban Forestry)		✓	✓
	• Parks Programs (includes Nature Park)		✓	
	• Britannia			✓
	• Parks Planning & Design		✓	✓
	Recreation & Sport			
	• Community Services Admin.		✓	✓
	• Community Recreation Services (includes community centres)		✓	✓
	• Aquatic, Arena & Fitness Services		✓	✓
	• Sport & Event Services (includes volunteer management)			✓
	• Planning & Project Services			✓
	Arts, Culture & Heritage Services			
	• Arts Services (includes Art Gallery, Art Centre, Cultural Centre)			✓
	• Heritage Services			✓
	• Richmond Museum			✓
	• Gateway Theatre (liaison)			✓
	• Richmond Public Library (liaison)		✓	✓
	Community Social Development			
	• Social Planning			✓
	• Affordable Housing			✓

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
	• Diversity & Cultural Service			✓
	• Child Care Services			✓
	• Youth Services			✓
	• Senior Services			✓
Engineering & Public Works (12)	Engineering			
	• Engineering – Admin	✓	✓	
	• Engineering – Planning	✓	✓	
	• Engineering – Design & Construction	✓	✓	
	• Facility Services		✓	
	• Capital Building Project Development			✓
	• Sustainability (includes district energy, corporate energy, environmental sustainability)			✓
	Public Works			
	• Public Works Administration		✓	✓
	• Fleet Operations & Environmental Programs		✓	✓
	• Roads & Construction Services	✓	✓	
	• Drainage	✓	✓	
	• Sewerage	✓	✓	
	• Water Services	✓	✓	
Finance & Corporate Services (26)	Finance			
	• Finance – Admin	✓	✓	

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
	• Finance Systems		√	√
	• Financial Reporting	√	√	√
	• Financial Planning & Analysis	√	√	√
	• Revenue/Taxation	√	√	√
	• Purchasing and Stores		√	√
	• Treasury & Financial Services	√	√	√
	• Payroll		√	√
	Information Technology			
	• IT Administration		√	√
	• Business & Enterprise Systems		√	√
	• Innovation			√
	• Infrastructure Services		√	√
	• GIS & Database Services		√	√
	• Customer Service Delivery		√	√
	City Clerk's Office			
	• Operations/Legislative Services	√	√	
	• Records & Information	√	√	
	• Richmond Archives		√	√
	Administration & Compliance			
	• Business Advisory Services		√	√
	• Business Licenses		√	√

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
	• Risk Management			✓
	• Economic Development			✓
	• Corporate Partnerships			✓
	• Customer Service		✓	✓
	• Corporate Compliance			✓
	• Performance			✓
	Real Estate Services			✓
Law & Community Safety (9)	RCMP			
	• Administration (includes Telecommunications, Records, Crime Prevention, Information Technology, Victim Assistance, Finance, Risk Management, Court Liaison)	✓	✓	✓
	Fire-Rescue			
	• Administration	✓	✓	✓
	• Operations	✓	✓	✓
	• Fire Prevention	✓	✓	✓
	• Training & Education	✓	✓	✓
	Community Bylaws		✓	✓
	Emergency Programs	✓	✓	✓
	Legal Services		✓	✓
	Law & Community Safety Administration		✓	✓

Division	Department/Sections/Work Units	Types of Service		
		Core	Traditional	Discretionary
Planning & Development (12)				
	Planning and Development – Admin	√	√	
	Transportation			
	• Transportation Planning	√	√	
	• Traffic Operations		√	
	• Traffic Signal Systems		√	
	Building Approvals			
	• Plan Review	√	√	
	• Building, Plumbing & Gas Inspections	√	√	
	• Tree Preservation		√	√
	Development Applications			
	• Production Centre			√
	• Developments	√	√	√
	• Major Projects			√
	Policy Planning	√	√	
Total = 90		30	64	64

Capital Ranking Form Criteria

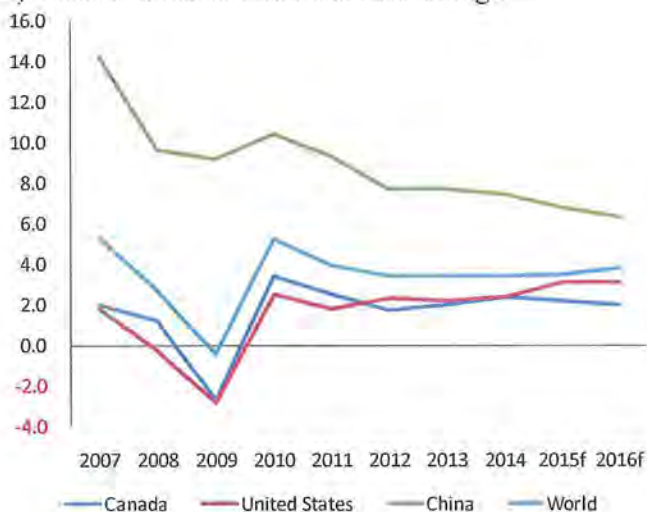
Instructions:	In the "SCORE" column, enter the rank between 1-4, according to the criteria outlined in the "Scoring Range" Cells, and the <i>Capital Project Ranking Users Guide</i> (REDMS# 4249980). In the Capital Planning Model, provide a brief 1-3 sentence score justification.				Submission ID:	
					Project Name:	
Objectives:	1. Rank the proposed projects as objectively as possible 2. Weight the ranking categories to guide project priorities 3. Enable the review of each project using a consistent set of criteria				Status:	
					Budget:	
				SCORING RANGE		
#	CATEGORY	WEIGHTING	SCORE	HIGH		LOW
				4	3	2
						1
Alignment with City						
1. Vision 20.0%						
	Council Term Goal			Specifically addresses one or more Council Term Goals	Needed to reach a Council Term Goal	Does not relate to a Council Term Goal
	OCP and other Plans & Strategies			Integral part of OCP, or other Council approved plans/strategies/frameworks	Supports the successful attainment of the OCP, or other Council approved plans/strategies/frameworks	Not part of the OCP, or other Council approved plans/strategies/frameworks
			0			
			8			
		0.0%				
Risk						
2. Management 20.0%						
	Legal or Regulatory Compliance			Necessary for immediate compliance with a legal or statutory requirement	Necessary for compliance with a legal or statutory requirement, but not immediately	No effect on compliance with a legal or statutory requirement
	Life Safety and Property Protection			Needed to eliminate a critical health, life safety, or property protection issue	Will reduce or mitigate a current health, life safety, or property protection issue	No impact on health, life safety, or property protection
	Infrastructure Inventory Need			Immediately needed to replace asset (including system software) at end of life, according to infrastructure inventory	Needed to replace asset (including system software) nearing end of life, according to infrastructure inventory	Asset replacement (including system software) not needed, according to infrastructure inventory
			0			
			12			
		0.0%				

3. Social 20.0%						
Social Equity			Will strongly enhance social equity.	Will somewhat enhance social equity.	Will not affect social inequity.	Will clearly exacerbate social inequity.
Health & Wellness			Will strongly enhance the health and wellbeing of Richmond's community.	Will somewhat enhance the health and wellbeing of Richmond's community.	Will not affect the health and wellbeing of Richmond's community.	Will clearly degrade the health and wellbeing of Richmond's community.
Vibrancy			Will strongly enhance the vibrancy of Richmond's community.	Will somewhat enhance the vibrancy of Richmond's community.	Will not affect the vibrancy of Richmond's community.	Will clearly degrade the vibrancy of Richmond's community.
		0				
		12				
	0.0%					
4. Environmental 20.0%						
Greenhouse Gas Emissions (GHG)			Will result in significant absolute reductions in GHG emissions and energy per dollar invested (>1 tonne CO ₂ e / \$100)	Will result in absolute reductions in GHG emissions and energy per dollar invested (<1 tonne CO ₂ e / \$100)	Will have no impact on absolute GHG emissions & energy	Will result in increase of absolute GHG emissions & energy
Habitat Value			Will significantly enhance habitat value of effected sites.	Will enhance habitat value of effected sites.	Will have no impact on habitat value of effected sites.	Will somewhat degrade habitat value of effected sites.
Zero Waste			Will result in significant absolute reductions in volume of waste disposed [per dollar invested] (>1 tonne waste / \$XX capital cost)	Will result in absolute reductions in volume of waste disposed [per dollar invested] (<1 tonne waste / \$XX capital cost)	Will have no impact on absolute volume of waste disposed	Will result in increase of absolute volume of waste disposed
		0				
		12				
	0.0%					
5. Economic 20.0%						
Profitability Index (Payback of capital costs)			PI > 50% Will increase revenues or decrease costs to the extent that project will payback 50% within 5 years	PI > 25% Will increase revenues or decrease costs to the extent that project will payback 25% within 5 years	PI = 0% No project payback within 5 years	PI < 0% Project payback will be negative over future 5 years
Impact on Long-Term Direct and/or Indirect Jobs			Will result in tangible increase in Direct Jobs	Will result in Indirect Job creation, and likely increase Direct Job creation	Will not affect Direct Job creation or Indirect Job creation	Will decrease Direct Jobs and/or Indirect Jobs
		0				
		8				
	0.0%					
TOTAL WEIGHTED						

Macroeconomic Indicators & Forecast

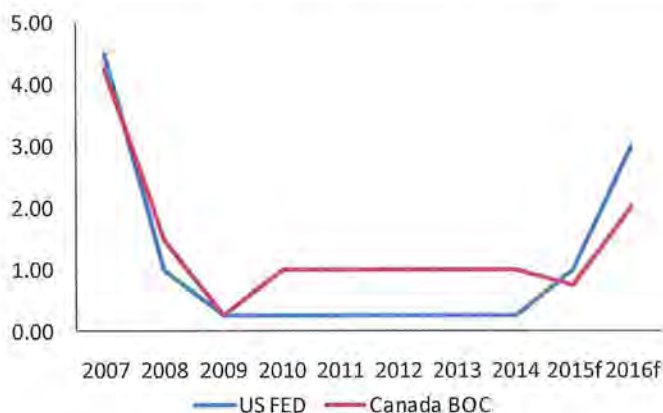
(From Financial Information - 1st Quarter Report dated May 8, 2015)

1) Global Growth – Real GDP % Change¹



- The global growth forecast for the next two years remained largely unchanged in Q1 2015, at 3.5% in 2015 and 3.8% in 2016, as the outlook for advanced economies has improved while growth in emerging and oil-exporting economies has weakened.
- Advanced economies are generally benefiting from low oil prices, with US growth projected to be above 3% through the next 2 years.
- Canadian growth projections were revised slightly down as the effects of slowing down oil exports are absorbed through the national economy.

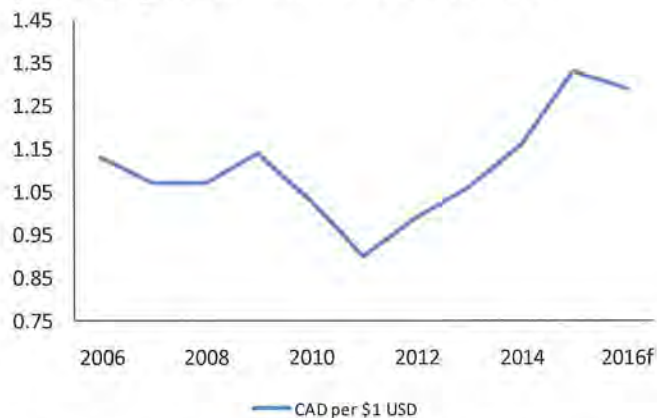
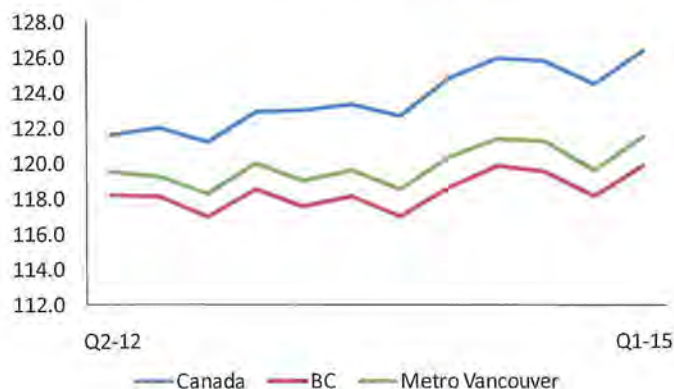
2) Interest Rates – US and Canadian Overnight Central Bank Rate % at Year-End²



- In a surprise move in January 2015, the Bank of Canada dropped the overnight rate by 0.25 points and the forecast is for the rate to potentially drop further in 2015 prior to gradually adjusting to 1.75% in 2016.
- As the US economy accelerates through 2015, the US overnight rate is also expected to climb in 2015.
- Both rates are projected to climb faster in 2016 than previously estimated to curb inflationary and currency pressures.

¹ International Monetary Fund, World Economic Outlook (April 2015)

² US Federal Reserve, Bank of Canada and Royal Bank Research

3) Exchange Rates – CAD/USD at Year-End³Regional & Local Economic Activity Indicators4) Unemployment⁴5) Consumer Price Index (CPI – 2002=100)⁴

- The sharp drop in oil prices, the Bank of Canada's interest rate adjustment in January and increased investor preference for US dollars have resulted in and will continue to depress the Canadian dollar against the US dollar through 2015.
- The Canadian currency is expected to recover in 2016 due to the market expectation of interest rate hikes in Canada and an assumption of oil prices settling at approximately \$77 a barrel.

- After falling to 6.6% at the end of 2014, its lowest level since 2008, Canadian unemployment edged up to 6.8% in Q1 2015, largely due to job losses in Alberta.
- 16,500 full-time job losses in the resource sector in February resulted in an increase of the unemployment rates in BC and Metro Vancouver, to 5.8% and 6.1%, respectively, in Q1 2015.

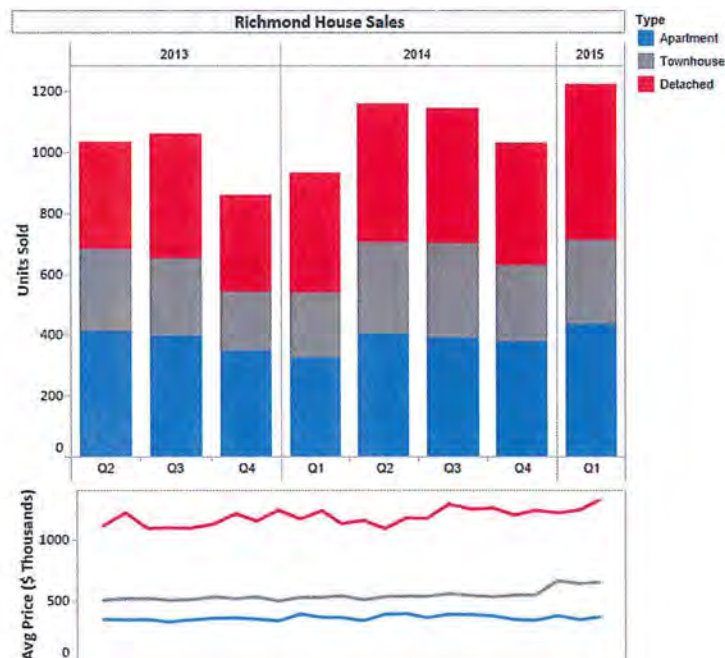
- After falling in Q4 2014, all of the Canadian, BC and Metro Vancouver consumer price indices (CPI) increased further in Q1 2015, due to an upward trend in world oil prices.
- The Bank of Canada's lowering of the overnight interest rate in January as a result of deflationary concern also contributed to an increase in the CPI indices across the board.

³ Bank of Canada⁴ Statistics Canada

6) Housing Starts⁵

Source: CMHC

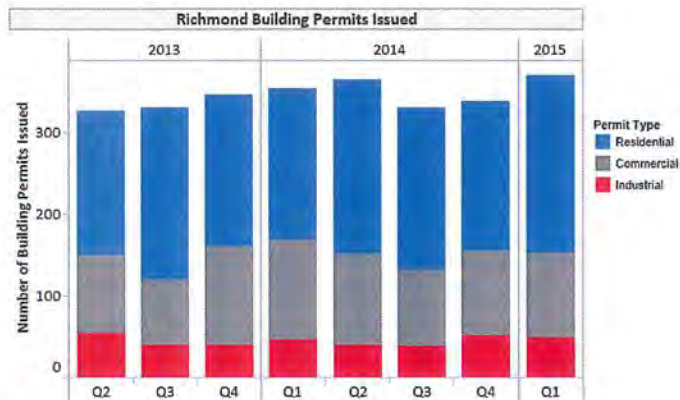
- After doubling in the second half of 2014, compared to the same period in 2013, Richmond's housing starts were nearly 29.7% down in Q1 2015, compared to the same quarter last year. The decline signals depletion of construction projects started throughout 2014 as a result of the large number of development applications approved in 2012.
- In Metro Vancouver, housing starts fell a moderate 6.3%, contributable to the typical decline in this indicator during the winter.

7) House Sales & Prices – Richmond⁶

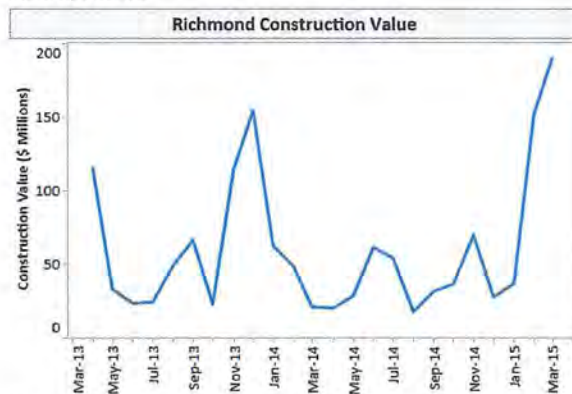
Source: CMHC & REBGV

- House sales in Q1 2015 marked the highest quarterly activity in the last two years. Driven by a falling Canadian dollar, sales in all residential categories were approximately 30% up from the same quarter last year and 20% up from Q4 in 2014.
- Prices of detached homes have reached \$1.32 million, up 17% from the same quarter last year. Townhouses were also priced substantially higher, at 20% up in Q1 2015 compared to Q1 2014. Apartments registered the smallest relative price increase, at 1.4% in Q1 2015, compared to the same quarter last year.

⁵ CMHC⁶ Real Estate Board of Greater Vancouver

8) Building Permits – Richmond⁷

Source: City of Richmond



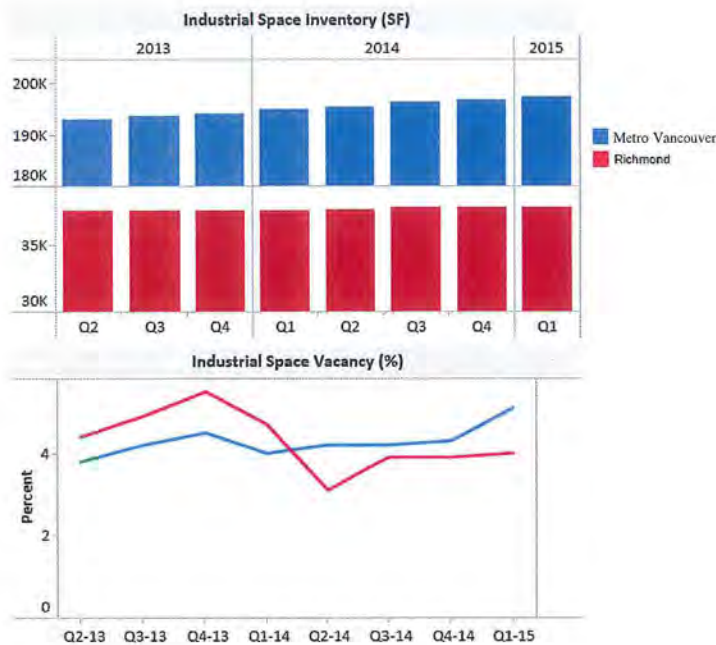
Source: City of Richmond

- Total building permits issued in Q1 2015 increased by 2.8% compared to the same period in 2014, with residential permits leading the trend with 16.7% more permits issued than in Q1 2014.
- The number of commercial permits was down 14.8% and the number of industrial permits was up by 6.5% in Q1 2015 compared to the same quarter in 2014.
- Of note is the substantial increase of construction value associated with building permits issued in Q1 2015, with total construction value growing 185% to \$379 million in Q1 2015, compared to the same quarter last year.
- Building permits issued for large residential projects in the Oval Village and West Cambie are behind the construction value trend.

⁷ City of Richmond Building Permits

9) Commercial Space⁸

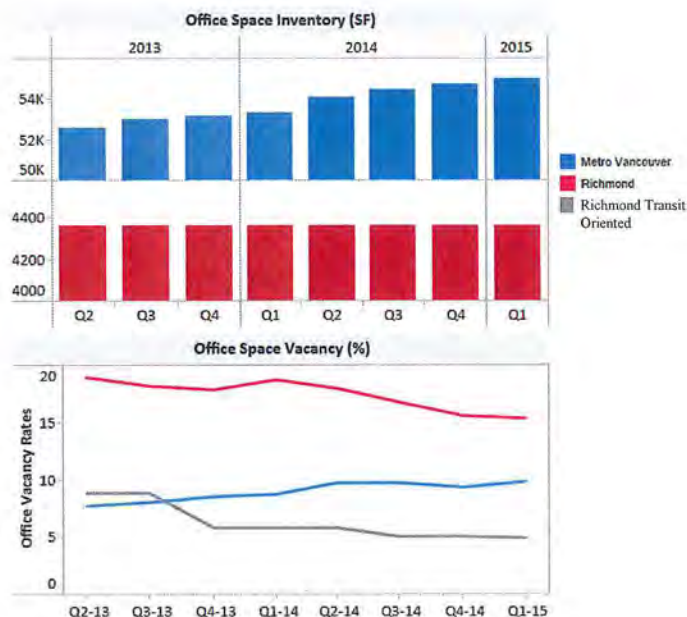
a) Industrial Space



Source: Cushman & Wakefield

- Industrial space continues to be scarce in Richmond, with no new inventory added since the same quarter last year.
- Ongoing demand and absorption of industrial space resulted in a decrease in the vacancy rate from 4.7% in Q1 2014 down to 4.0% in Q1 2015.
- Industrial space continues to be in high demand and rental rates continue to be at a premium both in Richmond and in the region.

b) Office Space



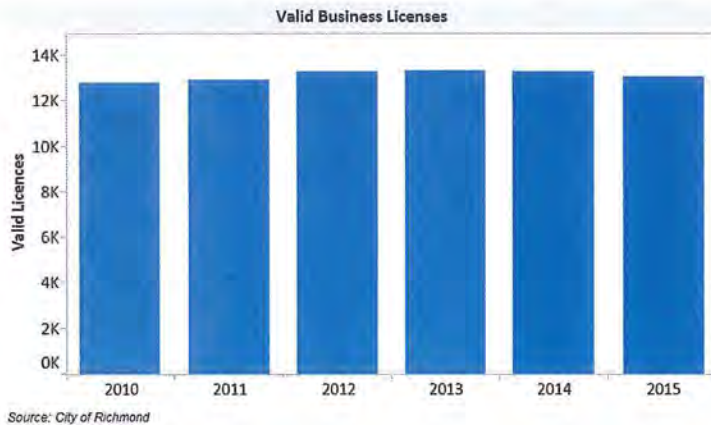
Source: Cushman & Wakefield

- Richmond's office vacancies continued to be absorbed, as the overall office vacancy rate ended the quarter at 14.1%, down 18% from the same quarter the previous year.
- At 4.5%, transit-oriented office space vacancy continued to decline, 15% down from the same period last year and well below the overall Metro Vancouver rate which is at 11.2%.
- No new square footage of office space was added to the Richmond inventory, with the inventory remaining at 4.4 million square feet since the end of 2011.

⁸ Cushman & Wakefield Office and Industrial Market Beat Reports

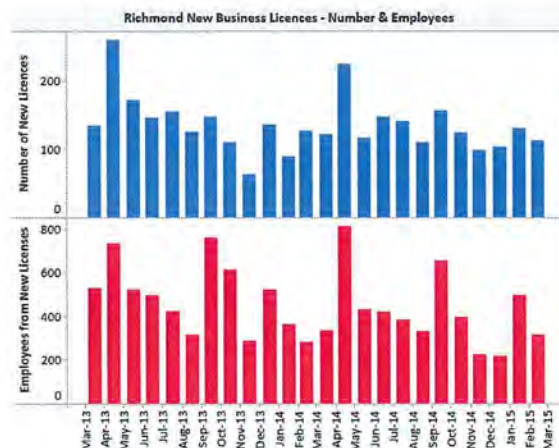
10) Business Growth – Richmond⁹

a) Total Valid Business Licenses

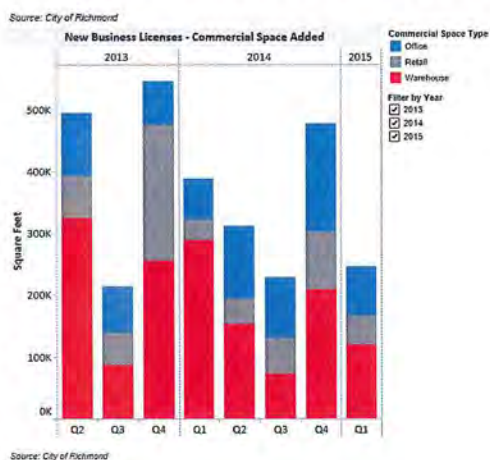


- Valid business licenses in 2015 are on track with 2014 levels, down only 1.5% compared to last year.
- Continued implementation of the Inter-municipal Mobile Business License program is partially responsible for the recent reduction in valid licenses, with revenues registering an increase due to growing compliance by resident businesses.

b) New Business Licenses Issued



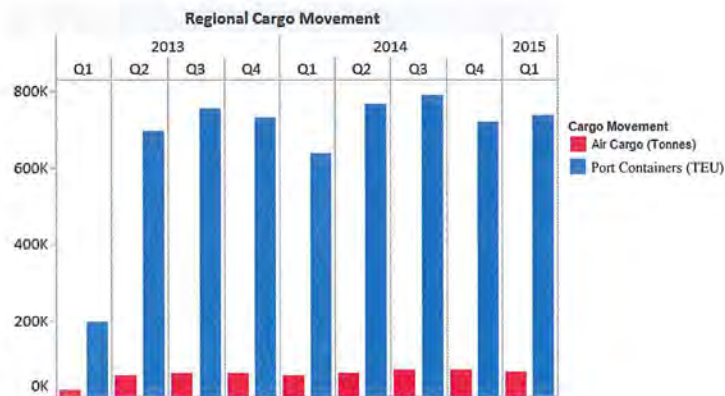
- There were 348 new licenses issued in Q1 2015, on par with the previous quarter and the same quarter last year.
- New licenses registered 1,026 employees in Q1 2015, down 11% from the same quarter last year.



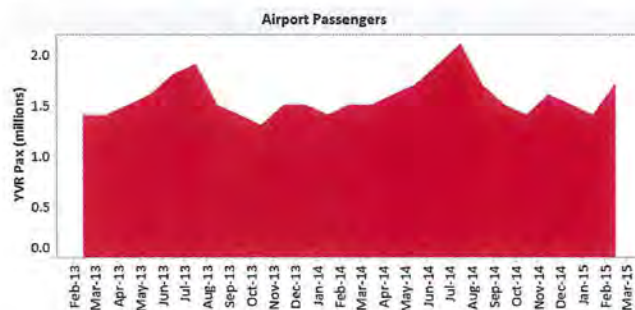
- There were fewer employees and less square feet of commercial space occupied due from new business licenses in Q1 2015 compared to Q1 2014.
- Office and retail space use from new licenses grew by 23% and 37% respectively in Q1 2015 compared the same quarter last year. Industrial space added through new licenses was half the amount of industrial space added in Q1 2014.

⁹ City of Richmond Business Licenses

11) Goods and People Movement

a) Regional Cargo Movement¹⁰

- Increased export activity resulted in substantial growth of both airport and port cargo movement in Q1 2015 compared to the same quarter last year.
- Port Metro Vancouver (PMV) twenty-foot equivalent unit (TEU) movement grew 15.2% in Q1 2015 compared to Q1 2014.
- YVR cargo grew 11.7% in Q1 2015, compared to Q1 2014

b) Airport Passengers¹¹

- Airport passenger volume registered a 4.5% growth in Q1 2015 compared to the same quarter last year.
- An accelerating tourism sector and implementation of new routes to Asia and Europe are behind the continued growth of YVR passengers

¹⁰ YVR & PMV Monthly Cargo Statistics

¹¹ YVR Monthly Statistics

c) Richmond Hotel Room Revenue¹²

Source: City of Richmond

- After a strong 2014 with hotel room revenues climbing by 5% for the year compared to 2013, Richmond's tourism sector is on track for an even stronger 2015. Hotel room revenues to date are 5.9% up in 2015 compared to the same period last year and occupancy is at 80% - the highest in Canada.
- (Note: hotel room tax revenues are the basis for calculating hotel revenues; an overpayment of hotel room tax in July 2013 was compensated for in August 2013)

¹² City of Richmond Additional Hotel Room Tax Ledger; revenue reverse calculated based on AHRT receipts representing 2% of total hotel room revenue; AHRT remittances and payments to Richmond have a 2-month lag

Budget Process Summary:

The key budget processes are summarized below.

i. Capital Project Ranking and Review

- Each capital submission includes a business case, unless an exception has been granted. An exception can be granted by Council or the CAO at the Capital Budget submission stage. The provision of a mechanism for an exception is important because the nature of some projects is such that the community benefit far outweighs the business case factors.
- Each submission is first self-ranked using a common ranking criteria across all projects and the final ranking is decided upon by a Review Committee comprised of staff from each respective division to provide an objective review of all capital projects and the associated OBI.
- After the capital projects are reviewed and ranked by the Review Committee, the list of capital projects and OBI will be forwarded to SMT for further review and CAO approval prior to submission of the recommended projects for Council decision.

ii. Operating Budget Impact (OBI)

- Capital projects will require a business case, with exceptions; therefore any OBI, operating or utility, should be analyzed and substantiated in the business case.
- OBI can only be included on current capital projects. Any other OBI requests will be included as additional level requests.
- OBI information will be broken down between labour and other expenditures and standard costs will be provided.
- FP&A will provide the initial review of the OBI submissions; however, comprehensive review will be conducted by the Review Committee in conjunction with the capital review, with final review by SMT and CAO prior to forwarding recommendations for Council decision.

iii. Operating Budget Process

- In order to ensure consistent application of budget assumptions, FP&A will input the budgets into the systems and departments will review and sign-off.
- Departments will highlight any non-discretionary increases and provide supporting documentation to FP&A.
- Salary and fringe benefits will be input by FP&A with instructions from Payroll and Human Resources Department (HR).
- Only non-discretionary increases with sufficient documentation to support the increases will be allowed.
- Each department's budget submission will be compiled and reviewed in conjunction with any Service Level Review Reports produced as a result of operational and service level reviews conducted in that area of the organization.
- Each department's budget is to be signed-off by the respective GM in accordance with Council Policy 3016.

iv. Capital Budget Submissions and Close-outs

- The list of outstanding active projects will be reviewed by each GM, and all projects that should be closed are to be identified in a memo. All 2010 and prior projects should be closed and if required to be kept open, rationale should be provided to the GM, Finance and Corporate Services and copied to FP&A.

- All capital project submissions are required to clearly identify timing of cash flow requirements, in order for the Treasury and Financial Services section to plan investment strategies to maximize the City's portfolio investments, while ensuring cash flow requirements are met.
- Capital submissions, including any associated Operating Budget Impact (OBI), are to be approved by each respective GM prior to submission.

v. Additional Levels of Service (ALOS) Requests

- Additional levels of service requests are not to be included in the current year operating budget and the proposed 5YFP, in accordance with Policy 3016, rather they are identified separately.
- There are two types of ALOS: (a) Ongoing, to be included in the tax base and funded by a tax increase and (b) One-time, to be funded by sources other than taxation.
 - a) Ongoing ALOS requests are proposals to add new services, programs, program enhancements, or to increase expenditures as a result of growth. Ongoing ALOS are proposed to recur each year and form the new base level of service. Examples include: increasing maintenance from once to twice per year, increasing hours of operation and additions to the staff complement.
 - b) One-time ALOS requests apply to the current budget year only and could be funded by the City's rate stabilization account and/or other non-tax sources, subject to Council approval. Examples include: funding for consultants, purchase of minor capital equipment, and one-time services or programs, which may include temporary staff requirements for a specific period of time.
- All ALOS requests are to be signed off by the GM of the respective department, ranked by the Review Committee, reviewed by SMT and approved by the CAO prior to presentation to Committee/Council for a decision.



City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: Affordable Housing Resource Guide

Date: June 29, 2015
File: 08-4057-01/2015-Vol
01

Staff Recommendation

1. That the Affordable Housing Resource Guide dated July 2015 be endorsed; and
2. That the staff report titled "Affordable Housing Resource Guide", dated June 29, 2015 from the General Manager, Community Services, along with the revised Affordable Housing Resource Guide (July 2015) be sent to local Members of Parliament (MPs), Members of the Legislative Assembly (MLAs), BC Housing, Metro Vancouver, the Richmond Community Services Advisory Committee, the Richmond Seniors Advisory Committee and the Urban Development Institute for their implementation support.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Project Development	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the March 17, 2015 Planning Committee, staff were directed to seek comments from the development community and other key stakeholders regarding the Affordable Housing Resource Guide draft and report back.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

2.2 Effective social service networks.

Continued implementation of the Social Development Strategy that articulates our role and how we work with our partners in service provision, manage expectations and target our limited resources on the delivery of these services.

Providing resources to navigate development processes, the technical aspects of building housing, and a tool to partner with the development community and other organizations helps build capacity for housing providers to meet the affordable housing needs in Richmond.

Background

The Affordable Housing Resource Guide (the "Guide") is one component of the broader Affordable Housing Strategy (AHS) update process currently underway. Other components include:

- Affordable Housing Contribution Rate Review
- Housing Action Plan (as per Metro Vancouver requirements)
- Low End Market Rental Housing
- Affordable Home Ownership Options

The Resource Guide responds specifically to Policy Area #5 (Building Community Capacity) of the current AHS. The Guide is intended to provide clarity and guidance primarily to non-profit housing providers and other stakeholders regarding the City's Affordable Housing Strategy, the City's development processes, and other relevant City policies, regulation and guidelines that need to be taken into account in the development of affordable housing in Richmond. The Guide also provides an overview of the City's Affordable Housing Reserve Fund requirements for groups interested in applying for capital grant assistance and provides examples of recent, stand-alone affordable housing developments. Ideas for innovative housing development along with project examples (e.g. aging in place, energy efficiency, building materials) are also provided.

Stakeholder Feedback

As per Planning Committee's direction, staff sought comments on the draft Guide from the development community and key community stakeholders including:

- Non-profit housing and service providers
- Council-appointed advisory committees
- Urban Development Institute (UDI)
- Representatives from Richmond Small Builders Group
- Greater Vancouver Home Builders' Association (GVHBA)
- Richmond Visitability Task Force
- Richmond Centre for Disability
- Richmond Homelessness Coalition

The comments were received from the UDI and the Richmond Seniors Advisory Committee and are included verbatim in Attachment 2 along with staff responses. The comments from stakeholders were in reference to the Resource Guide that was submitted to Planning Committee on March 17, 2015. Page numbers of the current Guide (Attachment 1) may not match the stakeholder comment submissions, due to formatting changes and incorporation of feedback.

The feedback has helped improve clarity and consistency between the Guide and current City policies and zoning regulations (e.g. references to the City's requirements for Basic Universal Housing Features). The Guide more clearly distinguishes City development regulations and requirements, versus additional guidelines and standards that may be required by other jurisdictions. It is noted that several comments addressed specific development projects in the City and important issues such as affordable homeownership which are not specifically within the scope of the Guide, but will be explored as part of the ongoing Affordable Housing Strategy update. References regarding the role of collaboration and partnerships including the private sector have been strengthened.

Financial Impact

None.

Conclusion

Staff reviewed stakeholder feedback and have prepared a revised Resource Guide for adoption by Council. Subject to Council approval, the Resource Guide will be made available on the City's web site and in hard copy. The Guide will be seen as a "living document" that can be updated in the future as needed. Staff recommend that the Guide be sent to local Members of Parliament (MPs), Members of the Provincial Legislative Assembly (MLAs), BC Housing and Metro Vancouver Regional District for their implementation support.



Rob Innes
Aux. Affordable Housing Coordinator
(604-247-4946)

Att. 1: Affordable Housing Resource Guide

June 29, 2015

- 4 -

Att. 2: Summary of Stakeholder Comments and Staff response

Att. 3: Submission from Urban Development Institute

Att. 4: Submission from Richmond Seniors Advisory Committee



City of
Richmond

City of Richmond Affordable Housing Resource Guide

July 2015

DRAFT

CNCL - 195



Richmond



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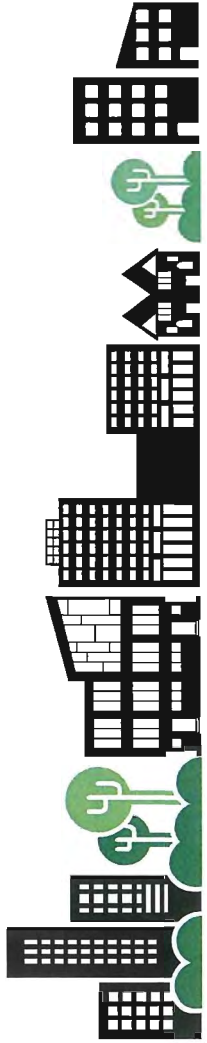


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Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.1 A Glossary of Definitions Pertaining to Development of Various Types of Affordable Housing

Affordable Housing developments have a descriptive and regulatory language that is specific to the needs and requirements of this sector. It is useful to define various Affordable Housing-related terms, to provide meaning and clarity to the various parts of this document.

Adaptable Housing - single storey units that are not ground-oriented and designed with the potential to be easily renovated to accommodate a future resident in a wheelchair. (This is a term that is regulated by the BC Building Code - "Adaptable Units" are similar to the City of Richmond's "Basic Universal Housing Unit").

Affordable Housing - housing that meets the needs of households earning 65% or less of the median income in Richmond, with a goal of that household spending no more than 30% of total gross income on shelter.

Accessibility - housing that is barrier-free for users with disabilities or mobility challenges. Also, providing housing that is available or accessible to lower income households.

Aging in Place - the ability to live in one's own home for as long as possible. Often this depends on the living space allowing for adaptability to assist with health and wellness goals.

At-Risk Populations - individuals or households with income or health challenges, whose shelter needs are a concern, and who are homeless or at risk of homelessness.

Complete Community - a neighbourhood where households from all income strata can find options for stable, secure and comfortable housing. Also, a neighbourhood that features a wide range of uses, where all residents can enjoy options for living, working, learning and recreation.

Convertible Housing Unit - designed with the potential to accommodate a future resident in a wheelchair. Basic Universal Housing Unit - a City of Richmond zoning term, regulating features in housing unit design to accommodate a resident in a wheelchair.

Crime Prevention through Environmental Design [CPTED] - an approach to building and urban design which can foster feelings of security for residents and users, and perhaps result in crime prevention. CPTED principles include natural surveillance and overlook ["eyes on the street"], access control by means of fences and gates, and appropriate types of night-lighting.

Density - the number of dwelling units on a parcel of land. Usually expressed as "units per hectare" or "units per acre". Also, density relates to the total amount of floor space that is or can be developed on a parcel of land.

Flexible Housing - housing that can adapt to the changing needs of its users, including the ability to modify layouts to adjust one's housing over time. Related to "Aging in Place" and "Visitability".

Floor Area Ratio [FAR] or Floor Space Ratio [FSR] - a calculation where the total floor area of a building or development is divided by the site area of the site. Often the FAR or FSR is expressed as the maximum floor area allowed on a particular site.

Inclusionary Zoning - Zoning that encourages or mandates the inclusion of lower income housing options in a proposed development.

Healing Environments in Housing - housing that provides appropriate supports to enable residents to better deal with health-related challenges. Such supports include amenity spaces that encourage wellness for users, and facilities for supervisory staff.

Housing Action Plan - specific program adopted by Metro Vancouver. Local governments in Metro Vancouver must adequately plan to meet the existing and projected needs of all economic segments of the community.

Housing Agreement - a regulatory tool that allows municipalities to secure different housing options over the long term in new developments. For example, as part of an incentive to develop, a Housing Agreement would be negotiated between the developer and the City to secure different housing options.

Housing Types relating to Household Income - City of Richmond [See Richmond's Affordable Housing Strategy; Note that yearly income rates are 2013 rates.]

- Subsidized Rental (also called Non-Market Rental) - targeted at households with an annual income of less than \$34,000.
- Low End of Market Rental - targeted at households with an annual income of between \$34,000 or less and \$57,500 or less.
- Entry-Level Market Housing - targeted at households with an annual income of less than \$60,000.

Affordable Housing Resource Guide

Policy Context in the City of Richmond



Waterstone Pier, Richmond, BC | DIALOG project

FUNDING RESPONSIBILITIES FOR AFFORDABLE HOUSING

Developing affordable housing is a challenging and costly process that the City cannot undertake on its own.

While the City will assist where it can, funding responsibilities have to be shared with other levels of government.

1.2 Intent of this Document and How it is to be Applied

In the City of Richmond, affordable housing is typically negotiated through the rezoning or development approval process. The intent of this document is to provide clarity for residents, land owners, developers, architects, housing operators, and others in the housing and non-profit sectors regarding the City's policies and expectations for the design and delivery of Affordable Housing in Richmond. By helping with design decision-making, the City hopes to promote enhanced urban design and social outcomes for new Affordable Housing developments.

1.3 City of Richmond's Commitment to Affordable Housing

The City of Richmond is committed to facilitating the construction of quality, accessible affordable housing projects in the City, to enhance housing opportunities for all Richmond households and families, and to help foster overall economic stability and growth in the City.

The City has a strong history of facilitating the development of affordable housing, across a range of housing types, based on the following core planning principles:

- meet existing community needs and anticipate future needs
- provide quality spaces, indoors and outdoors
- provide for equity in the development of housing opportunities
- commitment to working with the private, non-profit and various government sectors to partner with and deliver affordable housing in the City

- commitment to best practices in housing and sustainability
- commitment to principles of accessibility and visitability
- commitment to exploring ways to help provide appropriate housing and support for Richmond citizens who are part of vulnerable groups, or at-risk of homelessness
- commitment to partnering with community health or other organizations that can assist with generating healing environments
- development of resilient buildings for housing uses, that are durable and that minimize maintenance costs over the life of the building
- commitment to sound public finance economic practice, and working pro-actively with all stakeholders in the delivery of affordable housing
- commitment to public engagement on the delivery of affordable housing

INTENT OF THIS DOCUMENT

This document is meant to serve as a resource and tool box for those interested in the development of affordable housing for the City of Richmond. It will be of particular interest to non-profits and community groups, as it provides design guidelines and technical specifications relating to affordable housing, and a checklist itemizing components of an affordable housing project.

Users of this document are also encouraged to review Richmond's Official Community Plan and sections of City Bylaws pertinent to the subject of affordable housing.



1.4 Richmond's Affordable Housing Strategies

Strategies to deliver Affordable Housing in Richmond are set out in three main policy documents:

1.4.1 Official Community Plan [OCP]

The OCP is a legally required City Bylaw which enables Council to plan, coordinate and manage City interests for social, economic and environmental sustainability, and land use over the long term.

Approved in November 2012, the 2041 OCP Bylaw 9000, provides a vision for the future for the City to the target year of 2041, and is meant to provide certainty for residents, land owners and the general public, about how growth in the City will be managed and shaped in the next 30 years.

Besides being required to meet Provincial legislative requirements such as addressing Greenhouse Gas [GHG] policies and targets, and preparing Regional Context Statements [RCS] indicating how Richmond will meet Metro Vancouver's Regional Growth Strategy, the OCP also establishes housing policies that will allow Richmond to meet housing needs for a period of at least five years.

1.4.2 Building Our Social Future

A Social Development Strategy for Richmond 2013 – 2022

This document envisions the City in 2022 being an inclusive, engaged and caring community, that not only addresses existing social issues of today, but also develops the capacity to deal with change in the future and the emerging needs of a diverse population.

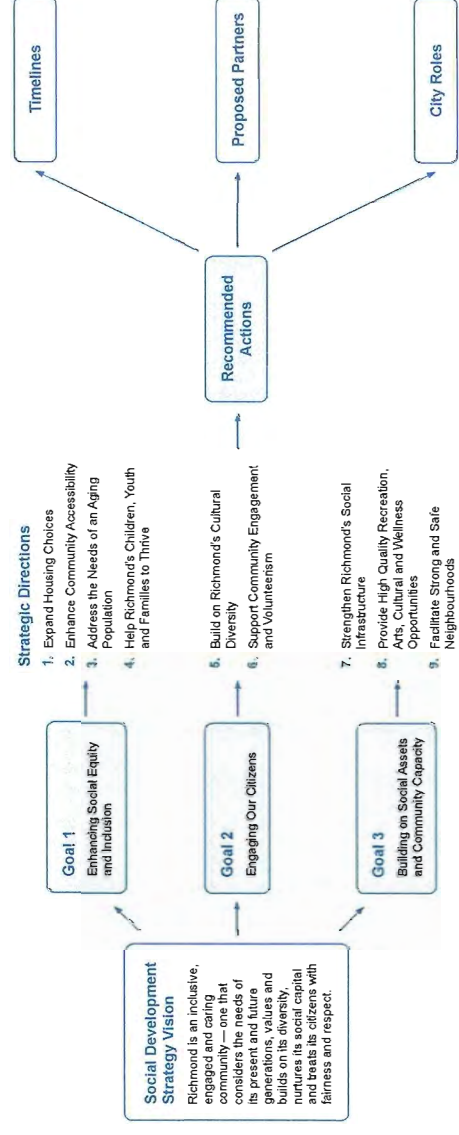
The strategy presents a vision, goals, strategies and recommended actions to work towards implementing the vision.

The strategy also provides clarity that the City cannot meet social goals alone, and that collaboration with other community partners is required, including senior governments and government agencies, and the nonprofit and private sectors.

The strategy sets out that in order to help create an inclusive City, housing choices must be expanded and more affordable and accessible housing units created. This includes implementing, monitoring and enhancing the Richmond Affordable Housing Strategy of 2007, as well as developing a Housing Action Plan and additional housing strategies to enable current and future residents to live, work, play and thrive in the City.



Social Development Strategy Framework



Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.4.3 Richmond Affordable Housing Strategy

Richmond City Council approved the "Richmond Affordable Housing Strategy" in May 2007, which sought to provide a range of housing options for households of different ages, family types and incomes.

The strategy recognizes that the City alone cannot adequately address the affordable housing needs of its citizens, and that substantial support and cooperation is required from other levels of government, and from the non-profit sector and the development community.

Richmond City Council has adopted the following Affordable Housing Strategies:

Targeting priorities for affordable housing types and eligible tenant yearly income thresholds:

- 1st priority - subsidized rental [less than \$34,000]
- 2nd priority - low end of market rental [between \$34,000 or less and \$57,500 or less]
- 3rd priority - entry level homeownership [less than \$60,000]

Priority	Affordable Housing Type	Household Annual Income Threshold *	Initial Annual Target (NOTE: Estimated housing needs)
1st	Subsidized Rental	less than \$33,500	73 housing units
2nd	Low End Market Rental	between \$33,500 and \$51,000	279 housing units
3rd	Entry Level Homeownership	less than \$60,000	243 housing units

* Note that yearly income thresholds rates for the 3 priorities are 2013 rates; provided by BC Housing.

- Providing for density bonuses for all multi-family rezoning applications:

- for apartment developments of greater than 80 residential units, 5% of the residential floor area is to be built as low end of market rental units, secured by Housing Agreement
- for townhouse or smaller apartment developments, a cash-in-lieu contribution towards the City's Affordable Housing Reserve fund is collected
- for single-family rezoning applications, 50% of the new lots being created must deliver a secondary suite or coach house as well as the principal residence, and a cash-in-lieu contribution is collected on all new single family dwellings
- The City utilizes cash-in-lieu contributions deposited into the Affordable Housing Reserve Fund, to assist working with senior governments and community-based and non-profit groups to deliver affordable subsidized housing units.

Affordable Housing Reserve Fund Requirements

At its open meeting of April 10, 2012 Council endorsed the Affordable Housing Statutory Reserve Fund Policy 5008, Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206.

These policies provide Council with authority to direct:

1. Different proportions of contributions to the two capital and operating Affordable Housing Reserve Funds, from time to time, to support affordable housing special development circumstances ("AHSDC's"); and
2. Capital potential financial support for specific affordable housing developments for affordable project eligible costs that include:
 - a. Municipal fiscal relief (ie., development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees);
 - b. The construction of infrastructure required to service the land on which the affordable housing is being constructed; and
 - c. Other costs normally associated with construction of the affordable housing (eg. Design costs, soft costs).

At the discretion of Council, 100% of contributions can be allocated to projects that meet the AHSDC requirements set out in Policy 5008; with the creation of subsidized rental projects being the first priority.

For more information on AHSDC's, see the City's website link to the [Affordable Housing Strategy](#) and the Report to Council dated 11 March 2013.

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Policy Context in the City of Richmond



1.4.4 A Definition for Affordable Housing

The City of Richmond uses the standard accepted in the mortgage, finance and development sectors for affordability - that no more than 30% of the gross income of a household (not counting utilities and communication fees), should be spent on providing for housing for that household.

While meeting this threshold is often a challenge in today's climate of escalating real estate prices and high rental rates, the 30% of gross income level remains a useful point of departure for discussing the subject of affordable housing, as it indicates how difficult it is for some households to find accommodation within this threshold.

The following diagram, the "Housing Continuum", illustrates the range of housing types found in Richmond, and the general affordability associated with each.

The Housing Continuum

Emergency Shelters	Transitional Housing	Supporting Housing	Affordable Rental Housing	Market Rental Housing	Entry Level Homeownership Housing	Market Homeownership Housing
<ul style="list-style-type: none"> Year-round beds Seasonal and extreme weather beds 	Includes provision of on-site support services in which residents may stay from 30 days to 2-3 years	<ul style="list-style-type: none"> Integrates on-site support services available to residents Residents may or may not have a maximum length of stay 	<ul style="list-style-type: none"> Offers rents at or below market rent Purpose built affordable housing Secondary suites/coach houses Rental condominiums 	Offers rents at market rental rates	<ul style="list-style-type: none"> Is considered to be affordable if the purchase price is below market price for a unit of similar size, type and number of bedrooms, and it is sustainable for the purchaser over time within a threshold of 30% of before tax household income (source: <i>Canada Housing and Mortgage Corp.</i>) 	<ul style="list-style-type: none"> Single-family Condominium Other

← Subsidized Rental Housing →

* Requires subsidy in order to serve lower income individuals and households

* Note that while subsidy is required to make shelter and housing affordable for lower income individuals and households, many market rental units cannot be considered affordable, since residents pay higher than 30% of gross income for rent.

For example, Canada Mortgage and Housing [CMHC] statistics indicate that for households renting market housing, a growing number spend over 50% of gross income on housing and shelter costs.

Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.5 City Approaches and Mechanisms to Assist in the Delivery of Affordable Housing

Priority Processing for Affordable Housing Projects

The City can expedite rezoning and development permit applications, at no additional cost to the applicant, where the entire development or building consists of affordable subsidized rental housing units.

Strategic Land Acquisition by the City

The City can acquire sites for affordable housing with funding coming from the Affordable Housing Reserve Fund and other sources where appropriate.

Development of such sites will typically involve funding from other levels of government or partnerships with the private sector and/or non-profit agencies or groups.

Density Bonus Approach

This approach can be used to collect affordable housing contributions from larger sized residential and mixed-use developments.

Typically, the intent is to require at least 5 per cent of the total residential building area in mixed use development with more than 80 units to be made available for low-end market rental purposes. However, the City will also typically seek to maximize housing capacity, and will encourage the creation of more housing units rather than the delivery of a small number of larger units, except in cases where creating family housing is a priority.



Rental Housing Preservation

OCP policy and the Affordable Housing Strategy both encourage 1:1 replacement when existing rental housing in multi-family developments is converted to strata-title or where existing sites are rezoned.

The City wants to work with owners and developers so that the existing stock of affordable rental housing is not eroded.

Entry Level Homeownership

As noted over, the intent is to see development of strata units at a price point that is affordable to purchasers with low to moderate incomes (i.e. less than \$60,000 per year).



Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.6 Current Implementation of the Affordable Housing Strategy

1.6.1 Richmond's Housing Stock

- *Update on the progress status of the Affordable Housing Strategy as of March 31, 2015.*

1. Affordable Rental Units in Richmond - 5,130 Units

- 3,797 affordable units in the existing inventory
 - 1,352 units secured through the City's Affordable Housing Strategy (are constructed or in the process of being constructed)
- #### 2. Units Secured Through the City's Affordable Housing Strategy and Secondary Suite Bylaw
- 300 Low End of Market Rental Units (LEMR)
 - 477 Subsidized Rental Units
 - 411 market rental units secured in private developments
 - 145 secondary suites and coach houses

3. Affordable Home Ownership Units

- 19 units secured through the City's Affordable Housing Strategy

4. Specialized and Supportive Housing

- 39 Group Homes accommodating 219 residents
- 712 Residential Care Beds
- 7 person women's recovery group home (in a City-owned house)
- 10 year-round shelter spaces
- 22 extreme weather shelter beds

1.6.2 Current Initiatives - Richmond Homelessness Coalition [RHC]

Formed as a multi-stakeholder, 45 active participant community planning table in July 2011, the Richmond Housing Coalition addresses homelessness issues, and supports affordable housing initiatives as long-term solutions to end homelessness. Five priorities are identified:

- a year-round emergency shelter
- a drop-in centre to serve socially marginalized individuals
- outreach services
- youth services
- housing with support services

1.6.3 Future Directions for the Affordable Housing Strategy

1. Affordable housing contribution rates and reserve fund efficiencies
2. Low-end market rental unit management
3. Accessibility standards, including social, cultural and economic considerations
4. Affordable homeownership initiatives
5. Promoting multi-stakeholder investment opportunities in affordable housing
6. Review of parking requirements in developments with affordable housing

The Affordable Housing Strategy is making progress in helping to deliver more affordable housing units in Richmond. The goal is to sustain this progress, and to enhance the effectiveness of the strategy in the future.

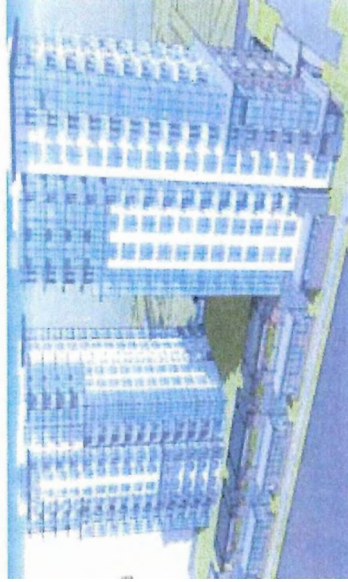
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Policy Context in the City of Richmond



1.7 Examples of Recent Projects in Richmond that have delivered Affordable Housing Units

Seniors Rental Housing - Kiwanis Towers - Innovative Partnership - Private Developer (Polygon), Kiwanis Seniors Housing Society, City of Richmond
6251 Minoru Boulevard



The proposed development provides:

- a City Centre location - across from Richmond Centre, close to services and transit
- 296 units of senior's rental housing units for low-income households
- 710 square meters of resident amenity spaces

The development and funding for the project includes a collaborative effort with:

- Kiwanis Society - (Owner and Operator)
- Polygon - Design (Development and Construction Management)
- City - (Financial support towards project capital costs)
- BC Housing - (Providing construction financing and facilitating long-term mortgage)

Estimated Need and Demand for Affordable Senior's Housing (a senior is defined as someone over 65 years of age)

- the 2011 Census reports that Richmond senior's population is 53,635—an increase of 25 per cent from the 2006 reported total of 42,625 Richmond seniors
- over the next two decades, the Richmond Senior population is projected to increase by 163 per cent or 38,000 more individuals, comparing to a region-wide forecast rate of 118 percent
- the 2006 Census reports that there are 26,980 Seniors in Richmond with incomes of \$29,999 and below, with 16,675 of these households with incomes of \$15,000 and below

Public, Private and Non-Profit Collaboration

- Kiwanis Seniors Citizens Housing Society to provide land and Polygon Developments hired to provide development and construction management services. Polygon also assisted with the relation of the original tenant
- Kiwanis Senior Citizens Housing Society, Polygon, City of Richmond, BC Housing, and Vancouver Coastal Health representatives are working together through the municipal approvals, project development, and community/resident amenity planning processes
- collaborative multi-stakeholder planning approach to address the policy, tenant and communication requirements
- the use of City Affordable Housing Reserve Funds to provide financial support towards the proposed capital project costs
- BC Housing financing and technical support

Affordable Housing Resource Guide

Policy Context in the City of Richmond



Affordable Housing - Storeys Development
City-Owned Site
8111 Granville Avenue / 8080 Anderson Road



CNCL - 206

The proposed project includes a collaborative effort including:

- the applicant team consisting of six non-profit housing and service providers, including:
 - Atira Women's Resource Society
 - Coast Mental Health
 - S.U.C.C.E.S.S.
 - Tik'va Housing Society
 - Turning Point Housing Society
 - CMHA - operating Pathways Clubhouse
- an example of multi-stakeholder approach to leveraging resources to support affordable housing:
 - City of Richmond (City owned land, Affordable Housing Reserves, Affordable Housing Value Transfers)
 - BC Housing (project financing and technical support)
 - Private Developers (City policy requirements for density bonus)

City and BC Housing collaborative development of an Expression of Interest Process:

- City and BC Housing representatives working together to develop the Expression of Interest document, expedite development, funding and project approval processes
- collaborative multi-stakeholder planning approach
- City-owned land and use of Affordable Housing Reserve Funds to provide financial support towards the proposed capital project costs
- BC Housing financing

The proposed development provides:

- a convenient City Centre location close to services and supports
- approximately 129 units of affordable rental housing for low-income households
- 2,146 square meters of community amenity and service space (e.g. social enterprise coffee shop, community meal program, community support services, health and service provision spaces)

Affordable Housing Resource Guide

Policy Context in the City of Richmond



Low-End Market Rental - Cadence Development
Private Developer
5640 Hollybridge Way [Cressey Developments]



CNCL - 207

- two market residential buildings with 14 and 15 stories facing Lansdowne Road with a total of 218 apartment units, located above commercial space on the ground and second floors
- a five storey block facing Elmbridge Way with a 5,000 ft (465 m) childcare facility and 15 affordable housing units located above street-oriented commercial space
- street-oriented commercial space with two levels of decorative metal screened parkade located above and the 15-storey market residential tower and the five storey affordable housing / child care block located at each corner
- a block of 13 townhouses and street-oriented commercial space facing Hollybridge Way
- the City working with a selected affordable housing provider and local non-profit community service and health providers to develop a coordinated approach for access and delivery of housing, social programs and supports for the families (e.g. life skills, self sufficiency, financial literacy, health education, higher education, and employment opportunities)
- the City-owned childcare facility will be operated by a non-profit childcare provider with the expectation that spaces will be provided to accommodate children from the affordable housing units
- the affordable housing units are located on the top three floors of the five-storey block facing Elmbridge Way on the south side of the development in which the 5,000 ft (465 m) to 5,500 ft (5 11 m) childcare facility is located on the fifth level

Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.8 Developing Affordable Housing Projects in the City of Richmond - Overview of the Process

The City wants to continue to work with the development community and housing sector and non-profit operators to help create high quality, affordable housing projects. To facilitate the process, it is important for project applicants to follow an appropriate Affordable Housing development methodology in order to promote successful applications. An overview of the process would include:

review City and Provincial guidelines and requirements for affordable housing delivery, and operation and sponsorship of an affordable housing project

determination of community needs and identification of a site. Preliminary project discussions with City staff

a review of what consultants may be needed to help develop an Affordable Housing project. A list of consultants might include:

- a Development Consultant, specializing in affordable or non-profit housing
- consultants to provide required site specific information, such as Land Surveyor (to provide a legal survey), a Geotechnical Engineer (to provide a Soils Report and Building Foundation Recommendations), an Environmental Consultant (to provide Environmental and Hazardous Materials Surveys and Recommendations)
- a Cost Consultant (sometimes called a Quantity Surveyor)
- a Construction Manager (to help with a market-based cost analysis)

- an Architect
- Engineers, including structural, mechanical, electrical and civil engineers
- a Landscape Architect
- a Building Code Consultant / Code Engineer
- a Building Envelope Consultant

Other specialist consultants who might be included in an Affordable Housing project could include an Acoustic Engineer, a Traffic Consultant, a Heritage Consultant, an Arborist (where existing trees would be protected), a Security and/or Hardware Consultant, and a LEED Consultant (where the project has an ambition for a LEED certification and be recognized for a "Leadership in Energy and Environmental Design).

discussion of a project pro forma, which analyzes the economics and financial viability of a project. A detailed Business Plan is recommended

review of the typical approvals process

- City Approvals

Rezoning

- a rezoning of a parcel of land is required when the proposed use or scale of development is not consistent with the existing zoning for the property
- a rezoning should be consistent with the Official Community Plan (OCP)

Development Permit (DP)

- a development application for the project, comprised of design drawings that incorporate OCP DP Guidelines, City zoning regulations, the Affordable Housing Resource Guide and Technical Guidelines criteria, and any pertinent Provincial regulations
- the City provides a Checklist on the DP application, so that Applicants are aware of the submission requirements that will accompany a development application
- all projects containing affordable housing will be reviewed by the Community Services Department in conjunction with the Development Applications Department, to ensure that applications meet the City's affordable housing policies and objectives

Building Permit (BP)

- City approval that allows construction to begin, comprised of working drawings and specifications that demonstrate compliance with the BC Building Code, Zoning and Development Permit requirements, and City Bylaws

Final Building Permit Issuing Occupancy Permit

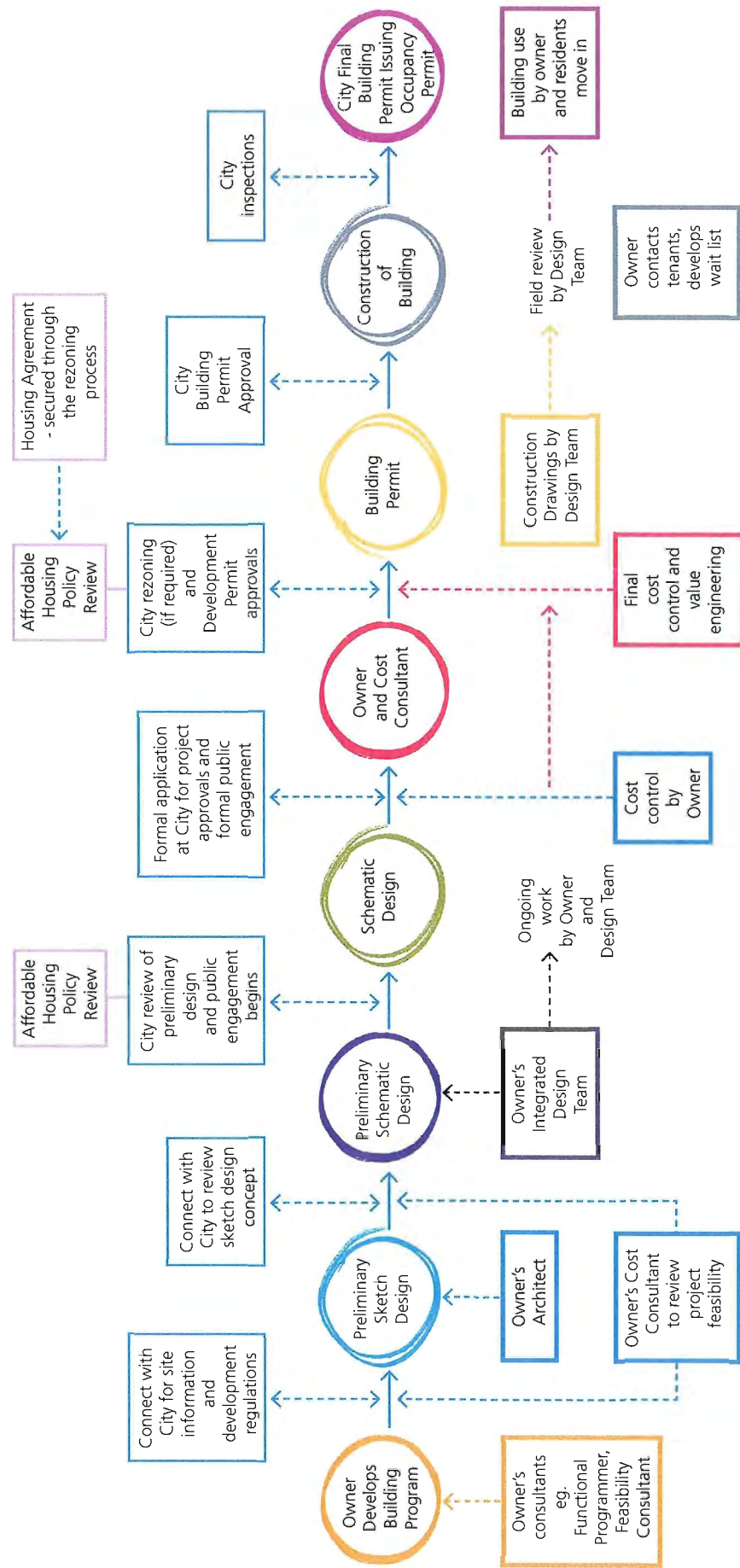
- City final approval of the constructed facility, indicating that it is ready for use

Affordable Housing Resource Guide

Policy Context in the City of Richmond



Affordable Housing Project - Overview of the Development Process
Multi-Unit Project



CNCL - 209

Affordable Housing Resource Guide

Policy Context in the City of Richmond



1.9 Building the Optimal Consulting Team to Develop an Affordable Housing Project

As noted in the previous section, the list of consultants who would assist an owner to deliver an Affordable Housing project can be long and seemingly complex. Typically, consultants are grouped into two categories, non-design related and design-related consultants.

Non-Design Owner's Consultants

One group of these consultants provide the owner with legal documents that are required for project approvals, such as environmental surveys or hazardous material remediation reports or certifications, or they provide inventories of existing site conditions, such as legal surveys or soil conditions.

Another group of non-design consultants are engaged to advise the owner on aspects of the development process as a whole. Many affordable housing developers, for example, are non-profit groups and might not be especially skilled in how to successfully deliver a housing project. These owners can engage development consultants who have experience in construction management and finance, to help lead the planning, budget, construction and operations aspects of a project. It greatly assists if the development consultant is well-versed in how to deliver affordable housing, as there are many aspects of development that are unique to this project type.

Design-Related Owner's Consultants

Owners will typically engage an architect to lead the design process. The architect not only designs the building, but also typically acts as the managing consultant who coordinates the work of the other engineering and specialist design consultants. Again, it is useful if the architect selected to lead the design process has affordable housing development experience. The architect can assist the owner with selecting other design consultants, and these consultants can either be engaged directly by the owner or sometimes by the architect.

The various engineering and specialist consultants play specific roles in helping to fully describe the building that is being designed. These include building structure, building systems for heating, cooling and ventilation, building lighting and fire and life safety concerns, and creating landscaping for the project.

All of the design-related consultants have specific responsibilities set out by provincial legislation and by professional organizations. The municipality, who acts as the approving authority, or "authority having jurisdiction" on a project. Design-related consultants must certify to the municipality that their designs meet all pertinent zoning and development regulations, and building code requirements.



The Integrated Design Process

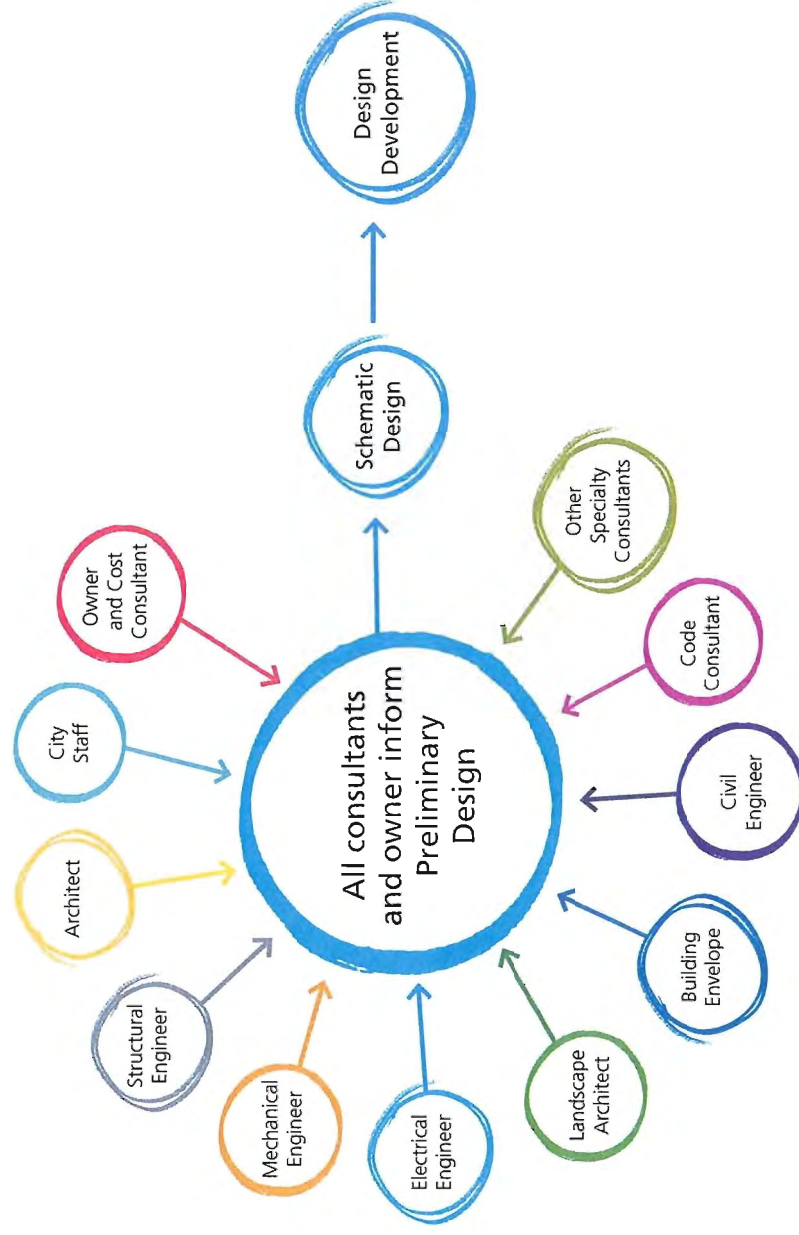
More and more in today's development world, projects are designed by an integrated team of consultants, who define project goals and set out how best to achieve these from the outset of the design process.

For example, in the contemporary context, it is becoming more prevalent that new buildings provide a high degree of energy utilization. To achieve this, the consultant team and the owner's team will decide early in the design process what design features and building systems the building should accommodate. Heating and cooling and insulation goals are set out at the beginning of the project, which helps inform the architect's overall design for the project.

Beyond being useful to develop high performance type buildings for energy utilization, the integrated design approach is also used to articulate a wide range of building and space planning goals for a building, including social and community building goals.

With an integrated team approach, appropriate design decisions can be made from the outset of a project to enhance the delivery of buildings that work for communities.

INTEGRATED DESIGN - THE TEAM APPROACH





2

Financial Viability

2.1 Providing for Financial Viability for both Private Sector and Affordable Housing Projects that involve the Public Sector

No matter who is developing housing, whether it is the private sector or an agency from the public sector, investment in and delivery of new or renovated housing is a complicated and costly process. It is often said that the biggest investment a household will make is to acquire and maintain home and shelter, and it is important to keep in mind the cost of, and effort required, to provide for the delivery of new housing supply.

Given the substantial investment required, it is fundamental that the financial viability of the development of a housing project be kept foremost in mind, so that new housing supply can be delivered successfully, and be maintained successfully over time, to meet evolving housing needs.

While concern for the bottom line is typically thought of as the purview and strength of the private sector, it is no less important that where the public sector is involved in delivering housing, specifically affordable housing, that individual projects be planned to demonstrate financial viability, in the planning and construction stages and especially over the longer term in the operations and maintenance stages of the building.

This means that some aspects of housing delivery, such as maintenance and life cycle costs, which often aren't a primary concern in lower cost private sector projects, should be a key component of public sector affordable projects.

The overall message then, is that all housing developments require close attention to the cost of delivering new housing supply, and that while the private sector should be encouraged and made more viable by the setting out of clear regulation that delivers certainty while meeting community goals, the viability of affordable projects involving the public sector must take into account a wide range of public goals and objectives.

2.2 Financial Analyses

In the first stages of planning for a housing project that includes affordable housing components, financial assessments must be made of key project elements:

2.2.1 Identifying Development and Financing Costs

The Cost of Land

- capital costs, financing costs, legal and holding costs

Project Development Soft Costs

- project management costs, including development planning and financial consultant costs
- geotechnical (soils and foundation) consultant and legal survey costs
- environmental and hazardous materials survey costs
- design costs, including architectural, engineering and landscape consultant costs
- design contingency
- municipal fees
- project close-out and marketing costs
- public art amenity contribution

Project Development Hard Costs

- site development and servicing costs
- per sq. ft. (or sq.m) costs of construction (based on the consultants' preliminary design)
- construction contingency



Financial Viability 2

Identifying Operating Expenditures

- maintenance
- heat and utilities
- property management
- taxes
- replacement reserve (for eventual major servicing or replacement of constructed portions of the project)
- long term financing commitments
- demolition reserve fund

Identifying Funding And Operating Income

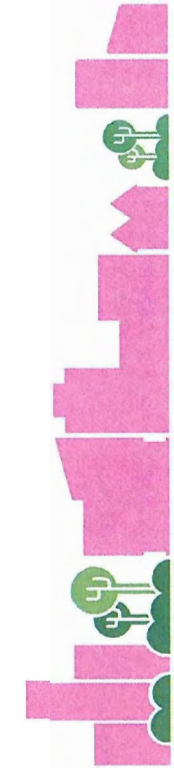
- private lender funding
- government funding
- capital fund-raising
- partnerships with other community service organizations
- housing unit rental income
- revenue from parking
- possible revenue from services to tenants (eg. Laundry), or rents from commercial space in the project
- possible revenue from social enterprises that might be incorporated in the building

Developing Proformas To Assess Project Viability

- updating proformas at project milestones, to assess project financial viability on an ongoing basis

Long-Term Operations Models That Illustrate Financial Sustainability Over The Long term

- summary of energy and utilities costs, and how these are evolving
- analysis of building systems replacement costs, and pressures on the replacement reserve
- analysis of property management costs
- summary of adequacy of revenues to meet operations costs



Affordable Housing Development 3 Housing Mix

3.1 Meeting Community Needs

As Richmond continues to grow and demographics change, community housing needs will continue to evolve. Individual development applications that include housing should respond to community needs, and provide housing types, including a range of affordable housing types, that match the profile of existing and future residents in Richmond.

3.2 Meeting Housing Demand

Metro Vancouver's Regional Growth Strategy stipulates that Richmond must absorb a significant amount of residential growth in order to meet anticipated Regional population increases. By 2040 it is estimated that Richmond must add 16,200 units over today's existing unit numbers.

To ensure marketability, and to meet the housing needs of the widest range of Richmond residents, new housing should provide a supply of various housing types, with an appropriate mix of numbers of bedrooms, in a variety of building forms.

2040 Total Demand:

- Additional Units (see Table 1 - Estimated Housing Demand, Regional Growth Strategy, May 2009)

3.3 Additional Considerations Regarding Housing Mix and Unit Types

- provision of amenity spaces or community services in an individual project or connectivity with amenities and community services nearby. (Refer to the City of Richmond Official Community Plan for minimum indoor amenity area requirements.)
- level of resident independence
- visitability aspects including accessibility and barrier-free design

Low-End Market Rental

Low-End Market [LEM] Rental in medium and higher density development is a priority in Richmond.

When part of a new market housing development, the LEM units should have the following four characteristics:

- Constructed with the same level of finish as the market units.
- LEM residents should have the same access to shared spaces and amenities as market residents.
- No charges to residents for vehicle parking. [Parking requirements can be decreased for LEM units].
- LEM units should incorporate Basic Universal Housing features, consistent with Richmond's zoning requirements.

*Housing demand estimates in the City of Richmond - Table 1
- part of Metro Vancouver's Regional Growth Strategy*

As part of Metro Vancouver, it has been determined that Richmond should deliver 400 units of affordable housing per year in order to accommodate growth in the region.

City of Richmond	Overall Housing Demand	Ownership Demand	Rental Demand	Total Affordable Rental Demand	Low Income Rental Demand	Moderate Income Rental Demand	Market Rental Demand
RICHMOND: Annual estimated housing demand	1,600 units	1,040 units	560 units	400 units	180 units	220 units	160 units
RICHMOND: 10-year estimated housing demand	16,000 units	10,400 units	5,600 units	4,000 units	1,800 units	2,200 units	1,600 units
METRO VANCOUVER: 10-year estimated housing demand	185,600 units	120,700 units	64,900 units	46,800 units	21,400 units	25,400 units	18,100 units



Affordable Housing Project Design Considerations 4

4.1 Context and Environmental Concerns

4.1.1 Location in the Community

As Richmond continues to evolve as an urban centre in Metro Vancouver, with a more compact form of development, affordable housing will be delivered in more medium and higher density developments.

These should be strategically located close to community facilities such as community centres, schools, libraries and parks, and transit.

4.1.2 Adjacent Uses

It is anticipated that as Richmond grows, affordable housing units will tend to be delivered as part of mixed-use developments, including as part of market housing projects.

In such projects, effort should be made not to segregate the affordable components. The preferred approach will be to integrate the affordable units into the larger development so that the perception of lower-income versus higher-income, or market versus non-market housing components, is not pronounced or obvious.

Where non-market or affordable units are delivered in a single stand-alone project, effort should be made to design the exterior of the building so that it complements and feels in context with adjacent buildings in a local precinct.

The overall design intent should be to create a seamless integration of market and affordable housing units in the community, through the careful manipulation of scale and massing, and the use of building materials in a consistent and complementary way.

4.1.3 Zoning

As noted previously, the Richmond Official Community Plan [OCP] and Zoning Bylaws guide growth and change in the City. When reviewing a possible site for a project that contains affordable housing components or comprises the entire project, the zoning and development parameters must be determined, and early contact with City staff is recommended to discuss the potential development.

4.1.4 Relationship to Grade

Affordable housing projects, and larger projects in general, should be designed to provide barrier-free, same level access from the public realm, through the exterior site areas and to the interior of the project. This allows for wheelchair accessibility and freedom of movement for all users, with all trip hazards also minimized.

4.1.5 Relationship of Indoor and Outdoor Spaces

In order to promote barrier-free design, and enhance visibility for projects, indoor and outdoor spaces should also be connected in a wheelchair accessible manner. Minor differences in grade should be accommodated by means of ramps, while vertical movement requirements will be provided by elevators as well as stairs. The elevator should be of sufficient size to accommodate mobility aides such as strollers and scooters, as well meet code requirements for wheelchairs and ambulance stretchers.

4.1.6 Importance of Natural Light

Natural lighting is an important aspect of creating useful and amenable housing projects. Indoor and outdoor common areas, as well as the interiors of the housing units themselves, require good exposure to natural light and at some direct sunlight.

A high level of daylighting for interior spaces can reduce artificial lighting needs and passive solar heat gain into housing units, and can reduce energy consumption in buildings, as well as improve the energy utilization levels over the long term.

4.1.7 Access

Walking, Biking, Transit

As Richmond continues to grow as an urban centre, especially in areas with transit-oriented development, the preferred means of movement will be non-vehicular. Richmond's flat topography is highly amenable to walking and biking, and a barrier-free, pedestrian-oriented public realm and means of access to housing developments is important.

Vehicular Access, Drop-Off and Parking, Parking and Loading Regulations

- while non-vehicular modes of mobility are to be encouraged, vehicle use must also be accommodated for new housing projects
- the Parking and Loading Section of the Zoning Bylaw sets out minimum resident, and visitor parking and loading space requirements. City staff should be consulted on this matter

Affordable Housing Project Design Considerations 4



- new multi-unit projects may also require for safe and convenient vehicular drop-off and short-term parking areas
- other vehicle movements considerations will include access for service and delivery vehicles, garbage trucks and emergency vehicles. As all of these parking, loading and traffic movement issues can be quite complex, early contact with the City's Engineering, Planning, Project Development, and Transportation Departments is encouraged

CNCL - 216 4.1.8 Security

Fences and Boundaries

- in higher density urban settings, it is important to provide a practical and highly amenable inter-relationship between the public realm, and semi-private and private areas that are part of the housing project
- typically, solid fences should be avoided, and separation between the public realm and the housing should be comprised of landscaping with grade changes, and open fence or glazed screens where appropriate. In this way, natural surveillance of the public and private realms is enhanced

Gates and Security

- for higher density projects, gates that access entry courtyards or outdoor common areas should be secured with electronic locking devices that limit entry to residents only. Electronic security however must not compromise safe egress and emergency exit capability that is required by building code

Surveillance

- typically, access to housing projects will be by enterphone, with resident-controlled "buzzing-in" of visitors. Video monitoring of the entry area is recommended, to heighten residents' ability to survey and control who is asking for admittance to the building
- outdoor entry areas and interior lobbies should be well-lit. Security can also be enhanced by limiting elevator access to other floors to residents only, by means of electronic devices such as fobs and card-readers

4.2 Housing Design - Interior Spaces

4.2.1 Housing Unit Size

4.2.1.1 Richmond Standards

While the City does not have any formal standards for minimum unit size, the City recognizes that unit livability and visitability relates directly to more generous unit areas, as well as to unit layout openness and overall design.

Unit size, however, also is closely related to housing affordability, and there is a trend in market housing in urban centers in Metro Vancouver, towards delivering smaller sized units to make housing more affordable.

In the Richmond marketplace, smaller units are not typically the norm, but for affordability reasons it warrants consideration to make units as compact as possible, while still making the housing sufficiently open and spacious to meet visitability and aging in place concerns.

The following unit sizes should be considered as minimums for the purpose of affordable housing design:

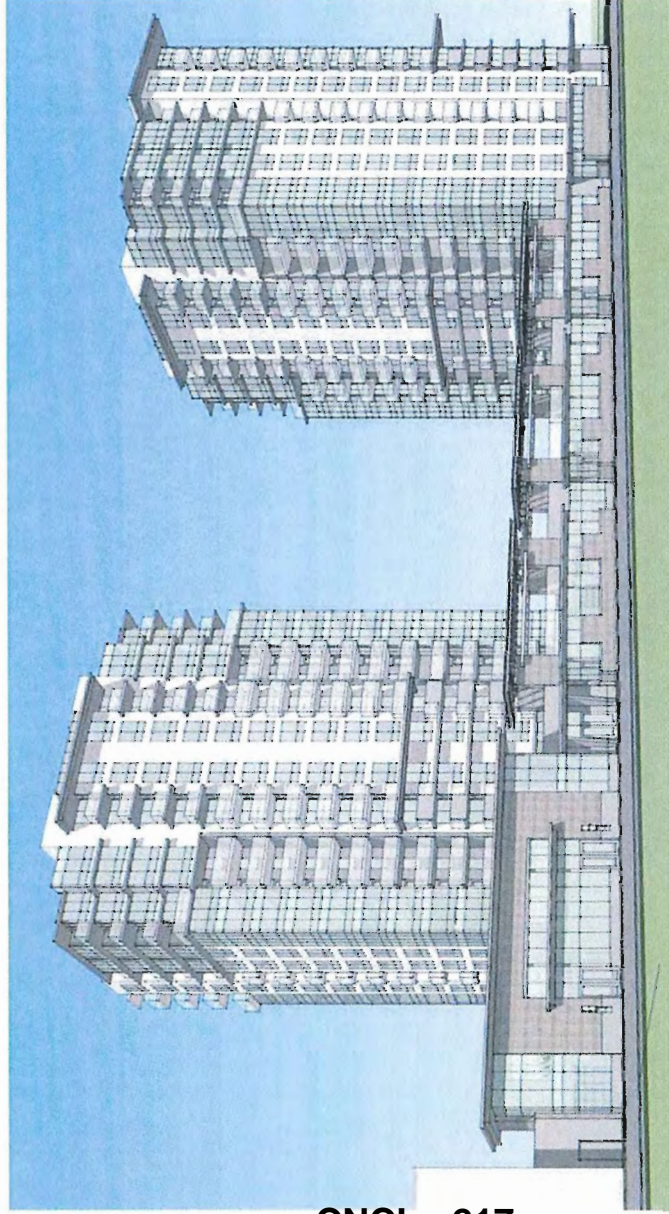
Studio Unit:	400 sq. ft. [37 sq.m]
1 - BR Unit:	535 sq. ft. [50 sq.m]
2 - BR Unit:	860 sq. ft. [80 sq.m]
3 - BR Unit:	980 sq. ft. [91 sq.m]

Affordable Housing Project Design Considerations 4

4.2.1.2 Design Characteristics for Affordable Housing Units - Universal Housing Units and Accessible Housing Units

The intention is that affordable units generally be designed as Universal Housing Units, incorporating features that will enhance opportunities for residents to remain in their homes over time, and allow for independent living over the long term. Richmond zoning regulations characterize such units as "Basic Universal Housing", with such features as:

- open kitchen and living room
 - if the living spaces flow together in an open plan, areas can be made smaller while still allowing for ease of movement and flexibility in furniture arrangement
- wider hallways and stairs
 - ideally hallways and stairs should be no less than 1,220.0 mm wide minimum
- wider doorways
 - minimum clear opening of 850.0 mm for all entry doors to dwelling units
 - if the front door opens into the unit, provide a minimum of 6.0 m of unobstructed clearance on the wall at the latch side of the door
- low profile wheelchair accessible thresholds at the front entry door - maximum 13.0 mm high
- consider use of pocket doors



Kiwanis Towers, Minoru Park, Richmond, BC

Basic Universal Housing Features

Richmond's Zoning and Development Bylaw sets out basic universal housing features. See section 4.16.

Bylaw 8500 provides a modest FAR exemption for single-storey residential units that incorporate the specified "Basic Universal Housing Features".

City staff encourage universal design features in all built affordable housing units.

Affordable Housing Project Design Considerations 4



- wider bathrooms
 - provide at least 760.0 mm x 1,220.0 mm wide of unobstructed space between the toilet and the bath or shower stall, when these elements are situated opposite from each other, and the same unobstructed area in front of sink vanities
- electrical outlets at a higher level off of the floor; light switches at a lower level
 - install outlets at 455.0 mm to 1,200.0 mm above finish floor to the centreline of the electrical box, and light switches at 900.0 mm to 1,200.0 mm from the floor
- have a lower sill for windows, and taller, brighter windows
 - install sill at 750.0 mm above finish floor. (Windows will have tempered glass and be rated for guard loading structurally)
- other consideration to allow for future adaptability (not in Zoning Bylaw)
 - provide backing for future grab bars in washroom tub, shower and toilet locations
 - allow for cabinets under kitchen sinks and bathroom vanities to be removable, to provide for knee space for possible future wheelchair use
 - rough-in wiring for a future possible automatic door opener at the unit entry door
 - for multi-level units, stack closets or storage spaces over one another, to allow for a possible residential elevator/platform lift to connect floors. The closets must be deep and wide enough to accommodate construction of a rated hoistway

- allow for "smart home" options by providing a "Node Zero Location", where all housing unit wiring, including security, telephone, cable and data, meets in one place
- position bath and shower controls closer to the outside edge of the tub or shower, to assist with future mobility issues
- install low threshold showers that already have an "ADA" compliance rating [American Disabilities Association]
- leave space on one side of the toilet

Accessible Residential Units

Accessible Housing Units have special design features to accommodate the needs of residents who require the use of a wheelchair. Such features include:

- space for turning wheelchairs and manoeuvring
- larger kitchen and bathroom areas
- specific appliance and fixture needs

Richmond Zoning also allows for the construction of "Convertible Units" which are designed with the potential to be easily renovated to accommodate a future resident in a wheelchair.

Consult City staff regarding "Convertible Unit Guidelines" for townhouse units.

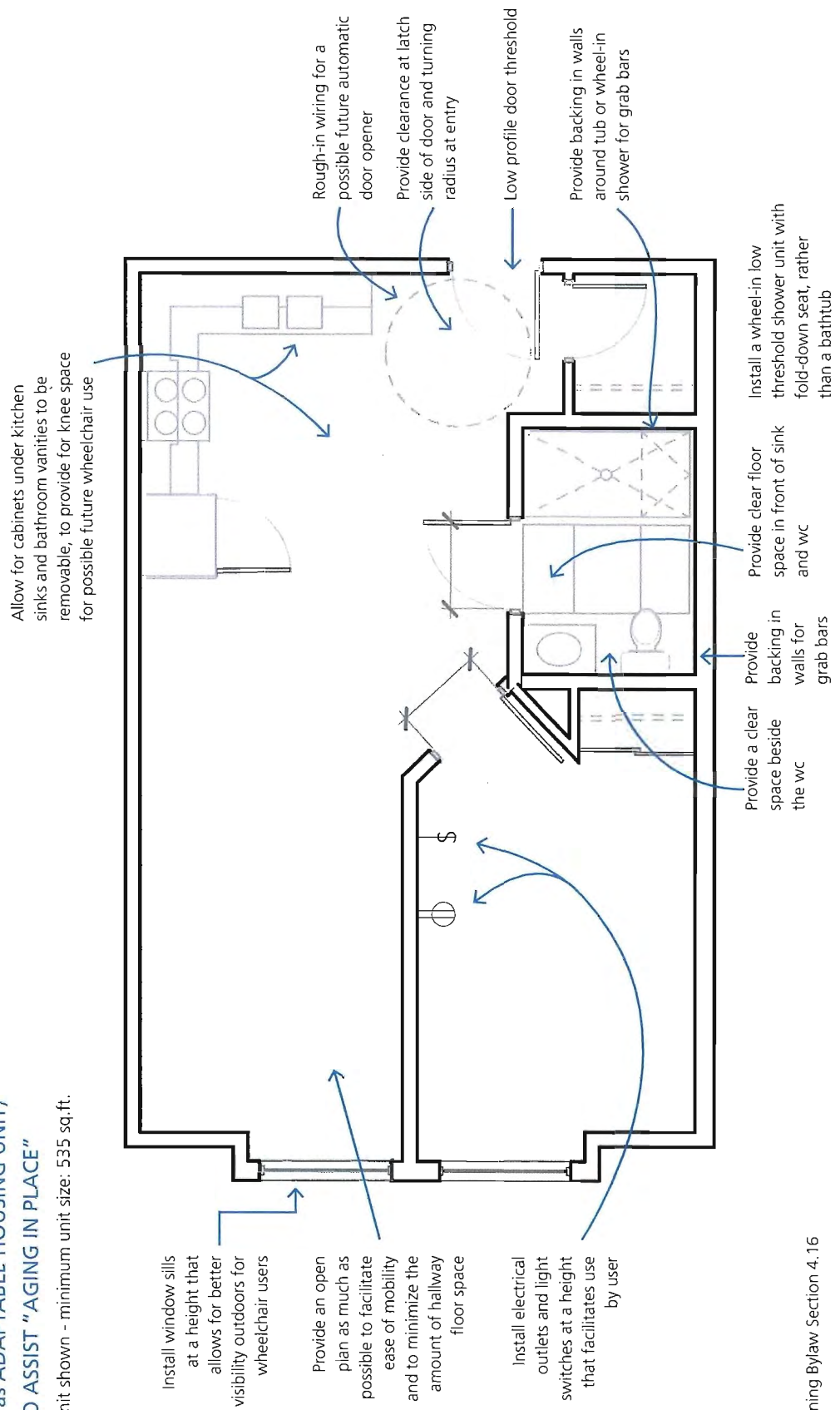
Affordable Housing Project Design Considerations 4



BASIC UNIVERSAL HOUSING UNIT (see Richmond Zoning Bylaw for specific dimensions/requirements)

(also known as ADAPTABLE HOUSING UNIT)
FEATURES TO ASSIST "AGING IN PLACE"

One bedroom unit shown - minimum unit size: 535 sq.ft.



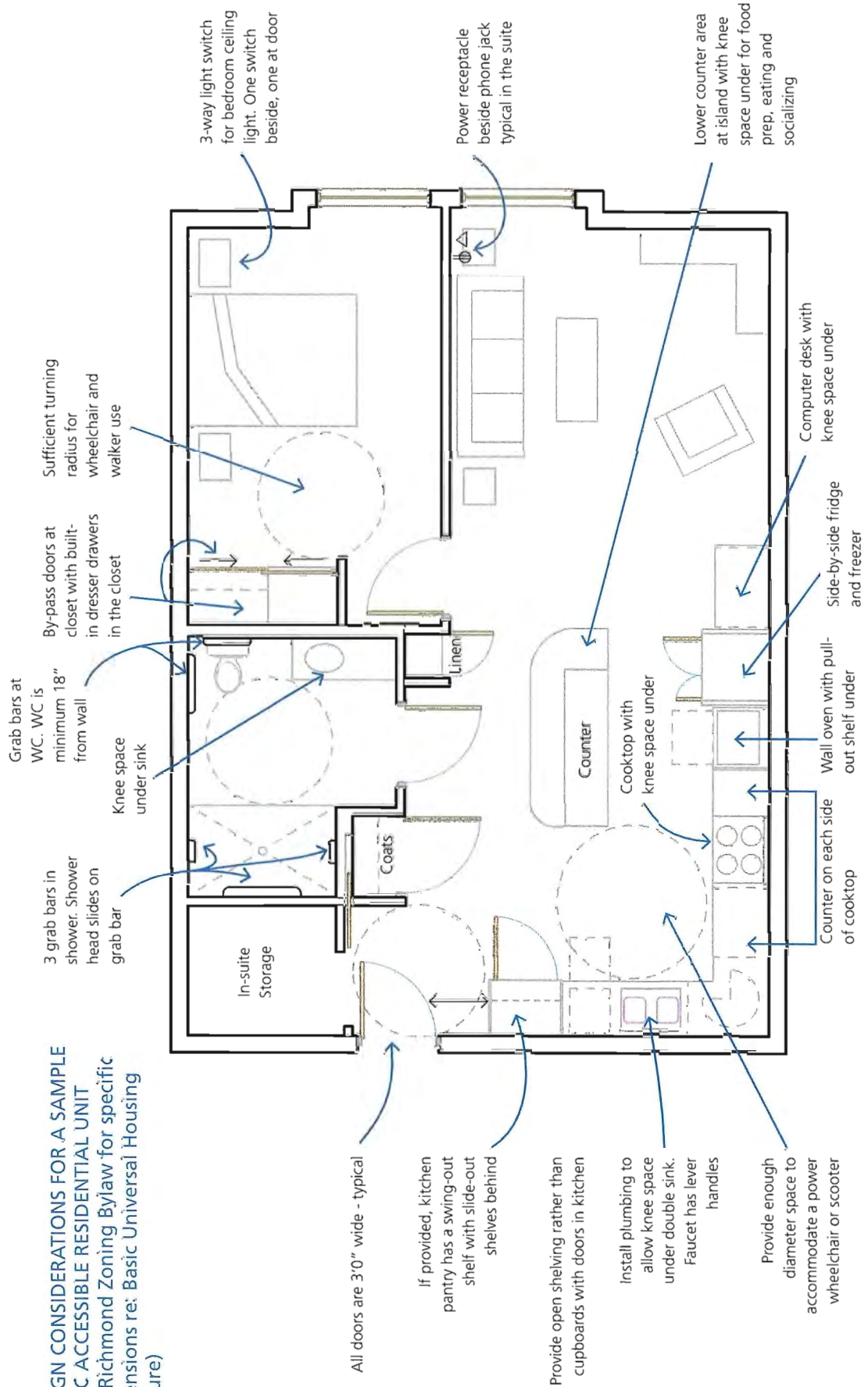
Refer to Zoning Bylaw Section 4.16

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**DESIGN CONSIDERATIONS FOR A SAMPLE
BASIC ACCESSIBLE RESIDENTIAL UNIT**
(see Richmond Zoning Bylaw for specific
dimensions re: Basic Universal Housing
Feature)



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Affordable Housing Project Design Considerations 4

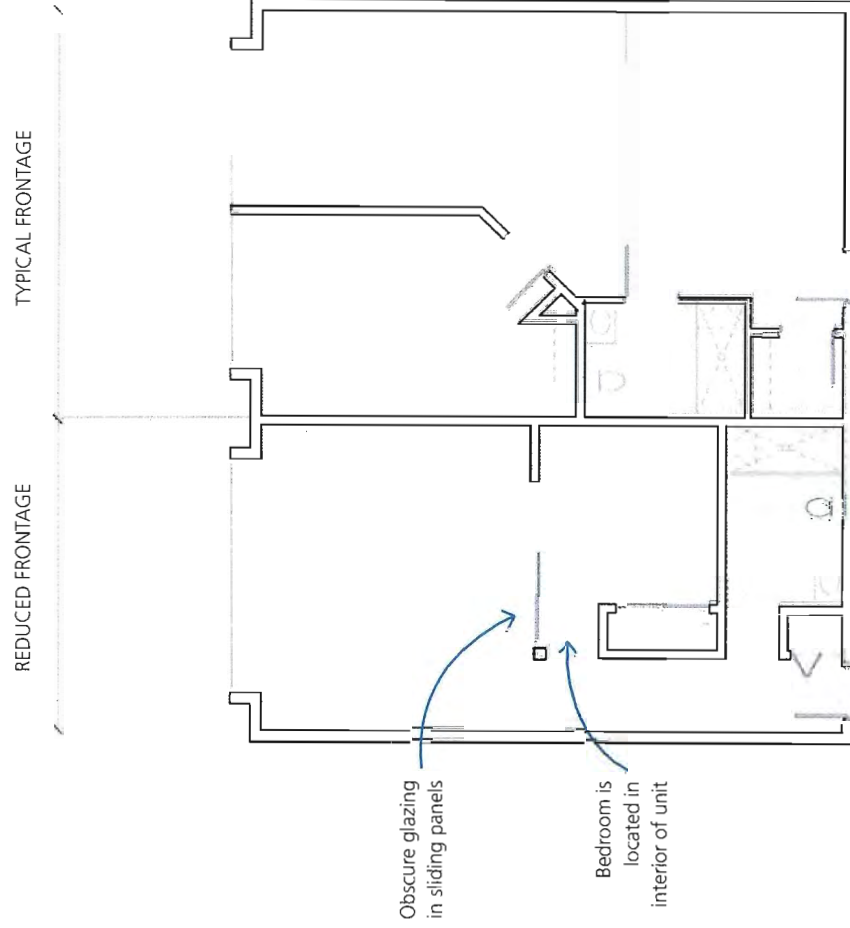


Affordable Housing Layout - Utilizing Less Building Frontage

One way to create more affordability is to accommodate a second or third bedroom wholly within the unit interior, with no exterior windows.

The light into the interior of this bedroom is borrowed light through high windows or obscure glass from an adjoining room that has outside windows. Additionally, good mechanical ventilation of such spaces are required, to provide fresh air supply in these spaces.

When housing units take up less building frontage, more units can be created within the same building footprint, which typically enhances affordability.



Where appropriate, consider reducing unit frontage to increase total number of dwelling units provided.

Note: This idea is no prescriptive and not all units should feature internal bedrooms. Consult with City staff.

ONE SUGGESTION FOR AN AFFORDABLE HOUSING LAYOUT UTILIZING LESS BUILDING FRONTAGE



Affordable Housing Project Design Considerations 4

Common Areas in Buildings - Design Characteristics for Building Community

In affordable housing projects, it is important to consider including common areas in new developments that will enhance livability, and allow for building community among residents.

In some cases, these common areas might be provided for all residents in the development to use, but if this is not feasible, some of the following areas should be included where the number of affordable units in the project is greater than 10 units:

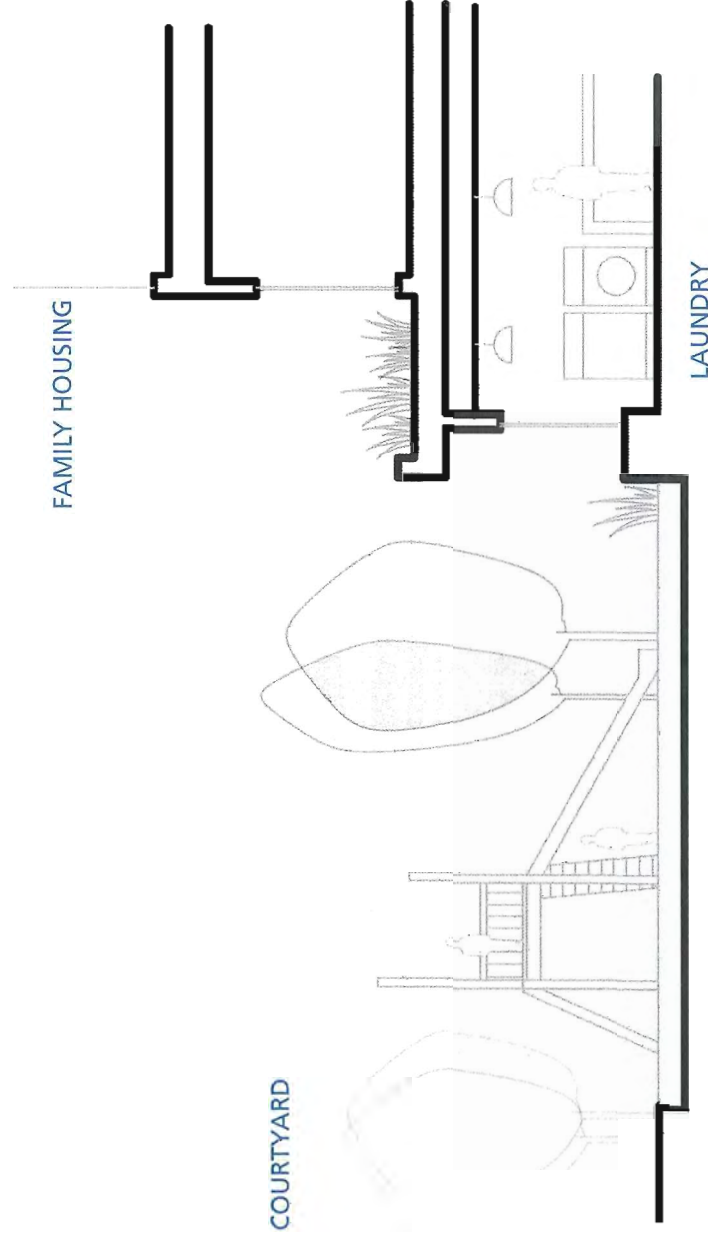
- community kitchen and dining area
- library and common internet use area
- lounge and multi-purpose rooms
- common laundry area
- use of the entry lobby as a casual meeting area
- opportunities for gardening - greenhouses

The overall design intent here is to provide opportunities for residents to gather in various sized groups, whether casually, or in more structured meeting situations. The size of meeting areas can range from those that accommodate 4 to 6 people, to a larger meeting room or amenity space that holds most of the resident population.

Additionally, in larger mixed use developments, the following opportunities should be reviewed:

- possible commercial space
- look at possibilities for multi-cultural uses
- look at integration of public art

In all, it is important for affordable housing sponsors and designers to review specific requirements for common areas in projects in Richmond's Official Community Plan, and coordination with City staff is recommended.



Locate social areas like meeting rooms and laundry rooms adjacent children's outdoor play areas.



Supportive Housing Projects

These affordable housing projects typically serve specific target populations, and tend to be health-related housing operated by non-profit agencies partnering with government or with a private sector partner.

Some of the common area amenities listed in the above section should be included in these types of developments.

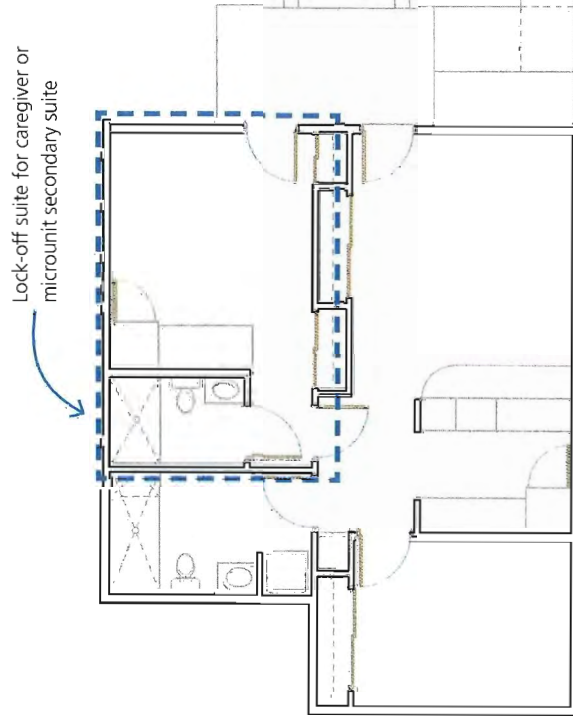
Such projects can also benefit from live-in staff, where 24-hour assistance is required for the resident group. A small self-contained unit, with bathroom and kitchenette, is typically satisfactory to provide supportive living assistance.

It is also preferred that supportive housing projects be integrated with appropriate services that serve the larger community, such as health services, child care, and seniors service facilities.

Supportive Housing Units with Adjacent Caregiver Suites [Lock-off suites]

As residents age in place, health issues may develop. Rather than relocating a resident to a care home, it may be preferable and more economical to allow the resident to remain in place, with the assistance of a live-in caregiver.

To accommodate the caregiver, a smaller self-contained (with bathroom and kitchenette) adjoining unit could be designed as part of the original unit layout ensuring that all relevant Building Code requirements are met. This unit would initially be locked-off from the main unit, and serve as secondary suite type accommodation in the overall development.



ONE-BEDROOM SUITE WITH LOCK-OFF UNIT

Affordable Housing Project Design Considerations 4



4.3 Affordable Housing Design - Exterior Considerations

4.3.1 Environmental Concerns

As noted in Richmond's Official Community Plan, well-designed private and semi-private outdoor areas can greatly enhance the livability and appearance of affordable housing projects. Addressing site specific environmental concerns is an important part of this aspect of the affordable housing design process, whether the outdoor area is an active zone for socializing, or a more passive landscaped area.

Wind Protection

- Exposure to wind limits the use of outdoor areas. Locating building mass and wall extensions to shelter outdoor areas from prevailing winds and weather will assist in making outdoor areas more usable, especially for seniors and for children's outdoor play areas in family-oriented affordable housing projects.

Sun Exposure

Outdoor areas should be oriented to provide at least three hours a day of direct sun exposure at the winter solstice, preferably in the mid-day hours.

Provide Some Shade for Hot Days

- shade on hot summer days must be provided, by means of wide building overhangs, shade structures (such as pergolas and the like), and by strategically located specimen tree landscaping. Open roof structures can also be considered, which have the advantage of providing shelter on rainy days

Provide Non-glare Surfaces

- building materials on walls adjacent active outdoor areas, and those used for ground plane hard-surfacing, should not be shiny or be finished in bright reflective colours

Lighting

- provide adequate night-lighting in outdoor areas, but avoid lighting fixtures that produce glare. Consider the use of soffit or down-lighting that are International Dark Sky Association compliant
- consider using lighting projects and systems that are energy conserving, have long life, have a low cost of ownership and were accessible for service and maintenance

Protect from Car Traffic and Noise and Fumes

- active outdoor areas should not be located where they can be negatively impacted by traffic noise or exhaust

Pay Close Attention to the Location of a Building's Mechanical Equipment and Vents.

- do not locate a building's mechanical exhaust vents such that they exhaust into active use outdoor areas. Mechanical and electrical equipment should also not be located where equipment noise or vibration impacts such areas

Hard Landscaping

- hard surfacing must be carefully considered to meet universal design and accessibility requirements, and to provide ease of maintenance and meet long-term wear and resiliency characteristics
- slippery or unstable surfaces must be avoided, as well as sharp corners or rough surfaces
- provide for effective surface drainage with adequate slopes to drain for all surfaces of ¼" in 1'0", and avoid all ponding
- for children's play areas, provide adequate fall zones and cushioned play surfaces around play equipment

Soft Landscaping

- significant areas of soft landscaping should be provided in affordable housing projects, including specimen trees and shrubs, massed planting and lawn areas
- ensure that plant species are vigorous and chosen for ease of maintenance and resistance to drought. If built-in irrigation systems are used, ensure they can be automatically operated
- provide for adequate drainage in lawn and landscaped areas to avoid pooling and standing water
- consider the use of indigenous plant material as a priority, and avoid toxic plants
- avoid known invasive plant species
- consider pollinator friendly landscaping strategies.
- consider edible landscaping

Affordable Housing Project Design Considerations 4



Rooftop Outdoor Space

- rooftop areas have considerable potential for outdoor amenity areas in affordable housing projects, especially in urban areas where available outdoor space on the ground is limited or non-existent
- for these rooftop areas, the roof structure must be designed to support the weight of sufficient soil depth for landscaping, including larger shrubs and small trees
- if play equipment or landscape structures are contemplated, consider anchoring these into housekeeping pads that do not penetrate the roofing membrane. Locate heavier landscape elements over the building structure's columns and beams, to minimize added structural cost. Advance plan to prevent roof leaks and for repair of roofing membranes in the future
- provide for positive slopes to drain of 1/4" in 1'0" minimum, and make all roof drains easily accessible for cleaning

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- boundary fencing should be designed to prevent climbing, and with a top that extends back into the rooftop area, as a deterrent to objects being thrown over the fence. Fencing should be high enough to meet Richmond by-law and safety requirements, and incorporate glazing panels to allow views from the rooftop
- allow for sun exposure, but provide shade opportunities since roof areas can get very hot in sunny weather. Use wind tolerant and drought-resistant landscaping
- locate mechanical exhaust vents and rooftop equipment away from active use rooftop areas, to avoid noise and fumes

4.4 Affordable Housing Design - Sustainability Issues

Energy Efficiency and Utilization

It is recommended that purpose-built Affordable Housing projects in the City of Richmond be designed in accordance with the energy utilization guidelines as noted in the City's Corporate High Performance Building Policy.

The policy guidelines advocate for achieving "sustainable" building design through energy use optimized systems and on-going operations and maintenance procedures, such as commissioning and retro-commissioning on an on-going basis. Other areas of importance for the "sustainable" design of Affordable Housing project include the following:

- reduce landfill waste generation
- demonstrate a high level of operational efficiencies in energy use
- reduce greenhouse gas emissions



Rooftop Garden, Centro, Richmond, BC | DIALOG

- best practice efficient use of natural resources such as water, land and materials
- minimize facility maintenance costs over the long-term

Capability to Plug into District Energy Systems

The City of Richmond is encouraging the expansion of a District Energy System program to effect energy utilization savings and the reduction of greenhouse gas emissions in the centre area of the City.

New developments in the City Centre will be expected to be "District Energy Ready" - contact City staff regarding District Energy Ready specifications.

Resilient Buildings - Durability and Maintenance Considerations

- Materials and Building Design
 - new buildings should be appropriately designed, and constructed with quality and durable building materials, to promote structural and material longevity and ease of maintenance considerations
 - the goal will be to optimize occupant satisfaction and to minimize annual ownership costs for the building, including energy, operating, service and maintenance costs
- Building Systems
 - plumbing and heating, fire and life safety, and electrical, communication and security systems should all be designed and installed to deliver a high standard of performance and durability, while being as simple to maintain as possible

Affordable Housing Project Design Considerations 4



- building commissioning should be thorough, and operations and maintenance manuals should be comprehensive with maintenance schedules clearly laid out for effective upkeep of the building's physical plant

Environmental Design Rating Systems

- certification costs for Environmental Design Rating Systems are high, requiring a significant investment in consultant and testing agency fees, and in making application for certification itself
- for affordable housing projects, it will be sufficient that the criteria for certification only be followed to achieve equivalency, and that unless desired by the developer or housing sponsor, the costs associated with the actual certification process may be avoided

Food Security - Community Gardens

- it is desirable that affordable housing projects provide opportunities for foodstuff gardening on site, either at grade or on rooftops

Sustainable Transportation

- consider adding EV charging stations in affordable housing projects
- encourage transit use, cycling, and provide dedicated car-share parking spaces

4.5 Affordable Housing Design - Innovative Examples from Other Places

4.5.1 Aging-in-Place Affordable Housing Examples

A) NATURALLY OCCURRING RETIREMENT COMMUNITIES ["NORC"s]

NORC's are multi-age communities with large concentrations of older adults. These communities have evolved in recent years, owing to a variety of demographic shifts in society:

- aging-in-place
- the arrival of more older adults coming to live in a community, seeking amenities and services that fit with their retirement lifestyle
- the departure of younger people in search of opportunities, leaving behind the older generations



Community Garden at Mole Hill Community Housing, Vancouver, BC | DIALOG / S.R. McEwen, Associated Architects

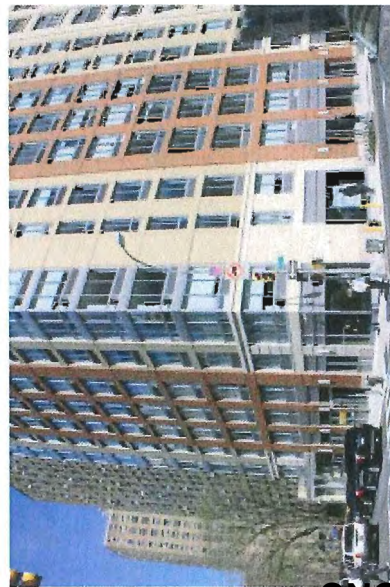
In the United States, federal and state health programs are being put in place to provide place-based public services to improve the health status of older adults and seniors in these naturally-occurring communities, which typically contain a large percentage of lower-income households. The intent is to promote better health for seniors in these communities, and so lessen pressure on the acute care and extended care sectors of the health system.



Co-op City, Bronx, New York

Affordable Housing Project Design Considerations

4



Elliot-Chelsea Houses, Manhattan, New York



Ravenswood Houses, Queens, New York

Though funding to serve NORCs has been established in over 25 states in the USA, some of the better known examples (all in NY state) include:

- Co-op City in the Bronx
- Elliot-Chelsea Houses in Manhattan
- Ravenswood Houses in Queens

B) PACE MODELS TO SERVE FRAIL SENIORS IN THEIR OWN HOMES

The Program for All-Inclusive Care for the Elderly [PACE] model is centred on the belief that it is better for the well-being of seniors with chronic care issues (and their families), to be served in the community and remain in their own homes, rather than having to reside in a nursing home.

It has also been established that this model delivers health care services to seniors at far less cost than institutionalization. The model is especially beneficial for lower-income frail seniors, who can live independently, or with family, and maintain a quality of life and better health outcomes without dependence on the acute care and long-term care health sectors.

Begun in San Francisco's Chinatown in the early 1970s as the On Lok Senior Health Services, with similar programs now in place across the USA, PACE services include the following:

- assistance with maintaining independent living for frail seniors in their own home, providing home health care and personal care, and local treatment-related transportation.

- medical care provided by a PACE physician, familiar with the history, needs and preferences of each participant
- adult day care at a local Centre that offers physical, occupational and recreational therapies; meals and nutritional counseling; medical specialties, including all necessary prescription drugs
- respite care and hospital and nursing home care when necessary

C) INTENTIONAL COMMUNITIES

"Intentional Communities" have been created by residents in local areas in American cities, to advocate for and establish aging-in-place strategies to allow seniors to live independently and remain in their own homes. Rather than move to care homes to receive supports and assistance, seniors pay a membership fee and receive free or discounted services in their own home.



On Lok, Bush and Larkin, San Francisco, CA

Intentional communities are non-profit organizations, funded in part by medical insurance plans as well as membership fees. They are found across the United States. A well-known one is "Beacon Hill Village", located in Cambridge Massachusetts and adjacent areas.

4.5.2 Supportive Housing Examples

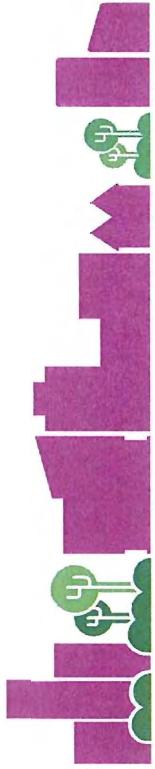
- A) SENIORS HOUSING INTEGRATED IN A MIXED USE COMMUNITY PROJECT
KITSILANO NEIGHBOURHOOD HOUSE
2305 WEST 7TH AVENUE, VANCOUVER B.C.

Kitsilano Neighbourhood House ["Kits House"], developed by the Association of Neighbourhood Houses of BC, in conjunction with funding from the Province and the Municipality, is a mixed-use assembly and residential project. The building complex features the retention of two heritage buildings, joined by a new infill structure. The complex features child cares, a community meeting hall, a seniors lounge, rooftop gardens for urban agriculture, and meeting rooms for use by the general public, as well as 15 units of low-income seniors housing.

The intent is that the seniors will use the facility like their "living room", while Kits House continues to serve the local neighbourhood.



Kitsilano Neighbourhood House Redevelopment incorporating Low-Income Seniors Housing / S.R. McEWEN Architect



Affordable Housing Technical Guidelines 5

5.1 Purpose

This section outlines key technical considerations and guidelines addressing building functionality, long term operational efficiency and sustainability that should be taken into account during the planning and design phases for affordable housing projects. It is targeted primarily to consultants who are ultimately responsible for ensuring that a completed project meets applicable technical guidelines and conforms to the regulations of all relevant authorities having jurisdiction over planning, development and construction approvals. This information will be important to help prepare project cost estimates early in the design process. The section also includes references to standards and guidelines that may be required by jurisdictions other than the City of Richmond.

5.2 Applicable Regulations

Developers and Consultants must ensure that all applicable regulations are met to the satisfaction of all authorities having jurisdiction. Regulations include, but are not limited to:

- British Columbia Building Code
- City of Richmond Official Community Plan (OCP)
- City of Richmond Zoning Bylaw
 - Richmond Social Development Strategy
 - Affordable Housing Strategy
- Energy Utilization and Building Performance Regulations
 - Energy components of the BC Building Code
 - National Energy Code for buildings

5.3 Technical Guidelines for Affordable Housing Design and Construction

Note: Section numbers shown under the following headings refer to Sections organized in "Masterformat", the national standard for organizing Specifications for construction projects in Canada.

5.3.1 Building Construction

- refer to Building Code
- Use and Occupancy
- Combustible or Non-combustible construction requirements

5.3.2 Building Envelope and Roofing

- design and construct according to the latest edition of Walls, Windows and Roofs for the Canadian Climate by the National Research Council of Canada (NRCC 13487) and per the project's Envelope Consultant's recommendations
- if floor areas are over an unheated space, consider the use of in-floor radiant heating loops set into a concrete floor topping, or increase the insulation R-values in the floor system beyond that required by the Building Code or ASHRAE 90.1 standards
- Exterior Openings
 - doors and windows to meet CAN/CSA-A440 standards and as per the Building envelope Consultant's recommendations

- install windows generally with a sill height such that users can see out while seated
- place restrictors on windows to limit the opening dimension to 4 inches
- ensure opening windows are not a hazard at exterior pathways
- pay attention to solar heat gain issues
- Roofing
 - provide a minimum 5 year Roofing Warranty from the RCABC
 - provide roof edge safety barriers, fall protection and fall arrest as per the Building Code and WCB requirements

5.3.3 Building Systems

- Heating, Ventilation and Air Conditioning - if not a stand-alone facility, the Housing should have its own separate metering from the rest of the building
- Acoustic Design:
 - provide protection from external noise or that from adjacent occupancies
 - consider enhancing STC ratings above those required by the Building Code

5.3.4 Floors

- provide resilient low gloss flooring generally in living and wet areas
- resilient flooring should be non-slip in wet areas
- avoid carpet with underlay



Affordable Housing Technical Guidelines

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- consider high durability flooring at entries and high traffic areas
- provide walk-off mats at entries
- provide vinyl or rubber tread, riser and stringer trim systems at stairs, with colour contrast nosings, and tactile warning strips at landings

5.3.5 Walls and Partitions

- painted drywall is the typical finish - consider acoustic requirements
 - use low volatile organic compound (VOC) paints and sealants
- Gloss levels:
- G5 (semi-gloss) - Kitchen, Washrooms, Laundry, Janitor's Room and all doors, door frames and interior trims
 - G3 (eggshell) - typical for walls (Matte finishes not acceptable)

- provide corner guards
- impact-resistant drywall and/or wall protection paneling is recommended in activity and high traffic areas
- for durability, consider the use of ceramic tile in Washrooms, and for Kitchen back-splashes
- provide backing in walls and partitions to secure millwork, railings and fittings as required. Refer to BC Building Code and the Building Access Handbook for requirements for backing for grab bar locations

5.3.6 Ceilings

- painted drywall is a typical finish - consider acoustic requirements (Kitchen ceilings must be washable)
- use low volatile organic compound (VOC) paints and sealants (Refer to Gloss levels over)
- acoustic T-bar ceilings:
 - install commercial quality
 - system to have an NRC of 70 or better
- provide access for above ceiling services

5.3.7 Doors and Hardware

- doors into any public area are to contain glazing with tempered glass
- doors typically should be solid core, except for bi-fold and sliding bypass doors, which can be hollow core. Meet AWMAC standards for doors
- Hardware
 - should be commercial grade
 - should meet accessibility and universal design requirements
 - door stops to typically be wall-mounted
 - sliding doors should have the ability to be pinned in place to prevent unsupervised sliding
 - swing doors to social areas to be equipped with "elephant's foot" or similar hold-open devices (unless not permitted by Code)
 - kick plates are required on the push side of doors with closers, and at all storage room doors

- Locks, Security and Alarms
 - all doors to have locks with a "classroom" function except:
 - Storage Rooms or Laundry Rooms may have "classroom" or storeroom" function
 - janitor and service rooms to have "storeroom" function.
 - provide a lockbox embedded in the building façade for Fire Rescue. [Refer to Fire Protection and Life Safety Bylaw No. 8306]
 - gates typically will feature child-proof latches. Emergency exiting, however, must not be impeded
 - equip gates with heavy duty hinges
 - review security and surveillance requirements
 - consider controlling access with the use of enterphones
 - equip doors to the building exterior, and certain interior doors with piezo type alarms, to prevent unsupervised access. Provide delay releases and alarms at emergency exits
 - restrict access from elevators, parking areas and exits



Affordable Housing Technical Guidelines

5

5.3.8 Housing Unit Bathrooms and Common Washrooms

Housing Unit Bathrooms

- Plumbing Fixtures
 - accessible height tank style toilets with bolted tops
 - self-rimming drop-in sinks in vanities with accessible type plumbing brass (locate sinks as close as possible to the front edge of the counter to promote accessibility)
 - wheel-in showers rather than bathtubs
- Washroom Accessories
 - grab bars or future adaptability to accommodate accessible features
- Lighting
 - standardize fixtures and lamping as much as possible

Common Washrooms and Gender Neutral Washrooms

- Toilet Partitions
 - acceptable products:
 - plastic laminate covered high density particle board
 - metal with baked enamel finish
 - phenolic (if budget allows)
- Plumbing
 - toilets
 - tank style toilets
 - sinks

- self-rimming drop in vanity sinks
- faucets to have aerators for water conservation and have temperature control (120 degree F / 49 degrees C maximum). (Provide mixing valves)
- Hardware
 - heavy duty stainless steel with tamper-proof screws. (concealed where possible)
- Countertops - plastic laminate with large-size ceramic tile backsplash with dark grout colour
- Accessories
 - paper towel dispensers
 - towel and waste unit
 - soap dispenser
 - toilet paper dispensers
 - diaper change table in washrooms

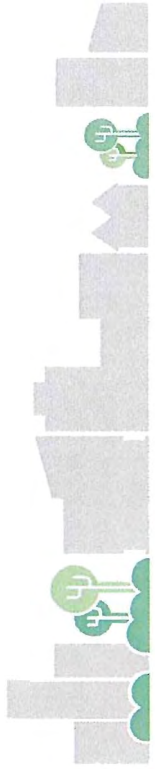
5.3.9 Housing Unit Kitchen and Common Area Kitchens

- Appliances - "Energy Star" rating
 - dishwasher:
 - typically not provided with Affordable Housing Unit Kitchens
 - for Common Kitchens used as community kitchens consider a commercial style under-counter dishwasher with a sani-cycle
 - 21.5 cu. ft. refrigerator for units and common kitchens
 - consider an additional freezer for a community kitchen

- 30 inch wide 4 burner stove with oven, with controls out of reach of children
- rangehood
- microwave oven:
 - generally not provided for Affordable Housing Units
 - 2.0 cu.ft., 1100 watt minimum for community kitchens
- Millwork
 - for housing units - residential casework standards
 - for community kitchens - commercial casework standards
- 1. plywood carcass construction
- 2. plastic laminate countertop with all outside corners eased
- 3. Architectural Woodwork Manufacturers Association of Canada (AWMAC) requirements
- Plumbing
 - double bowl stainless steel kitchen sink
 - separate stainless steel hand sink

5.3.10 Laundry Room

- Millwork: AWMAC standards for construction
- Mechanical:
 - provide 10 inch deep stainless steel laundry sink in counter
 - standard temperature hot water



Affordable Housing Technical Guidelines

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- stacked washer/dryer hook-up
- laundry vent to exterior avoiding outdoor common areas

5.3.11 Staff Office (Supportive Housing)

- Millwork:
 - Desk / Work Table
 - Room for Photocopier
- Staff Lockers

5.3.12 Storage Areas

- provide in-suite storage closets, as well as coat and clothes closets
- Residential Storage - 200 cu.ft. caged storage locker for each unit
- Supportive Housing Additional Storage
 - configure as per specific requirements

5.3.13 Additional General Mechanical Considerations

- HVAC
 - all rooms to be adequately ventilated
 - if baseboards heaters or radiators are used, ensure hot surfaces cannot be touched
 - all equipment to be easily accessible for maintenance purposes
- Controls
 - to be Direct Digital Control (DDC), with the ability to tie into the City of Richmond's DDC networks

- install a permanent Carbon Dioxide monitoring system
- Plumbing
 - hot water temperature shall be adjustable. Provide mixing valves as required
 - high temperature water to be provided to the commercial kitchen plumbing and dishwasher, and residents' laundry and janitor's sinks
 - all faucets to have aerators for water conservation
 - provide hose bibs at residents' outdoor areas, and in garbage and recycling areas. Provide drains so no standing water occurs
 - hose bibs should be frost-free with a vacuum breaker and be vandal resistant
 - floor-mounted mop sink in the Janitor's Room to have an approved backwater prevention valve

5.3.14 Additional General Electrical Considerations

- Power
 - all outlets to have shatterproof faceplates
 - provide high outlets for use by seniors
 - where the building has an emergency power generator, the emergency lighting system shall be powered by the generator, and not by separate battery packs

- Lighting
 - provide sufficient illumination:
 - 50 ft. candles (540 lux) in Kitchen, Offices and Washrooms
 - minimize the number of fixture types and lamp types. [No MR 16 lamp type fixtures]
 - LED lighting is preferred
- Controls
 - each room to have its own light switching and controls
 - provide for varying lighting levels in residents' activity rooms, with dimmer capability
- Cable and Telephone
 - provide outlets in Residential Units and in common Activity Rooms
 - consider having telephone cable/type specification (Cat 5e minimum) the same as data grade to allow for non-analog features
- Data
 - Cat 5e is the minimum specification but Cat 6 is preferred
 - provide as required, including:
 - in staff offices, 1 with fixed IP address for DDC controls
 - allow space for City fibre network connection and separate conduit network (if nearby) or capped at the property line
- Fire Alarm
 - ensure no proprietary alarm system is installed



Affordable Housing 5 Technical Guidelines

- strobe light and audible signal in the dwelling unit
 - Security
 - Access
 - review which type of entry security system is appropriate for the development. [eg. Bell, buzzer, intercom, video interphone, etc.]
 - it is recommended that a security consultant be engaged to assist with the appropriate security solution
 - consider the installation of card readers with pass cards or fobs for controlled access, including elevators
 - After-Hours Security
 - provide an intruder alarm system
- ### 5.3.15 Additional Interior Design Considerations
- General Finish Requirements
 - no rough or sharp surfaces are permitted. All corners should be rounded and edges eased, particularly at countertops, window sills and corners
 - General Architectural Millwork Specification [Section 06 40 00]
 - typically ¾ inch plywood interiors with ½ inch plywood backs, natural wood veneer or sheathed in laminate. Drawers from plywood construction
 - good quality melamine on MDF is acceptable except in wet areas
- use rubber cove base over ¾ inch plywood at toe-kicks
 - plastic laminate finish over plywood core is preferred for countertops and splashes
 - Window Blinds
 - to be commercial grade, chain operated roller style preferred
 - to be installed on all exterior windows, and at interior doors in meeting room and support staff areas
 - all cords or chains to terminate 5 feet above the floor, or have a hook tie-off at that height
 - Mailbox
 - typically, one large mailbox accessible from the interior to be installed at the main entrance. All accessible elements to be no more than 4 feet above finished floor. Consult with Canada Post
 - Notice Boards and Tackboards
 - provide corkboard with trim tackboards and white boards
 - typical locations include the Meeting Rooms and support staff areas
 - Signage
 - conform with City of Richmond Sign Bylaw for exterior signs
 - 50% or more of the content on a sign is encouraged to be in the English language
 - provide wayfinding signage as required
- provide all signage required for Fire and Life Safety
 - provide signage in parking areas
 - provide all required accessibility signage and room identification signage
 - Elevator Design Considerations
 - if the affordable housing is located in a mixed-income building, and has its own dedicated elevator, ensure that the elevator controllers are non-proprietary
 - the cab size of the elevator must be able to accommodate sufficient person capacity and emergency stretcher size requirements
 - elevators serving Affordable Housing projects with usable roof-top areas must be able to accommodate freight for the purposes of maintaining the rooftop areas. [Minimum capacity of 4000 pounds is recommended]
 - Seismic Bracing
 - all furnishings greater than 4 feet high should be secured to prevent tipping



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Checklists

Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
1. Building Construction Assemblies			
1.a Building Envelope	A qualified consultant will confirm all building envelope elements and assemblies in the project		
1.b Exterior Finishes	Exterior finish materials are quality and durable products <ul style="list-style-type: none"> - masonry, stucco or siding - fascias and trims - exposed structure - wall systems - painting (conforms to latest edition of MPI Manual) 		
1.c Windows and Doors	Meet CAN / CSA – A440 Standards with these minimum ratings: <ul style="list-style-type: none"> - Air Tightness A-3 - Water Tightness B-3 - Wind Load Resistance C-3 - as required by the Building Envelope Consultant, pre-installation lab testing and during construction field testing are specified 		
1.d Roofing	Conforms to the standards set out in the RCABC [Roofing Contractors Association of BC], latest edition and updates, and provides a minimum 5 year RCABC Roofing Warranty <ul style="list-style-type: none"> - low slope membrane roofing - asphalt shingles - roof hatch (with ladder) - rooftop equipment - service penetrations - venting - fall arrest equipment 		
1.e Interior Items and Finishes			
.1 Floors	Resilient flooring recommended <ul style="list-style-type: none"> - non-slip vinyl in wet areas, with flash coving and cap stick - high durability in building entries and high traffic areas - walk-off mats at entries - vinyl or rubber tread systems at stairs 		

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Checklists

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Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.2 Walls	<ul style="list-style-type: none"> Painted drywall is the typical finish. (Consider higher acoustic ratings) <ul style="list-style-type: none"> use low VOC paints and sealants impact-resistant drywall in activity and high traffic areas provide all backing in walls for all accessibility items and items to be installed in the future Ceramic tile recommended in washrooms and for kitchen splashes 		
.3 Ceilings	<ul style="list-style-type: none"> Painted drywall is the typical finish (Consider higher acoustic ratings) <ul style="list-style-type: none"> Use low VOC paints Kitchen and bathroom ceilings must be washable Install commercial quality acoustic T-Bar ceilings with 70 NRC minimum 		
.4 Doors and Hardware	<ul style="list-style-type: none"> Doors to be solid core, except for bifolds and sliding bypass doors <ul style="list-style-type: none"> doors in public areas to have glazing Hardware to be commercial grade <ul style="list-style-type: none"> meet accessibility and universal design requirements all doors to have a "classroom" function, except Storage or Laundry (can have "storeroom" function). Service and Janitor rooms to have "storeroom" function Surveillance and Security <ul style="list-style-type: none"> access control at entries, exits, and from parking areas restrict access to certain floors in elevators alarm exterior doors and key interior doors to prevent unsupervised holding open 		
.5 Housing Unit Bathrooms and Common Use Washrooms	<ul style="list-style-type: none"> Plumbing Fixtures <ul style="list-style-type: none"> accessible height WC's with bolt-down lids accessible plumbing brass wheel-in showers not bathtubs grab-bars or future adaptability for same (backing in walls) Common Use Washrooms <ul style="list-style-type: none"> stainless steel towel and waste fold-down diaper change table low-flush WC's and aerators on faucets to reduce water consumption 		



Checklists

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Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.6 Housing Unit Kitchens and Common Use Kitchens	<p>Appliances ("Energy Star" rated) and Fixtures</p> <ul style="list-style-type: none"> Dishwasher <ul style="list-style-type: none"> typically not supplied in Units in Common Use Kitchens provide a "sani-cycle" appliance Refrigerators - 21.5 cu.ft. Oven Range <ul style="list-style-type: none"> 30 inches wide with 4 burners Range Hood 2 speed, 180 cfm Microwave <ul style="list-style-type: none"> typically not supplied in Units in Common Use Kitchens provide minimum 2.0 cu.ft. 1100 watt item Kitchen Improvements to aid accessibility <ul style="list-style-type: none"> pull-out shelves under wall ovens open shelving rather than cupboards with doors install plumbing to allow knee space under sinks cooktop with knee space under lower counter area with knee space under for food prep and socializing in the Kitchen Stainless steel double bowl sinks 		
.7 Millwork	<ul style="list-style-type: none"> For Housing Units <ul style="list-style-type: none"> residential casework standards For Common Use Areas <ul style="list-style-type: none"> plywood carcass construction AWMAC standards 		
.8 Laundry Room	<p>Millwork as for Common Use Areas</p> <ul style="list-style-type: none"> Laundry appliances <ul style="list-style-type: none"> electrical and mechanical requirements for specific appliances vent to exterior avoids outdoor common use areas 		
.9 Storage Areas	<p>Housing Units</p> <ul style="list-style-type: none"> 200 cu.ft. storage lockers as well as in-suite storage 		
.10 Mailbox	<p>One large mailbox at the Front Entry</p> <ul style="list-style-type: none"> ensure all elements are accessible 		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.11 Signage	Provide all required wayfinding, fire and life safety and accessibility-related signage		
.12 Elevator	Confirm elevator controllers are non-proprietary		
2. Building Mechanical Systems			
2.a Plumbing	<ul style="list-style-type: none"> Confirm low water consumption fixtures are specified All faucets should be accessible type 		
.1 Potable Water System	<ul style="list-style-type: none"> Confirm no water supply piping is in the outside walls, unless completely inside the exterior wall Confirm shut-offs for piping risers and valves are easily accessible Provide frost free hose bibs c/w automatic draining vacuum breakers / backflow preventer at: <ul style="list-style-type: none"> garbage enclosure main entry landscaped areas 		
.2 Domestic Hot Water System	<ul style="list-style-type: none"> Hot water temperature not to exceed 43 C (110 F) at tenants' faucets Hot water storage and distribution to Laundry systems should not be below 60 C (140 F) 		
.3 Drainage Systems	<ul style="list-style-type: none"> Minimize the number of stacks from roof to storm sewer, while requirements for 2-way drainage to flat roof drains Provide floor drains in housing unit Bathrooms, and in Laundry rooms and Common Use Kitchens 		
2.b Heating and Cooling			
.1 Corridors	Provide for positive pressurization in all common corridors		
.2 Suite Ventilation	<ul style="list-style-type: none"> Supply air will be ducted directly to each suite Suite ventilation systems should have heat recovery Exhaust fans to be ultra-quiet rated 		
.3 Laundry Rooms	<ul style="list-style-type: none"> Make-up air to be adequate volume and pre-heated to room temperature Dryer exhaust to be direct to outdoors Provide adequate space to service commercial equipment 		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
4 Parking Exhaust	<ul style="list-style-type: none"> Mechanical exhaust for common enclosed parking areas to have CO or combustible gas sensors Exhaust louvers to be located away from building windows or entrances, fresh air intakes or outdoor activity areas 		
2.c Fire Protection	<ul style="list-style-type: none"> Provide a complete sprinkler system in accordance with the requirements of the BC Building Code and the Authority Having Jurisdiction Provide sprinkler system zoning in accordance with NFPA 13 and the Authority Having Jurisdiction Sprinkler system installation: <ul style="list-style-type: none"> - avoid installing wet sprinkler system in cold attics and exterior walls - provide furred out drops and wall-mounted heads in top floor units Fire Extinguisher Cabinets <ul style="list-style-type: none"> - recessed installations in corridor walls preferred. (Do not compromise fire separations or wall ratings) - mount cabinet top 4'0" above finish floor 		
2.d Metering	<ul style="list-style-type: none"> Gas and Water <ul style="list-style-type: none"> - independent /separate meters for residential common areas and each separate lease space Revenue metering for local utilities <ul style="list-style-type: none"> - provide for a single utility meter on the entire service with the ability to change to individual suite utility metering 		
3. Building Electrical Systems			
3.a Electrical	<ul style="list-style-type: none"> Project design should incorporate best practices to reduce energy consumption, and incorporate sustainable technologies typical for LEED Gold buildings (although Certification for LEED is not a requirement) 		
1 Utilities	Must be underground		
2 Service Voltage	Not to exceed 250, to limit maintenance costs associated with higher voltage services		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
.3 Wiring Devices	Universal Design features: - switches to be 42" above finish floor [AFF] to the centre of the box - receptacles to be 20" AFF to the centre of the box		
.4 Lighting	<ul style="list-style-type: none"> Select luminaries to limit the number of different lamp types Provide a ceiling-mounted luminaire in suite bedrooms with a three-way switch, one at the door and one at bedside 		
.5 Emergency Lighting	<ul style="list-style-type: none"> Where provided, an emergency generator must be utilized for supply of power to emergency lighting Otherwise, utilize emergency battery Packs with remote heads; units to have 5 year warranty 		
.6 Fire Alarm	<ul style="list-style-type: none"> Provide a complete fire alarm system, integrated with the building's sprinkler system as required Provide smoke alarms in all suites, with a silence switch integral with the device 		
.7 Auto Door Openers	<ul style="list-style-type: none"> Install these at entry and lobby doors, and at key interior doors, to allow free access for persons in wheelchairs Rough-in for future auto door openers at suites, to allow for "aging-in-place" 		
.8 Telecommunications	Provide a complete telecommunications cable plant to support telephone and personal call, TV and internet, and entryphone connections to suites		
.9 Security	Provide access control, intrusion detection and video surveillance		
3.b Metering	Provide revenue metering to local utility standards, with provisions for separate metering of each residential suite, and of the "house" or common area		
4. Building Service Rooms			
4.a Size	Confirm size of rooms are adequate for proposed building systems		



Building Components	Implementation Details	Applicant Response to Implementation Details	Staff Notes
4.b Location	<ul style="list-style-type: none"> Confirm rooms are located as close as possible to service entry points Confirm the location of the rooms allow for efficient distribution, including space for servicing 		
5. Fire Safety Plan	<ul style="list-style-type: none"> Confirm a qualified consultant is engaged to produce this Plan Confirm with the Fire Department whether a secure location in the proposed building lobby is required to locate the Plan 		
6. Sustainability	<ul style="list-style-type: none"> Provide an analysis to show compliance with City objectives for High Performance Buildings for Affordable Housing Development <ul style="list-style-type: none"> sets out LEED Gold focus areas, but meeting a LEED Silver points level for these is the requirement 		
7. Acoustic Design	Floor and Wall details are provided with STC required ratings, and notes that minimize flanking noise transmission		
8. Structural Differential Shrinkage	Minimize differential shrinkage that could result from the use of steel, concrete or engineered wood in conjunction with sawn lumber		

The City of Richmond provides the following Affordable Housing Resource Guide (the "Guide") to assist the general public as part of the City's ongoing commitment to providing excellent customer service. The Guide is being made available "for information purposes only". While the content is thought to be accurate on the publication date shown, it is provided on an "as is" basis and without warranty of any kind, either expressed or implied. The City of Richmond, its elected officials, officers, agents, employees and contractors will, in no event, be liable or responsible for losses or damages of any kind arising out of the use of the Guide. Changes may be made to the Guide without prior notice.

The information contained in the Guide is subject always to the provisions of all governing legislation and bylaws including, without limitation, the BC Building Code, the City of Richmond Building Regulation Bylaw 7230, the City of Richmond Zoning Bylaw 8500, and the City of Richmond Subdivision and Development Bylaw 8751, all as they amended or replaced from time to time.

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder	Comments (verbatim)	Staff review/comments
Urban Development Institute (UDI)		
	Typo in the first bullet point following the paragraph starting with "Affordability, location..." Should read "daycare designed to be accessible".	This comment does not refer to the Resource Guide but rather the staff covering report to Committee dated Feb 24, 2015
	On PLN -27, the table indicates the goals for various housing options. However, it fails to point out that those goals are being met, except for affordable homeownership.	The table reflects current Affordable Housing Strategy (AHS) priorities as adopted by Council in 2007; affordable homeownership options will be explored as part of the current AHS update process
	On page PLN – 28, there doesn't seem to be any recognition that income levels in Richmond are under-reported. Many people living in homes worth more than \$2,000,000 are reporting little or no income. While it may be true that some people are paying up to 50% of their income in rent, one needs to consider where Richmond sits relative to other communities. The proscribed rents for AH units are well below the market rates for the same unit. In many cases, the AH rate is half as much as the market rate for a brand new apartment	30% of gross household income continues to be the accepted affordability standard in the financial/mortgage sector; the AHS update will review current data on incomes and affordability levels in Richmond.
	It would provide clarity if the City noted the Income thresholds referenced are from BC Housing (HILS) for Vancouver. It would also be beneficial if they quoted the 2015 BC Housing (HILS) rates (Link below) versus 2013. http://www.bchousing.org/resources/HPK/Rent_Calculation/HILS.pdf	The City's Social Development Strategy (2013) acknowledges that income data from Statistics Canada alone does not present a complete picture in the City and the need to work with other community partners/levels of government to better understand incomes/poverty in Richmond.
		Reference to BC Housing as the source of HIL data has been included; staff anticipate providing Council with updates to HIL rates in Fall 2015.
	In 1.5, Priority Processing is offered for projects consisting of 100% "affordable subsidized rental housing units". This is a form of development that is nearly impossible to achieve. Suggest offering priority processing to any development that exceeds the 5% of floor area as rental housing required in the AHS.	The draft Resource Guide reflects current AHS priorities and associated implementation measures as adopted by Council; the AHS update process provides an opportunity to review the current policy re: priority development application processing
	Same section: Density Bonus Approach doesn't talk about density bonuses. It says "as outlined above", but I don't see where that is done. It goes on to talk about unit mix, which doesn't have anything to do with density bonuses	The sentence has been edited to remove "as outlined above"; this section of the guide reflects the current density bonus approach in Richmond as per Council policy.
	Entry Level Homeownership simply restates the policy without adding any detail on what might be acceptable or how this might be achieved. Certainly this needs to be a significant part of the Housing Affordability Strategy.	Exploration of affordable home ownership options is included within the scope of the current AHS update process.

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
On page PLN-32, the bubble says that “The AHS is making progress...” It should clearly state that Richmond is meeting its’ goal for subsidised and rental units, but not meeting the goals for affordable homeownership.	As noted, the exploration of affordable home ownership options is within the scope of the current AHS update process.
PLN-33 and 34; both of these projects were developer driven. Polygon, in partnership with the Kiwanis, presented the proposal to the City. Page 33 should recognize that this project does not fit the present AHS and only proceeded because of the innovative approach taken by the developer. Similarly, the Storeys project was put together by a group assembled by a developer and was funded by agreements with developers to transfer cash to this project instead of building AH elsewhere. In the call for proposals, there was only one response: the developer driven proposal that is now coming to fruition. The City needs to acknowledge the help and innovative thinking that the development community has provided to enable these important projects to advance.	Partnerships and collaboration with the private, non-profit and government sectors are central elements of the current AHS (Policy #5) with the City’s Affordable Housing Reserve Fund providing significant capital funds to help support the Kiwanis project. This project is referenced in the Guide as a collaborative effort between Polygon, Kiwanis, Richmond and BC Housing. Text has been amended to highlight the innovative partnerships among these partners.
PLN-36 needs to include more information on the financial analysis. To skip over this critical part of the process is to continue to live the fantasy that somehow these projects will get done without developer engagement. It is unlikely that there will be a significant amount of help from federal or provincial governments. The City doesn’t have the resources to get these projects built on their own. The only way to build these projects is with cooperation between the City, non-profits and the development community.	Partnerships and collaboration with the private, non-profit and government sectors are central elements of the current AHS (Policy #5); The City recognizes that these partnerships are needed to help develop affordable housing. The City recognizes the invaluable contribution and experience of the development community to help create affordable housing.
PLN-39, 40 and 41 skip over the requirement for a developer to be part of the mix. To suggest that a property owner could redevelop a site as entirely not-for-profit housing is not realistic. Staff has acknowledged this in various meetings with UDI and other stakeholders. This needs to be stated.	These sections highlight the “Integrated Design Approach” necessary to develop affordable housing. The role of the owner/developer is referenced in the report as part of this process.
On PLN-42, the bubble talks about requirements for AH units. It includes a comment that there should not be a charge for parking for AH units. This is not part of the existing policy. It is also inappropriate to restrict the developer or owner from charging for parking. It is not uncommon to do so for market units (either by way of a pre-paid lease or monthly charges). Since the intent is to provide housing for people with lower incomes, many of them will not own a vehicle. It does not make sense to add to the cost of all AH units to benefit a minority. Perhaps this should be discussed at a future Affordable Housing or Liaison Committee meeting. Also, while it is desirable to provide units that meet the basic universal housing guidelines, why would ALL AH units be required to meet this? Again, it adds cost to all for the benefit of a few. Why not require the same ratio as the rest of the development? Once again, the table fails to point out where Richmond is meeting its goals and where they are not.	The text has been edited to reflect recent developments (and written into Housing Agreements) that have significantly reduced/eliminated parking charges for affordable housing tenants; future review of Low End Market Rental Units as part of AHS update will provide an opportunity to explore the issue of parking in more detail. Text in the draft Guide is consistent with Richmond’s Zoning Bylaw provisions regarding Basic Universal Housing Features

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
<p>PLN-43 and 44 are mostly a restatement of the overall development guidelines for the City. The section labelled 4.2.1.1 lists minimum sizes for units. Why would the AH units be so restricted? It is not uncommon to have market units smaller than the minimums specified. Why not require them to be the same as the market units in the rest of the project, or as are commonly available elsewhere as market units? Perhaps this should be discussed at a future Affordable Housing or Liaison Committee meeting.</p>	<p>This section recognizes that Richmond does not any formal standards for minimum unit size but does note that unit livability and visitability relates to more generous unit sizes. The text has been edited to remove the phrase "should be considered" to "are suggested as" re: minimum unit sizes for affordable housing units.</p>
<p>The spatial requirements for universal housing can have negative impacts on unit efficiency, particularly for smaller units. Suggest a percentage of affordable units are required to be universal. Some of the design features referred to as 'Basic Universal Housing' in section 4.2.1.2 don't appear to be consistent with the Richmond's 'Basic Universal Housing' such as the 6' wide diameter space to accommodate a power wheelchair or scooter in the kitchen as shown on page PLN -48. The document should be clear on which items are consistent with the Basic Universal guidelines and those that are suggested design items.</p>	<p>Dimensions have been updated to ensure consistency with the Basic Universal Housing Features provisions in the Zoning Bylaw.</p>
<p>PLN-45,46, 47 and 48 list design characteristics for accessible units. However, some of these are NOT included in the guidelines, such as 3'6" hallways and stairs. Why attempt to reinvent the wheel? Why not simply copy the accessible guidelines into the document, or refer the reader to them? The bubble on 46 speaks about "Convertible Units", specifically for townhouses. Townhouses are inherently less accessible than condos, with the requirements to make them convertible being very expensive. This seems like a contradiction in objectives: particularly for townhouses.</p>	<p>Dimensions in the Guide has been updated to ensure consistency with Zoning Bylaw provisions.</p>
<p>PLN-51 suggests a lock off unit as a way to allow a caregiver to reside with the tenant. While the lock-off suite is a good idea for market housing, if the appropriate FAR exemptions are in place to adjust for the loss of efficiency, it is very unlikely that a low income resident could afford to have a live-in caregiver. The sketch provided seems to create a lock-off suite without any exterior wall. This would not meet code or "livability" requirements.</p>	<p>Text has been added to ensure that all relevant BC Building Code provisions are met.</p>
<p>PLN-57 to the end of the document is specifications and it too prescriptive. For example specifying the type of data wiring (CAT 5e is the minimum, CAT 6 is preferred) does not contribute anything to making these units affordable. In market units, many developers aren't including data wiring: everyone is going wireless anyway. Suggest further conversation about this entire section.</p>	<p>The introductory paragraph for this section has been edited to reflect its main purpose to outline key technical considerations and guidelines (building functionality and long term operational efficiency and sustainability) that should be taken into account during the planning and design phases. Clarification is provided re: City requirements versus other guidelines/standards that may be required by other jurisdictions.</p>

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
<p>Richmond Seniors Advisory Committee</p> <p>On page 3 (1.3.3 Richmond Affordable Housing Strategy, 2nd bullet), regarding five percent of floor plan area to be built as low rental units in developments greater than 80 units, I understand from the City of Richmond Planning Department that a project with market sales did not include affordable housing as the developer requested to have these units transferred to a rental building which is to be built 2016 – 2017. I inquired if this rental building would now have affordable housing plus affordable housing from the market building, but was informed “NO” as rental buildings did not have to provide affordable housing. Hopefully, this loophole has now been closed and in future, all rental buildings will have affordable housing units. My query is, how is this transfer of affordable housing units to be recorded – not forgotten because of change of staff, etc. Is there a mechanism in place to prevent this?</p>	<p>Staff are guided by current Council policy that states that any development greater than 80 units must provide a minimum of 5% of Low End of Market units. Units secured through the Affordable Housing Strategy (including unit transfers) are tracked by staff through the City’s Affordable Housing inventory that is updated quarterly.</p>
<p>On page 11, affordable housing units are not to be integrated into market residential buildings. If indeed, affordable housing is integrated on various floors in market residential buildings (see page 19 – 4.1.2 Adjacent Uses) and these units would possibly be smaller (square foot) would not this be a problem for the architect, developer and contractor? I would think this problem would be venting, stacking, electrical, plumbing, natural gas and even electrical and computer wall plugs. Would this change of irregular size of units not add to the cost of construction?</p>	<p>Page 11 refers to the Cadence project on Hollybridge Way. This project is unique in that the 15 units of subsidized units that are targeted to lone parent families were located to be close to the planned child care facility.</p> <p>Units secured through the Affordable Housing Strategy are typically comparable in size to market units.</p>
<p>See page 19 (4.1.2 Adjacent Uses), are rental tenants allowed to use market residential common area facilities? With regards to affordable housing having access to amenities enjoyed by market residential owners, I recall a project where 5 affordable housing units were built (attached to tower) and having their own amenity space. Is this a developer’s decision and approved by the City?</p>	<p>It is the City’s intent to ensure that tenants in rental units that are secured through the Affordable Housing Strategy can access and use any common area, facility or amenity area that is enjoyed by owners and other tenants. These provisions are included in Housing Agreements between the City and a developer.</p>
<p>On page 14 (1.9 Building the Optimal Consulting Team to Develop an Affordable Housing Project), mention of building and developing affordable housing project – does this mean a complete building with affordable housing renters or does Richmond anticipate having additional high rises for affordable housing renters only, as well as Granville Avenue and Kiwanis?</p>	<p>As a key priority for the City, the provision of additional affordable rental housing is always encouraged.</p> <p>This reference to “affordable housing project” could include projects that provide either 100% affordable rental units or a proportion of rental units as part of a larger development.</p>
<p>See page 18 (Low-End Market Rental), regarding construction – same level of finishes as market residential units, but on page 34, you mention no carpet, etc.?</p>	<p>Basic Universal Housing Feature provisions included in the City’s Zoning Bylaw require that floor surfaces be slip resistant but do not specifically prohibit the use of carpets provided that they be firmly fixed, with a firm underlay and low pile. The references on page 34 are drawn from other jurisdictions and suggest that carpets be avoided, not necessarily prohibited.</p>

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
Item 3, page 18, parking for affordable housing renters to be at no charge. Kiwanis does charge for parking, is this cost at the discretion of the developer/management?	As of December 2014, Housing Agreements now state that developers/property managers cannot charge tenants in affordable housing for parking. The Kiwanis Towers project pre-dates this.
See page 19 (4.1.5 Relationship of Indoor and Outdoor Spaces), will there be a wheelchair ramp to balcony within suite, as well as including a scooter room available in parking area?	While the City's zoning regulations address wheel chair access to the building and unit, they do not however specifically require a wheelchair ramp to a balcony. Similarly, there are currently not specific provisions in the Zoning Bylaw to require space for scooter parking.
See pages 21-22 (4.2.1.2 Design Characteristics for Affordable Housing Units – Universal Housing Units and Accessible Housing Units), affordable housing units are not designated for seniors. Although, I agree that Universal Guidelines can be adapted to all affordable housing units, but who will be responsible for the added cost? If, in the likelihood, that a senior moves into a suite that has to be adapted, and she eventually moves out, is this suite reverted back to the original plans? In fact, affordable housing is for all residents in Richmond and the units can be available to anyone outside the City. I have advocated for many years that a percentage of affordable housing should be allocated to seniors and residents with disabilities. Although, you mention that Universal Guidelines would be encouraged by the City, I note that in the plans there is no indication that pocket doors are being installed in bathroom entrances, can this be included?	Richmond's Zoning Bylaw does prohibit the use of pocket doors. A reference to pocket doors has been added to the guide.
See page 27, Supportive Housing Projects – these would be rentals and solely for supportive and assisted living residents. Is this a correct assumption?	Yes, the reference in this example could be a rental unit and potentially accommodate a care giver to support a resident/tenant.
See page 31 (B - Pace Models to serve frail seniors in their own homes), note in USA they have adult daycare. Is this to be an initiative in Richmond, as at present there are perhaps a total of 3-4 adult daycare facilities? I believe that it would be a positive move for the City of Richmond to encourage developers to incorporate space on the ground level for adult daycare. This would alleviate the worry of families finding appropriate safe daycare and also an excellent social environment for seniors.	The need for adult day in Richmond is recognized, however at present, there are no plans to provide additional facilities in the City.
See pages 34 - 45, is this an example of what we can expect in an affordable housing tower? Have these specifications been copied from Kiwanis project design?	This section serves primarily as a guide to groups interested in pursuing affordable housing projects and outlines key technical considerations and guidelines that should be taken into account during planning and design phases. Many of the guidelines referenced in this section are outside of the City's jurisdiction. While the Kiwanis Towers may include many of these features, they have not been specifically copied from that specific project.

Affordable Housing Resource Guide – Stakeholder Input

Stakeholder Comments (verbatim)	Staff review/comments
See page 38 (5.3.15 – Additional Interior Design Considerations – Signage) – 50% or more of the content on a sign is encouraged to be in the English language. Why encouraged, not enforced?	The City's current Sign Bylaw does not require a minimum amount of English. This provision will be retained in the current update of the Sign Bylaw per Council direction of May 25, 2015.



April 16, 2015

City of Richmond Affordable Housing Resource Guide

UDI Liaison Committee Feedback

Link to guide: http://www.richmond.ca/agendafiles/Open_Planning_3-17-2015.pdf (full report starts on page 15)

1. Typo in the first bullet point following the paragraph starting with "Affordability, location..."
Should read "daycare designed to be accessible".
2. On PLN -27, the table indicates the goals for various housing options. However, it fails to point out that those goals are being met, except for affordable homeownership.
3. On page PLN – 28, there doesn't seem to be any recognition that income levels in Richmond are under-reported. Many people living in homes worth more than \$2,000,000 are reporting little or no income. While it may be true that some people are paying up to 50% of their income in rent, one needs to consider where Richmond sits relative to other communities. The proscribed rents for AH units are well below the market rates for the same unit. In many cases, the AH rate is half as much as the market rate for a brand new apartment

It would provide clarity if the City noted the Income thresholds referenced are from BC Housing (HILS) for Vancouver. It would also be beneficial if they quoted the 2015 BC Housing (HILS) rates (Link below) versus 2013. http://www.bchousing.org/resources/HPK/Rent_Calculation/HILs.pdf
4. In 1.5, Priority Processing is offered for projects consisting of 100% "affordable subsidized rental housing units". This is a form of development that is nearly impossible to achieve. Suggest offering priority processing to any development that exceeds the 5% of floor area as rental housing required in the AHS.
5. Same section: Density Bonus Approach doesn't talk about density bonuses. It says "as outlined above", but I don't see where that is done. It goes on to talk about unit mix, which doesn't have anything to do with density bonuses.

6. Entry Level Homeownership simply restates the policy without adding any detail on what might be acceptable or how this might be achieved. Certainly this needs to be a significant part of the Housing Affordability Strategy.
7. On page PLN-32, the bubble says that “The AHS is making progress...” It should clearly state that Richmond is meeting its’ goal for subsidised and rental units, but not meeting the goals for affordable homeownership.
8. PLN-33 and 34; both of these projects were developer driven. Polygon, in partnership with the Kiwanis, presented the proposal to the City. Page 33 should recognize that this project does not fit the present AHS and only proceeded because of the innovative approach taken by the developer. Similarly, the Storeys project was put together by a group assembled by a developer and was funded by agreements with developers to transfer cash to this project instead of building AH elsewhere. In the call for proposals, there was only one response: the developer driven proposal that is now coming to fruition. The City needs to acknowledge the help and innovative thinking that the development community has provided to enable these important projects to advance.
9. PLN-36 needs to include more information on the financial analysis. To skip over this critical part of the process is to continue to live the fantasy that somehow these projects will get done without developer engagement. It is unlikely that there will be a significant amount of help from federal or provincial governments. The City doesn’t have the resources to get these projects built on their own. The only way to build these projects is with cooperation between the City, non-profits and the development community.
10. PLN-39,40 and 41 skip over the requirement for a developer to be part of the mix. To suggest that a property owner could redevelop a site as entirely not-for-profit housing is not realistic. Staff has acknowledged this in various meetings with UDI and other stakeholders. This needs to be stated.
11. On PLN-42, the bubble talks about requirements for AH units. It includes a comment that there should not be a charge for parking for AH units. This is not part of the existing policy. It is also inappropriate to restrict the developer or owner from charging for parking. It is not uncommon to do so for market units (either by way of a pre-paid lease or monthly charges). Since the intent is to provide housing for people with lower incomes, many of them will not own a vehicle. It does not make sense to add to the cost of all AH units to benefit a minority. Perhaps this should be discussed at a future Affordable Housing or Liaison Committee meeting. Also, while it is

desirable to provide units that meet the basic universal housing guidelines, why would ALL Ah units be required to meet this? Again, it adds cost to all for the benefit of a few. Why not require the same ratio as the rest of the development? Once again, the table fails to point out where Richmond is meeting its goals and where they are not.

12. PLN-43 and 44 are mostly a restatement of the overall development guidelines for the City. The section labelled 4.2.1.1 lists minimum sizes for units. Why would the AH units be so restricted? It is not uncommon to have market units smaller than the minimums specified. Why not require them to be the same as the market units in the rest of the project, or as are commonly available elsewhere as market units? Perhaps this should be discussed at a future Affordable Housing or Liaison Committee meeting.

The spatial requirements for universal housing can have negative impacts on unit efficiency, particularly for smaller units. Suggest a percentage of affordable units are required to be universal. Some of the design features referred to as 'Basic Universal Housing' in section 4.2.1.2 don't appear to be consistent with the Richmond's 'Basic Universal Housing' such as the 6' wide diameter space to accommodate a power wheelchair or scooter in the kitchen as shown on page PLN -48. The document should be clear on which items are consistent with the Basic Universal guidelines and those that are suggested design items.

13. PLN-45,46,47 and 48 list design characteristics for accessible units. However, some of these are NOT included in the guidelines, such as 3'6" hallways and stairs. Why attempt to reinvent the wheel? Why not simply copy the accessible guidelines into the document, or refer the reader to them? The bubble on 46 speaks about "Convertible Units", specifically for townhouses.

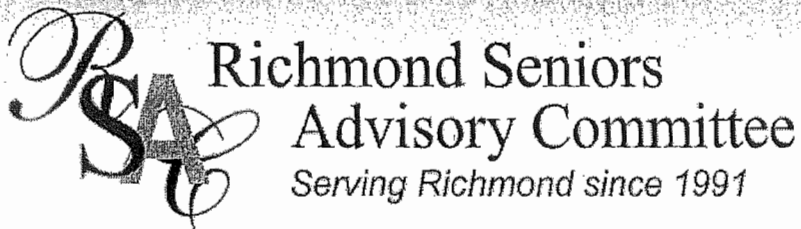
Townhouses are inherently less accessible than condos, with the requirements to make them convertible being very expensive. This seems like a contradiction in objectives: particularly for townhouses.

14. PLN-51 suggests a lock off unit as a way to allow a caregiver to reside with the tenant. While the lock-off suite is a good idea for market housing, if the appropriate FAR exemptions are in place to adjust for the loss of efficiency, it is very unlikely that a low income resident could afford to have a live-in caregiver. The sketch provided seems to create a lock-off suite without any exterior wall. This would not meet code or "livability" requirements.

15. PLN-54,55 and 56 offer examples of innovative approaches to providing housing. All but one are from the U.S., with the one local example being in Vancouver. The U.S. examples cannot be repeated here: there isn't the same financial support from the provincial or federal

governments as exists in the U.S. The Vancouver example relied on funding from the Federal Infrastructure grants, a program that is no longer available. The “Remy” project on Cambie, in Richmond, is a better example of accessing the FI grants: S.U.C.C.E.S.S. was able to purchase 81 units of affordable market housing by leveraging that grant money, along with the affordable units provided under Richmond’s AH. It is curious why a project that has been widely praised as very successful is ignored in favour of examples from elsewhere.

16. PLN-57 to the end of the document is specifications and it too prescriptive. For example specifying the type of data wiring (CAT 5e is the minimum, CAT 6 is preferred) does not contribute anything to making these units affordable. In market units, many developers aren’t including data wiring: everyone is going wireless anyway. Suggest further conversation about this entire section.



May 4, 2015

City of Richmond
6911 Number 3 Road
Richmond, BC, V6Y 2C1

Attn: Ms. Joyce Rautenberg, Affordable Housing

Dear Joyce:

Re: Affordable Housing Resource Guide

On behalf of **Richmond Seniors Advisory Committee, the Housing Sub-Committee** has been requested to provide comments on the Affordable Housing Resource Guide.

We were reminded that this report is a Resource Guide, which can be followed in its entirety or various segments that would pertain to developers building affordable housing within Richmond.

On page 3 (1.3.3 Richmond Affordable Housing Strategy, 2nd bullet), regarding five percent of floor plan area to be built as low rental units in developments greater than 80 units, I understand from the City of Richmond Planning Department that a project with market sales did not include affordable housing as the developer requested to have these units transferred to a rental building which is to be built 2016 – 2017. I inquired if this rental building would now have affordable housing plus affordable housing from the market building, but was informed “NO” as rental buildings did not have to provide affordable housing. Hopefully, this loophole has now been closed and in future, all rental buildings will have affordable housing units. **My query is, how is this transfer of affordable housing units to be recorded – not forgotten because of change of staff, etc. Is there a mechanism in place to prevent this?**

On page 11, affordable housing units are not to be integrated into market residential buildings. **If indeed, affordable housing is integrated on various floors in market residential buildings (see page 19 – 4.1.2 Adjacent Uses) and these units would possibly be smaller (square foot) would not this be a problem for the architect, developer and contractor?** I would think this problem would be venting, stacking, electrical, plumbing, natural gas and even electrical and computer wall plugs. **Would this change of irregular size of units not add to the cost of construction?**

See page 19 (4.1.2 Adjacent Uses), **are rental tenants allowed to use market residential common area facilities?** With regards to affordable housing having access to amenities enjoyed by market residential owners, I recall a project where 5 affordable housing units were built (attached to tower) and having their own amenity space. **Is this a developer's decision and approved by the City?**

On page 14 (1.9 Building the Optimal Consulting Team to Develop an Affordable Housing Project), mention of building and developing affordable housing project – **does this mean a complete building with affordable housing renters or does Richmond anticipate having additional high rises for affordable housing renters only, as well as Granville Avenue and Kiwanis?**

See page 18 (Low-End Market Rental), regarding construction – same level of finishes as market residential units, **but on page 34, you mention no carpet, etc.?**

Item 3, page 18, parking for affordable housing renters to be at no charge. **Kiwanis does charge for parking, is this cost at the discretion of the developer/management?**

See page 19 (4.1.5 Relationship of Indoor and Outdoor Spaces), **will there be a wheelchair ramp to balcony within suite, as well as including a scooter room available in parking area?**

See pages 21-22 (4.2.1.2 Design Characteristics for Affordable Housing Units – Universal Housing Units and Accessible Housing Units), affordable housing units are not designated for seniors. Although, I agree that Universal Guidelines can be adapted to all affordable housing units, but who will be responsible for the added cost? If, in the likelihood, that a senior moves into a suite that has to be adapted, and she eventually moves out, is this suite reverted back to the original plans? In fact, affordable housing is for all residents in Richmond and the units can be available to anyone outside the City. I have advocated for many years that a percentage of affordable housing should be allocated to seniors and residents with disabilities. **Although, you mention that Universal Guidelines would be encouraged by the City, I note that in the plans there is no indication that pocket doors are being installed in bathroom entrances, can this be included?**

See page 27, Supportive Housing Projects – these would be rentals and solely for supportive and assisted living residents. **Is this a correct assumption?**

See page 31 (B - Pace Models to serve frail seniors in their own homes), note in USA they have adult daycare. **Is this to be an initiative in Richmond, as at present there are perhaps a total of 3-4 adult daycare facilities? I believe that it would be a positive move for the City of Richmond to encourage developers to incorporate space on the ground level for adult daycare. This would alleviate the worry of families finding appropriate safe daycare and also an excellent social environment for seniors.**

See pages 34 - 45, is this an example of what we can expect in an affordable housing tower? **Have these specifications been copied from Kiwanis project design?**

See page 38 (5.3.15 – Additional Interior Design Considerations – Signage) – 50% or more of the content on a sign is encouraged to be in the English language. **Why encouraged, not enforced?**

Conclusion

We wish to thank the City of Richmond for giving us the opportunity to review and comment on the Affordable Housing Resource Guide. We think this document is a good first step to encourage developers to incorporate affordable housing in their projects. We would appreciate being kept apprised of any additions and have the opportunity to work with your team on all positive changes to this Guide. In addition, we would request that this letter be included with any report that goes forward to City Council on this subject.

Submitted by:

Aileen Cormack

Chair, Housing Sub-Committee

Richmond Seniors Advisory Committee

Joan Hawes

Member, Housing Sub-Committee

Richmond Seniors Advisory Committee



City of Richmond




Report to Committee

To: Planning Committee
From: David Weber
Director, City Clerk's Office
Date: June 15, 2015
File: 12-8060-20-9259-
9267/2015-Vol 01
Re: **Board of Variance Bylaw No.9259 and Consolidated Fees Bylaw No.8636,
Amendment Bylaw No. 9267**

Staff Recommendation

1. That Board of Variance Bylaw No. 9259 be introduced and given first, second and third readings; and
2. That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9267 be introduced and given first, second and third readings.

David Weber
Director, City Clerk's Office
(604-276-4098)

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

Staff Report

Origin

On April 27, 2015, it was announced that Richmond City Council would undertake a process to consider the early termination of land use contracts within the City. As part of that process and in order to incorporate new legislative powers for the Board of Variance to hear appeals relating to the early termination of land use contracts, a review of the Board of Variance Establishment and Procedure Bylaw has been conducted. As a result of this review, a new Board of Variance Bylaw is presented for Council's consideration.

Analysis

Together with the existing and recently enacted amendments to the *Local Government Act* that govern Boards of Variance, an up-to-date Board of Variance bylaw has been drafted to include the necessary procedural and regulatory provisions for an efficient and compliant Board of Variance appeal process. The proposed bylaw:

- establishes the jurisdiction and purpose of the Board;
- authorizes and provides for administrative and technical staff support;
- defines BOV application requirements and rules for application handling;
- establishes application fees (through the Consolidated Fees Bylaw);
- provides for scheduling and notice for BOV hearings; and
- outlines hearing procedures (including provisions relating to quorum, order of proceedings, rules for delegations, rules for deliberations and decisions of the Board, record-keeping, and provisions for the inspection and availability of Board decisions).

A new category of application has also been established for land use contract early termination appeals to the Board of Variance. The recommended application fee is \$650 which is based on the estimated staff time and resources that will be required to process applications, conduct BOV hearings and to provide notification for each application.

It is also recommended that the fees for other types of Board of Variance applications be standardized at this same level. Although there have only been a handful of applications in recent years, the application fees for BOV appeals have not been reviewed and have therefore remained essentially the same for the past 20 years. Accordingly, the fees (\$173 and \$144 respectively for appeal applications relating to variances or exemptions and appeal applications relating to non-conforming uses) are very outdated and would not realistically cover the current costs associated with processing such applications today. It is recommended that all BOV application fees be standardized and set at \$650.

Financial Impact

None.

Conclusion

An updated Board of Variance bylaw, together with provisions found in the *Local Government Act*, will provide staff and the Board with the procedural and administrative controls necessary to conduct an efficient and effective appeal process. Adoption of the new bylaw and the establishment of the associated application fees are recommended.

A handwritten signature in black ink, appearing to read "David Weber". The signature is fluid and cursive, with a large initial "D" and "W".

David Weber
Director, City Clerk's Office
(604-276-4098)

- Att. 1: Board of Variance Bylaw No. 9259
2: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9267



BOARD OF VARIANCE BYLAW NO. 9259

The Council of the City of Richmond enacts as follows:

PART ONE: CONTINUATION AND JURISDICTION OF BOARD

1.1 Continuation of Board

1.1.1 The **Board**, established by previous bylaw of the **City**, is hereby continued.

1.2 Jurisdiction of Board

1.1.2 The **Board** shall hear and determine **applications** on the grounds and to the extent set out in the *Local Government Act*.

PART TWO: ADMINISTRATIVE AND TECHNICAL SUPPORT

2.1 Administrative Support

2.1.1 The **Corporate Officer**, or a person assigned by the **Corporate Officer**, shall be the Secretary to the **Board**.

2.1.2 The **Secretary** shall have the following duties:

- (a) determine completeness of an **application**;
- (b) provide notice of an **application** in accordance with the *Local Government Act* and this bylaw;
- (c) prepare the agenda and minutes for each **Board** meeting;
- (d) provide notice of a **Board** decision in accordance with this bylaw; and
- (e) maintain a record of all decisions of the **Board** and ensure that the record is available for public inspection during normal business hours.

2.2 Technical Support

2.2.1 The **City's** Planning and Development Division shall provide technical support to the **Board** in respect to an **application**.

2.2.2 The representative(s) of the Planning and Development Division may:

- (a) provide a written report to the **Board** in respect to an **application**; and/or
- (b) attend a **hearing** and respond to any questions from the **Board**.

PART THREE: APPLICATION PROCEDURES

3.1 Completion of Application

3.1.1 A person or an owner, as applicable, may apply to the **Board** for an order under the following section(s) of the *Local Government Act*:

- (a) section 901 [*Variance or exemption to relieve hardship*];
- (b) section 901.1 [*Exemption to relieve hardship from early termination of land use contract*];
- (c) section 902 [*Extent of damage preventing reconstruction as non-conforming use*].

3.1.2 The person or owner making an **application** shall submit the following to the **Secretary**:

- (a) a completed application form together with any required supporting materials, including any applicable drawings and plans, and the grounds of the **application**, in form and content satisfactory to the **Secretary**;
- (b) title search, dated no earlier than 30 days from the **application** date, for the land that is the subject of the **application**; and
- (c) the applicable fee specified in the Consolidated Fees Bylaw No. 8636, which fee is non-refundable except in accordance with section 3.2.2 of this bylaw.

3.1.3 The owner making an **application** pursuant to section 3.1.1(b) of this bylaw shall submit the following additional materials and information:

- (a) a copy of the land use contract registered on title, together with any amendments to the land use contract; and
- (b) the length of extension requested for the termination of the land use contract, the nature of the hardship requiring the extension, and how the extension would relieve the hardship, together with any supporting documents or materials.

3.1.4 The **Secretary** shall examine each **application** and may request the applicant to submit such further information or materials as the **Secretary** may deem necessary.

- 3.1.5 An **application** for an order under section 3.1.1(b) of this bylaw shall be made within 6 months after the adoption of the bylaw, authorized by section 914.2 [*early termination of land use contracts*] of the **Local Government Act**, that is applicable to the land for which the order is sought.

3.2 Withdrawal or Adjournment

- 3.2.1 A person or owner who has made an **application** may, at any time prior to the **hearing** date, apply to the **Secretary** to withdraw the **application** or request an adjournment of the **hearing**.
- 3.2.2 If a person or owner withdraws an **application** prior to the mailing or delivery of notices for the **hearing** pursuant to section 4.1.2 of this bylaw, the person or owner is entitled to a refund of 50% of the fee paid pursuant to section 3.1.2(c) of this bylaw.
- 3.2.3 If the **Secretary** grants a request to adjourn a **hearing** after the mailing or delivery of the notices for the **hearing** pursuant to section 4.1.2 of this bylaw, the person or owner shall pay to the **City** the additional fee specified in the Consolidated Fees Bylaw No. 8636 for mailing or delivery of notices in respect to the new **hearing** date.

PART FOUR: BOARD PROCEDURES

4.1 Pre-Meeting Procedures

- 4.1.1 Upon the **Secretary** being satisfied the **application** is complete, the **Secretary** shall:
- (a) schedule the **hearing** of the **application** for the next available meeting date for the **Board**;
 - (b) provide notice of the **hearing** in accordance with section 4.1.2 of this bylaw; and
 - (c) provide the completed **application** to the **Board** and the **City's** Planning and Development Division.
- 4.1.2 Not less than 10 days before the **hearing** date for an **application** for an order pursuant to section 3.1.1(a) or (b) of this bylaw, the **Secretary** shall mail or otherwise deliver written notice of the **hearing** date, time, location and subject matter for the **application** to:
- (a) the person or owner making the **application**;
 - (b) the tenants in occupation of the land that is the subject of the **application**; and

- (c) the owners and tenants in occupation of land that is immediately adjacent to or within 50 metres of the land that is the subject of the **application**.

4.1.3 The **Secretary** may schedule more than one **hearing** for each **Board** meeting.

4.2 Meeting Procedures

4.2.1 The quorum of the **Board** for a meeting is the majority of its members.

4.2.2 If a quorum is not present within 15 minutes after the scheduled time of the meeting, the **Secretary** shall cancel the meeting and:

- (a) record the names of the persons present;
- (b) reschedule the **applications** to be heard at that meeting to the next available **Board** meeting; and
- (c) either:
 - (i) prior to cancelling the meeting, announce the new **hearing** date and location for each rescheduled **application**; or
 - (ii) provide notice of the new **hearing** date and location in accordance with section 4.1.2 of this bylaw.

4.2.3 At the beginning of each **hearing**, the **Secretary** must provide to the **Board** and the applicant any written submissions in respect to the **application** received in advance of the **hearing**.

4.2.4 The applicant must be afforded the first opportunity to make a submission to the **Board**, after which submissions may be presented by other persons in the order determined by the Chair of the meeting, until all persons wishing to make a submission relevant to the **application** have been given an opportunity to be heard.

4.2.5 Other than the applicant, persons making submissions to the **Board** at a **hearing** must not exceed a total speaking time of five minutes, excluding the time taken for questions posed by **Board** members, unless the **Board** authorizes additional speaking time.

4.2.6 The **Board**, in its discretion, may:

- (a) establish procedures for **Board** meetings and **hearings**, provided such procedures do not conflict with the provisions of this bylaw;
- (b) administer an oath or affirmation for oral evidence;
- (c) accept evidence that is unsworn, written or hearsay evidence; and

- (d) before evidence is presented at a **hearing**, direct that:
 - (i) no oral evidence will be allowed to be given unless all of the witnesses first take an oath or affirmation in the same manner as witnesses at a civil trial in the Supreme Court of British Columbia; or
 - (ii) no written evidence will be allowed to be given unless it is given by affidavit.
- 4.2.7 The **Board** may, at any time, adjourn a meeting or the **hearing** of an **application**, provided either:
- (a) prior to the adjournment, the **Secretary** announces the new date and location for the meeting or **hearing**; or
 - (b) the **Board** directs the **Secretary** to provide notice of the new meeting or **hearing** date and location in accordance with section 4.1.2 of this bylaw.
- 4.2.8 The **Board** must not hear any oral or written submissions in respect to an **application** except at a **hearing** for the **application**.

4.3 Decision-Making Procedures

- 4.3.1 At the conclusion of the **hearing** for an **application**, the Board may:
- (a) grant or deny the order requested by the applicant and provide reasons for the grant or denial;
 - (b) request further information from the applicant, the **City's** Planning and Development Division or any person who has made a submission to the **Board** in respect to the **application** and adjourn the **hearing** in accordance with section 4.2.7 of this bylaw; or
 - (c) reserve its decision and provide a written decision at a later date.
- 4.3.2 The decision of the **Board** to either grant or deny an order must be supported by not less than 3 members of the **Board**.
- 4.3.3 A **Board** member must not abstain from voting in respect to an **application** heard by the **Board** member.
- 4.3.4 **Board** members not present during a **hearing** for an **application** must not participate in making a decision in respect to the **application**.
- 4.3.5 A **Board** member shall not discuss the merits of an **application** other than with another **Board** member who was present at the **hearing** for the **application**.

- 4.3.6 If an applicant, or his or her representative, does not attend the **hearing** for the **application**, the **Board** may adjourn the **hearing** in accordance with section 4.2.7 of this bylaw or make a decision in the absence of the person or owner.
- 4.3.7 Following a decision by the **Board** in respect to an **application**, the **Secretary** must mail or otherwise deliver to the applicant written notice of the **Board's** decision.
- 4.3.8 The **Board** shall not rehear an **application** covering the identical grounds or principles upon which the **Board** has previously rendered a decision.

PART FIVE: INTERPRETATION

- 5.1 In this bylaw, unless the context requires otherwise:

APPLICATION	means an application for an order under section 3.1.1(a), (b) or (c) of this bylaw
BOARD	means the Board of Variance for the City continued pursuant to this bylaw
CITY	means the City of Richmond
COMMUNITY CHARTER	means <i>Community Charter</i> , SBC 2003, c. 26, as amended or replaced from time to time
CORPORATE OFFICER	means the person appointed by Council pursuant to section 148 of the <i>Community Charter</i> as the Corporate Officer of the City , or his or her designate
HEARING	means the hearing of an application by the Board
LOCAL GOVERNMENT ACT	means <i>Local Government Act</i> , RSBC 1996, c. 323, as amended or replaced from time to time
SECRETARY	means the person assigned to be Secretary to the Board in accordance with section 2.1.1 of this bylaw

PART SIX: SEVERABILITY

- 6.1 If any section, subsection, paragraph, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

PART SEVEN: REPEAL AND CITATION

- 7.1 Board of Variance Establishment and Procedure Bylaw No. 7150 is hereby repealed.
- 7.2 This bylaw is cited as "**Board of Variance Bylaw No. 9259**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 



**Consolidated Fees Bylaw No. 8636,
Amendment Bylaw No. 9267**

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended by deleting the schedule titled "SCHEDULE – BOARD OF VARIANCE ESTABLISHMENT AND PROCEDURE" in its entirety and substituting the following:

"SCHEDULE – BOARD OF VARIANCE

Board of Variance Bylaw No. 9259

Application Fees

Sections 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 901 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$650.00
Application for order under section 901.1 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$650.00
Application for order under section 902 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$650.00
Fee for notice of new hearing due to adjournment by applicant	\$150.00

2. This Bylaw is cited as "Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9267".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept <i>DW</i>
APPROVED for legality by Solicitor <i>hy</i>



City of Richmond

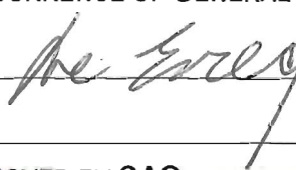


Report to Committee

To: Planning Committee
From: Wayne Craig
Director of Development
Date: June 16, 2015
File: 08-4430-03-11/2015-
Vol 01
Re: **Proposed Zoning Text Amendment – Notification Signs for City-initiated
Rezoning or Text Amendments**

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9264, that clarifies that notification signs for City-initiated rezoning or text amendments are not required, be introduced and given first reading.


Wayne Craig
Director of Development
(604-247-4625)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Clerks Law	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

On April 27, 2015, Richmond City Council directed staff to bring forward bylaws that would result in the early termination of all 93 land use contracts (LUC) that include single-family properties within the City of Richmond. In addition to the early termination of LUC's, staff are also directed to bring forward bylaws to establish underlying zoning for the 93 LUC areas. Prior to bringing forward underlying zoning bylaws and related LUC terminations bylaws, a bylaw amendment to Richmond Zoning Bylaw No. 8500 is needed to clarify that a notification sign on each individual property is not required.

A public hearing for the early LUC termination and underlying zoning bylaws is anticipated to occur in late 2015. In the interim, a comprehensive public information process is underway to help inform residents and other stakeholders of the proposed changes.

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

3.1. Growth and development that reflects the OCP, and related policies and bylaws.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

7.2. Well-informed and sustainable financial decision making.

This report supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

9.2. Effective engagement strategies and tools.

Findings of Fact

The requirement to post a notification sign is an obligation of Richmond's Zoning Bylaw rather than the *Local Government Act*. Section 2.4 of Richmond's Zoning Bylaw requires that all rezoning applicants post a notification sign on the site at least 14 days prior to a public hearing. This section is intended to ensure area residents are aware of specific development proposals rather than situations where multiple properties are affected by the same zoning amendment at the same time. For City-initiated rezonings or text amendments, the City does not have the ability to post notifications signs on private property.

Background on Land Use Contracts

The provincial legislation enabling land use contracts (LUC) was in effect for a short period of time between 1973 and 1979. During that time, the City of Richmond entered into several LUC's with property owners addressing the use and development rights of a property. Many of those regulations are out of date and are not consistent with more modern use and development rights provided in Richmond Zoning Bylaw No. 8500 which is the current zoning bylaw. Until recently, consent from both the municipality and property owner was required prior to modifying or discharging a LUC from the title of a property and establishing the underlying zoning.

After repeated efforts by Richmond City Council requesting the Provincial government to provide municipal governments with the authority necessary to address LUC's, the *Local Government Act* was amended on May 29, 2014.

Since the new legislation was adopted, staff and Richmond City Council have been reviewing the legal and procedural requirements of terminating LUC's prior to the sunset date of June 30, 2024. In order to pursue the early termination of LUC's, the following must take place:

- adopt underlying zoning for all LUC properties (this has to be completed no later than June 30, 2022);
- schedule and hold a public hearing on both the underlying zoning and the early termination of 93 LUC's as per the legal requirements of the *Local Government Act* (this will require a mailed notification to over 15,000 residents, and securing a larger venue in anticipation of a high level of interest);
- provide the Board of Variance with new authority to hear appeals on the early termination of LUC's and to extend the dates set in early termination bylaws for reasons of hardship, up to the sunset date of June 30, 2024.

On April 27, 2015, Council directed staff to bring forward bylaws that would result in the early termination of all 93 LUC's that include single-family properties. Some of the 93 LUC's also include multi-family residential (townhouses and apartments) and institutional uses. In addition to the early termination of the LUC's, staff are also directed to bring forward bylaws to establish underlying zoning for the 93 LUC areas.

Prior to bringing forward underlying zoning bylaws and related LUC termination bylaws, there are a number of steps that must be taken. They include:

- Bylaw amendments to Richmond Zoning Bylaw No. 8500 to clarify that the requirement for a notification sign on an individual property for City-initiated rezoning or text amendments which is the subject of this report;
- Preparation of a new Board of Variance Bylaw to establish application fees for the optional LUC early termination bylaw appeals, update the application procedures and requirements, update and review the notification procedures, and provide for other housekeeping updates which is the subject of a separate report;
- Establish the form of the public hearing notice that will include up to 186 separate bylaws and will be mailed to over 15,000 residents; and
- Ensure availability of off-site venues that can host a larger sized public hearing.

It is anticipated that two sets of bylaws will be introduced to Council in the fall of 2015. The first set of bylaws will establish underlying zoning for properties affected by the 93 LUC's. The second set of bylaws will terminate those 93 LUC's. If Council gives first reading to those bylaws, the bylaws would be forwarded to a special public hearing to be held later in 2015. The public hearing will provide an opportunity for those who believe that their interest in property is

affected by the proposed bylaws to be heard or to present written submissions. Following the public hearing, Council would consider adoption of the bylaws.

The provincial legislation requires a transition period of at least one year after the LUC termination bylaw is adopted unless otherwise specified by City Council. For example if LUC termination bylaws are adopted at the end of 2015, then the LUC would still be valid for a minimum of one year before the LUC is terminated. The provincial legislation has also given the City's Board of Variance new authority to consider appeals by a property owner regarding timing of the LUC termination date due to hardship. The Board of Variance can extend the termination date for a LUC for a particular property to a later date up to June 30, 2024. If granted, the extension would only apply to the particular property owner and would end if the property ownership changes.

Analysis

As part of the process to terminate LUC's, underlying zoning would have to be established for the more than 4,000 properties that would be affected. Read extremely narrowly, section 2.4 of Richmond's Zoning Bylaw could be interpreted to indicate a notification sign should be posted on each property prior to a public hearing. This would be impossible as the City has no authority to post signage on private property. The City has already begun a multi-faceted communications strategy to provide members of the public with information on what the City is doing with respect to the establishment of underlying zoning and the early termination of LUC's.

To date, the communication strategy has included the following:

- a press release explaining the proposed changes and process;
- a separate webpage link at www.richmond.ca/plandev/planning2/projects/LUC.htm that includes a summary of the process and frequently asked questions;
- a separate email address (luc@richmond.ca) and phone number (604-204-8626) for members of the public to contact if they have questions or wish to provide comments and other feedback; and
- static display boards with summary information and maps which can be found in the main lobby at City Hall.

The addition of a notification sign for each property that is proposed to have underlying zoning would not be necessary due to the comprehensive communication strategy.

The City will post a notification sign if an individual City-owned parcel is subject to a rezoning proposal. A recent example is the temporary fire hall at 6931 Granville Avenue where a text amendment was required to the existing zone to allow for emergency services. In that case, two notification signs were used, in addition to the required public hearing notices. The statutory requirements to inform residents and adjacent property owners and tenants would ensure that there is sufficient notice. The City will also consider additional consultation with the community, in addition to the public hearing requirements.

Financial Impact

None.

Conclusion

As part of the process to terminate land use contracts that have single family properties, an amendment would be required to Richmond Zoning Bylaw 8500 to clarify that notification signs for City-initiated rezoning or text amendments are not required. A multi-faceted communications strategy is underway to properly inform the public on the implications of terminating land use contracts. As such, requiring over 4,000 notification signs would not be necessary.

It is recommend that Zoning Bylaw 8500, Amendment Bylaw 9264, be introduced and given first reading.

A handwritten signature in blue ink, appearing to read 'John Hopkins', is written over the printed name.

John Hopkins, MCIP
Senior Planner
(604-276-4279)

JH:cas



**Richmond Zoning Bylaw 8500
Amendment Bylaw No. 9264**

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

1. Richmond Zoning Bylaw 8500 is amended by adding the following to Section 2.4:

“2.4.9. Notwithstanding Section 2.4.1, a notification sign is not required for City-initiated rezoning or text amendments.”
2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9264”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

ADOPTED

_____ _____ _____ _____ _____

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Memorandum Planning and Development Division Development Applications

To: Mayor and Councillors
From: Cathryn Volkering Carlile,
General Manager, Community Services
Wayne Craig,
Director of Development
Date: July 10, 2015
File: RZ14-660662
RZ14-660663
Re: **Oris Development (Hamilton) Corp.**
Rezoning Applications for Parcels 2 and 3 in Hamilton
Revised Affordable Housing Considerations and Zoning Amendment Bylaws

This memorandum provides Mayor and Council with an update on the above-noted applications as directed at the July 7, 2015 Planning Committee meeting. At this meeting, Committee directed staff to enter into discussions with the applicant, Oris Development (Hamilton) Corp., to see if there was an ability to provide market rental or affordable housing units in the proposed developments.

Staff has had focused discussions with the two (2) developers, Oris Development (Hamilton) Corp. and New Coast Lifestyles (NCL) Ltd., regarding the provision of affordable housing units in these developments. An agreement has been reached whereby the developers would be willing to provide affordable housing units in lieu of the affordable housing cash contribution currently identified in the rezoning report. The applicant has agreed to:

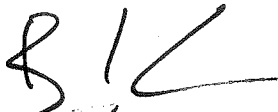
- Register the City's standard Affordable Housing Agreement to secure three (3) 1-bedroom units within the mixed-use commercial/residential building on Parcel 2 in lieu of providing the currently required affordable housing cash-in-lieu contribution for each rezoning application for Parcels 2 and 3;
- The three (3) affordable housing units will have a total combined floor area of at least 159 m² (1708 ft²). The proposed units will comply with the minimum unit sizes, tenant eligibility and rental rates specified in the Affordable Housing Strategy.


The applicant has stated that they would like the ability to potentially move the above units/total square footage to a future development site in the area that will be providing affordable housing units. This request is being made so the units could potentially be combined with other affordable housing units in order to create a block of affordable units that could be marketed to a non-profit housing provider. This would not replace future affordable housing units and would be in addition to requirements in future buildings. Such a request would require future consideration by Council and suitable relocation provisions for any tenants that may be occupying the units.

July 10, 2015

- 2 -

Should Council wish to pursue the proposed built affordable housing units instead of the cash contribution to the Affordable Housing Reserve, the attached revised Bylaws 9261 and 9262 should be introduced and given First Reading. The Rezoning Considerations provided in Attachment 3 would also replace the Rezoning Considerations attached to the rezoning staff report.


Wayne Craig,
Director of Development


Cathryn Volkering Carlile,
General Manager, Community Services

cc: Joe Erceg, General Manager, Planning and Development
Mark McMullen, Senior Coordinator – Major Projects

Attachment 1 Revised Zoning Amendment Bylaw 9261
Attachment 2 Revised Zoning Amendment Bylaw 9262
Attachment 3 Revised Rezoning Considerations



City of Richmond

Bylaw 9261

Richmond Zoning Bylaw 8500 Amendment Bylaw 9261 (RZ14-660662) Parts of 23241 and 23281 Gilley Road; Part of 23060, 23066, 23080 and part of 23100 Westminster Highway

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

1. Richmond Zoning Bylaw 8500 is amended by:

a. Inserting in Section 3.4 (Use and Term Definitions) the following:

**“Hamilton Area Plan
community amenity capital
reserve**

means the statutory Capital Reserve
Fund created by Hamilton Area
Plan Community Amenity Capital
Reserve Fund Establishment Bylaw
No. 9276.”

b. Inserting the following into Section 18 (Site Specific Residential (Low Rise Apartment Zones), in numerical order:

2. Section 18.27 as follows:

“18.27 Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)

18.27.1 PURPOSE

This **zone** provides for a mixed-use **development** consisting of **apartment housing** and **congregate housing** with a maximum **floor area ratio** of 0.40 that may be increased to 1.5 with a **density bonus** that would be used for rezoning applications in order to help achieve the City’s **community amenity space** objectives.

18.27.2 PERMITTED USES

- **housing, apartment**
- **housing, congregate**
- **community care facility, major**

18.27.3 SECONDARY USES

- **boarding and lodging**
- **health service, minor**
- **home business**

18.27.4 PERMITTED DENSITY

1. The maximum **floor area ratio** is 0.40 with an additional 0.19 **floor area ratio** permitted provided that it is entirely used to accommodate **amenity space**.
2. Notwithstanding Section 18.27.4.1, the reference to "0.40" is increased to a higher **density** of "1.5" if, at the time **Council** adopts a zoning amendment bylaw to include the **owner's lot** in the ZLR27 zone, the **owner** pays \$49.50 per square meter of total residential **floor area** into the **Hamilton Area Plan community amenity capital reserve**.

18.27.5 MAXIMUM LOT COVERAGE

1. The maximum **lot coverage** for **buildings** is 60%.

18.27.6 Yards & Setbacks

1. The minimum **setbacks** are:
 - a) 6.0 m for the **front yard**;
 - b) 6.0 m for the **rear yard**;
 - c) 10.0 m for an apartment **building** and 5.0 m for a canopy from the north **interior side yard**; and
 - d) 3.0 m for the south **interior side yard**.
2. Common entry features, staircases and unenclosed **balconies** may project into any **setback** for a maximum distance of 1.5 m.
3. Notwithstanding the above **setbacks**, an enclosed parking **structure** may project into the **setbacks** provided that the **structure** either is not visible from the exterior of the **building**, or is landscaped or screened by a combination of trees, shrubs, ornamental plants or lawn as specified by a Development Permit approved by the **City**, and is no closer than 6.0 m from Westminster Highway.

18.27.7 MAXIMUM HEIGHTS

1. The maximum **height** for **principal buildings** is 17.0 m (not to exceed four (4) storeys).
2. The maximum **height** for **accessory buildings** and **accessory structures** is 6.0 m.

18.27.8 SUBDIVISION PROVISIONS/MINIMUM LOT SIZE

1. The minimum **lot width** is 40.0 m and minimum **lot depth** is 80.0 m.
2. The minimum **lot area** is 5,000 m².

18.27.9 LANDSCAPING AND SCREENING

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0.

18.27.10 ON-SITE PARKING AND LOADING

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

18.27.11 OTHER REGULATIONS

1. There shall not be more than 30 **housing, apartment units** as permitted under Section 18.27.2.
2. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply.”
4. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)**”:

That area outlined in bold on “Schedule A attached to and forming part of Bylaw No. 9261”
5. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9261**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

MAYOR

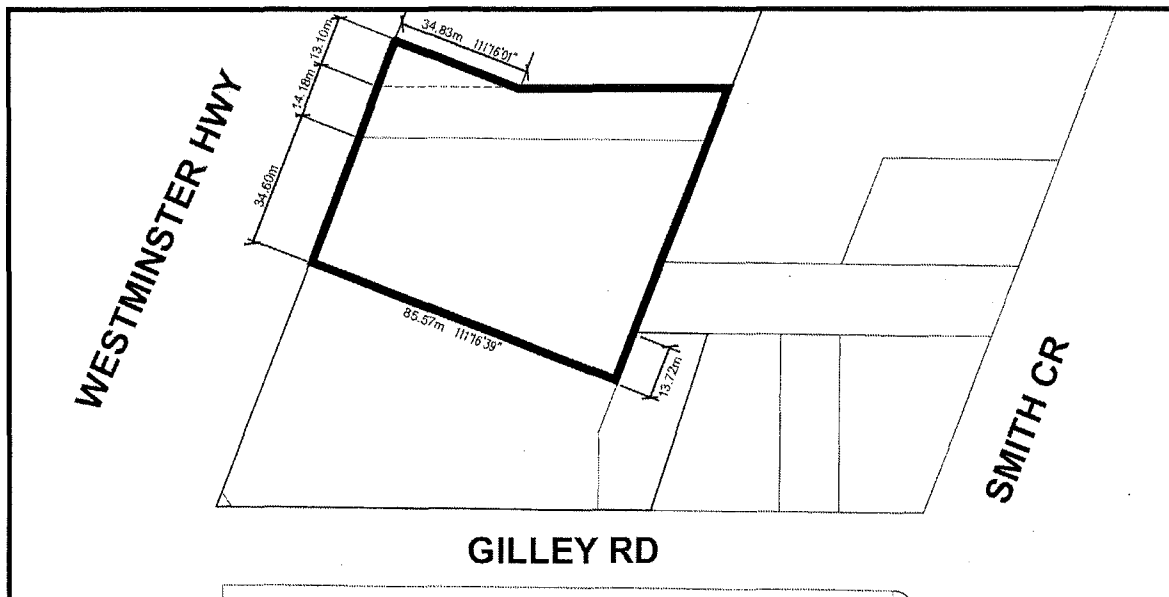
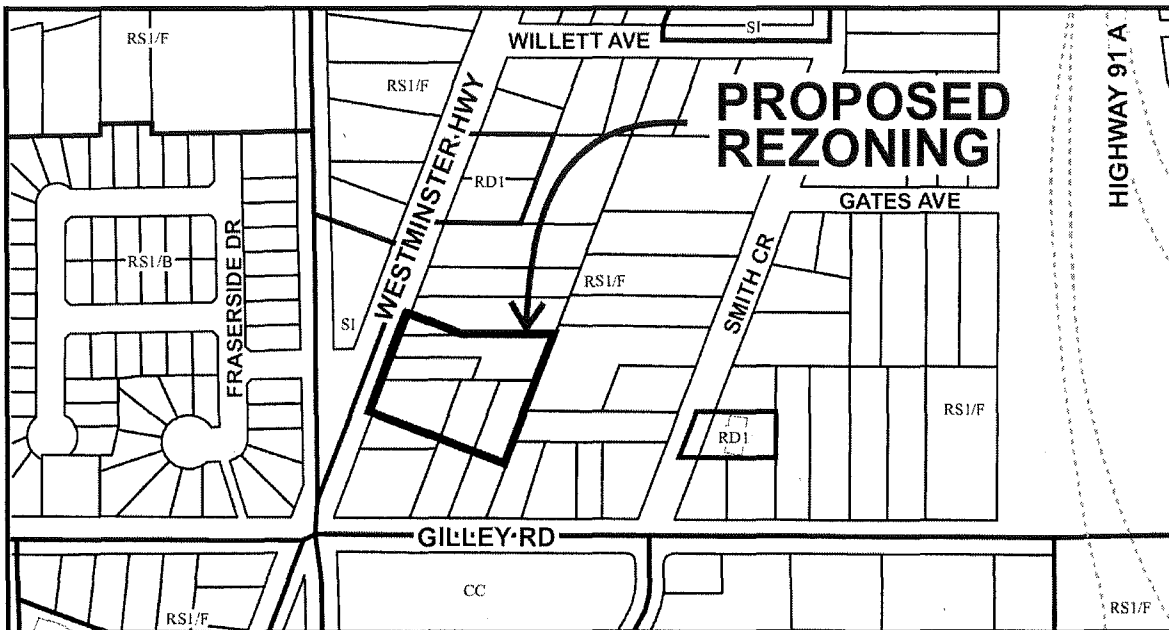
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by <i>RK</i>
APPROVED by Director or Solicitor <i>[Signature]</i>

"Schedule A attached to and forming part of Bylaw No. 9261"



City of
Richmond



RZ 14-660662

Original Date: 06/01/15

Revision Date:

Note: Dimensions are in METRES



City of
Richmond

Bylaw 9262

**Richmond Zoning Bylaw 8500
Amendment Bylaw 9262 (RZ14-660663)
23241, 23281 and part of 23301 Gilley Road;
Part of 23060 and 23000 Westminster Highway**

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

1. Richmond Zoning Bylaw 8500 is amended by:

a. Inserting the following into Section 20 (Site Specific Mixed Use Zones), in numerical order:

“20.29 Residential / Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)

20.29.1 PURPOSE

This **zone** provides for a mixed-use **development** consisting of **apartment housing** and **commercial uses** with a maximum **floor area ratio** of 0.40 that may be increased to 1.5 with a **density bonus** that would be used for rezoning applications in order to help achieve the City’s affordable housing and **community amenity space** objectives.

20.29.2 PERMITTED USES

- animal grooming
- child care
- education, commercial
- government service
- health service, minor
- housing, apartment
- library and exhibit
- neighbourhood public house
- office
- restaurant
- retail, convenience
- service, business support
- service, financial
- recreation, indoor
- recycling drop-off
- retail, general
- service, business support
- service, financial
- service, household repair
- service, personal

- **studio**
- **veterinary service**

20.29.3 SECONDARY USES

- **community care facility minor**
- **home business**

20.29.4 PERMITTED DENSITY

1. The maximum **floor area ratio** is 0.40.
2. Notwithstanding Section 20.29.4.1, the reference to “0.40” is increased to a higher **density** of “1.5” if, at the time **Council** adopts a zoning amendment bylaw to include the **owner’s lot** in the **ZMU29 zone**, the **owner**:
 - a) pays \$49.50 per square meter of total residential **floor area** into the **Hamilton Area Plan community amenity capital reserve**; and
 - b) prior to occupancy of any **building** on the **lot**, the **owner**:
 - i) has constructed on the **lot**, or on another **lot** to the satisfaction of the **City**, not less than three (3) **affordable housing units**, with a combined **habitable space** of the **affordable housing units** comprising at least 159 m²; and
 - ii) enters into a **housing agreement** with respect to the **affordable housing units** and registers the **housing agreement** against the title to the **lot**, and files a notice in the Land Title Office.

20.29.5 MAXIMUM LOT COVERAGE

1. The maximum **lot coverage** is 55%.

20.29.6 Yards & Setbacks

1. The minimum **setbacks** are:
 - a) 6.0 m for the **front yard**;
 - b) 1.5 m from Gilley Road;
 - c) 6.0 m for the **rear yard**; and
 - d) 3.0 m for the north **interior side yard**

2. Common entry features, staircases and unenclosed **balconies** may project into any **setback**, except that for Gilley Road, for a maximum distance of 1.5 m.
3. Notwithstanding the above **setbacks**, enclosed parking **structures** may project into the **setbacks** provided that the **structure** includes transparent glazing, or is not visible from the exterior of the **building**, or is landscaped or screened by a combination of trees, shrubs, ornamental plants or lawn as specified by a Development Permit approved by the **City**.

20.29.7 MAXIMUM HEIGHTS

1. The maximum **height** for **principal buildings** is 17.0 m (not to exceed four (4) storeys).
2. The maximum **height** for **accessory buildings** and **accessory structures** is 6.0 m.

20.29.8 SUBDIVISION PROVISIONS/MINIMUM LOT SIZE

1. The minimum **lot width** is 30.0 m and minimum **lot depth** is 80.0 m.
2. The minimum **lot area** is 4,000 m².

20.29.9 LANDSCAPING AND SCREENING

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0.

20.29.10 ON-SITE PARKING AND LOADING

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

20.29.11 OTHER REGULATIONS

1. With the exception of **housing, apartment**, the **uses** specified in Section 20.29.2 must be located on the **first storey** of the **building**.
2. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply.”

2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "**Residential / Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)**":

That area outlined in bold on "Schedule A attached to and forming part of Bylaw No. 9262"

3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9262**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

MAYOR

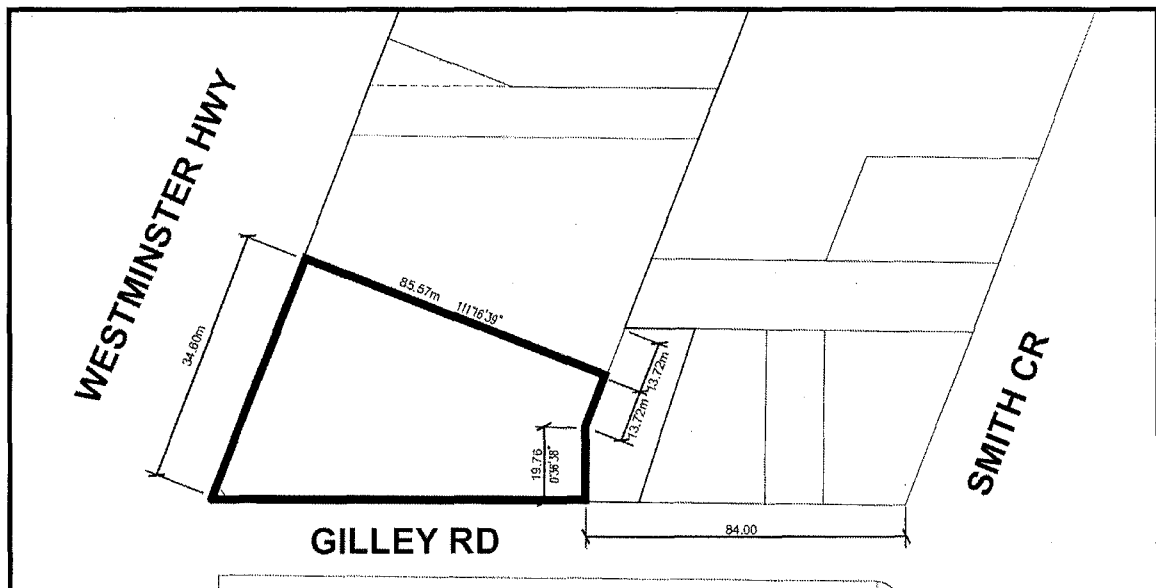
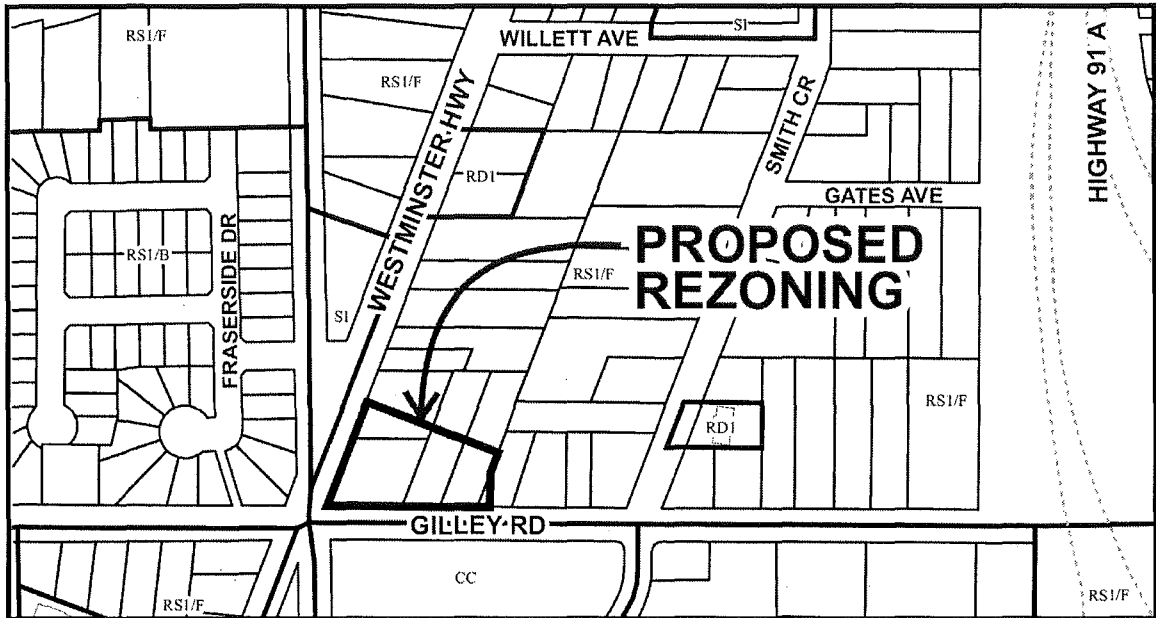
CORPORATE OFFICER



"Schedule A attached to and forming part of Bylaw No. 9262"



City of
Richmond



RZ 14-660663

Original Date: 06/01/15

Revision Date:

Note: Dimensions are in METRES



Address: 23241, 23281 & 23301 Gilley Road; 23000, 23060, 23066, 23080 & part of 23100 Westminster Highway - Oris Parcel 2 (Bylaw 9262 / RZ14-660663) & Oris Parcel 3 (Bylaw 9261 / RZ14-660662)

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaws 9261 and 9262, the developer is required to complete the following:

1. Final Adoption of OCP Amendment Bylaw 9260.
2. Subdivision Plan: Preparation and registration of a subdivision plan that consolidates the current lots and subdivides the consolidated lot into three (3) parcels comprising the “**Lands**” (which will require prior to subdivision approval the demolition of any part of the existing buildings crossing new proposed parcel lines) as shown in Attachments 1 and 2 as follows:
 - a) Parcel 1 - The remaining lands on Lot 1 on the draft subdivision plan for future development;
 - b) Parcel 2 - 4446 m² on Lot 2 on the draft subdivision plan for the subject mixed-used building (RZ 14-660663);
 - c) Parcel 3- 5783 m² on Lot 3 on the draft subdivision plan for the seniors housing building (RZ 14-660662);
3. Tree Removal: Submission of a landscape plan for the Development Permit that includes replacement trees at a ratio of at least 2:1 to compensate for all 79 trees to be removed (except for those trees already approved for removal by the City due to disease or for building demolition) to which Tree Protection Bylaw No. 8057 applies.
4. Flood Covenant: Registration of the City’s standard flood covenant on the title of Parcels 2 and 3 ensuring that there is no construction of habitable area below the Flood Construction Level of 3.5 m.
5. Westminster Highway Bus Bay and Gilley/Westminster Corner: Registration of a statutory right-of-way on Parcel 2 to accommodate a bus bay, bus shelter, sidewalk and 5.0 m by 5.0 m road corner cut at the Gilley Road / Westminster Hwy intersection on Parcel 2 as generally shown on Attachment 3 to the satisfaction of the Director, Transportation.

The statutory right-of-way will provide for:

- a) Developer construction of all works;
 - b) Public vehicle, pedestrian and bicycle access at all times;
 - c) Future construction and maintenance of public utilities;
 - d) City and public utility provider maintenance of works.
6. High Street Plaza and Greenway/Strollway: Registration of a statutory right-of-way in favour of the City on the title of Parcels 2 and 3 that provides public access as generally shown on Attachment 4 and which physically includes:
 - a) A High Street Plaza with a width ranging from 6.0 m to 9.0 m on Parcel 2;
 - b) A Greenway/Strollway with a minimum width of 3.0 m on Parcel 3;

The statutory right-of-way for Parcels 2 and 3 will provide for:

- a) Developer construction of all works;
 - b) Public pedestrian and bicycle access at all times;
 - c) Public markets on the Parcel 2 Plaza to be permitted with hours and operating conditions to the satisfaction of the City;
 - d) Non-permanent outdoor restaurant seating and fixtures within the most westerly 3.0m of the SRW adjacent to the commercial units in the building on Parcel 2 subject to the approval of the City;
 - e) Landscaping and paving as provided in a Development Permit issued by the City;
 - f) Developer and owner maintenance of all works.
7. Statutory Right-of-Way and Easement for New “Road A”: Registration of a statutory right-of-way for public access and an easement for maintenance on Parcel 3 and the existing lots comprising future Parcel 4, as determined to the

satisfaction of the Director, Transportation and Director of Development, for "Road A" as shown on Attachments 2 and 3.

The statutory right-of-way will provide for:

- a) Developer construction of all works;
 - b) Public vehicle, pedestrian and bicycle access at all times on grade or above a parkade;
 - c) Landscaping to be provided under the Development Permit;
 - d) Maintenance of all works by the owners of Parcel 3; and
 - e) Assumption of all liability for the works by the owners of Parcel 3.
8. Access Over Parcel 3 for Parcel 2: Registration of a legal agreement, as determined to the satisfaction of the Director of Development, to permit the owners (including their visitors and general public using the commercial parking) of Parcel 2 to gain access on grade or through a parkade on Parcel 3 for vehicles, bicycles and pedestrians and to allow for access to the "Road A" SRW identified above.
 9. Access Over Parcel 3 for Future Parcels 4 and 5: Registration of a legal agreement, as determined to the satisfaction of the Director of Development, to permit the owners of future Parcels 4 and 5 to gain access on grade or through a parkade on Parcel 3 for vehicles, bicycles and pedestrians and to allow for access to the "Road A" SRW identified above.
 10. Parking on Parcel 3 for Parcel 2: Registration of a legal agreement to provide for 29 vehicle parking spaces and bicycle parking for the owners of Parcel 2 within the parkade on Parcel 3 (with the number of vehicle and bicycle parking spaces to be confirmed prior to rezoning adoption) as generally shown on Attachment 2.
 11. Parking on Parcel 3 for future Parcels 4 & 5: Registration of a legal agreement to provide for 21 vehicle parking spaces for the owners of future Parcels 4 & 5 within the parkade on Parcel 3 (with determination if parking for Parcels 4/5 is needed and, if any, the number of vehicle parking spaces to be provided prior to rezoning adoption) as generally shown on Attachment 2.
 12. Visitor Parking on Parcel 2 for Parcel 3: Registration of a legal agreement on Parcels 2 and 3, as determined to the satisfaction of the Director of Development, to permit Parcel 3 visitors to use the commercial & visitor parking within the Parcel 2 parkade.
 13. Commercial & Visitor Parking Non-Assignment Covenant on Parcel 2: Registration of a covenant on Parcel 2 that ensures that the shared visitor parking and commercial parking on Parcel 2 is not assigned to any specific residential unit / commercial unit nor be designated (i.e. sold, leased, reserved, signed, or otherwise assign) by the owner or operator for the exclusive use of employees, specific businesses, and/or others.
 14. Parking and Building Construction Agreement for Parcels 2 and 3: Registration of agreements on Parcels 2 and 3 that ensure:
 - a) No building permit will be issued by the City for Parcel 2 until all associated parking and access on Parcel 3 (described in the above legal agreements) has been included within an approved building permit for Parcel 3;
 - b) No building permit will be issued by the City for Parcel 3 until all associated parking and access on Parcel 2 (described in the above legal agreements) has been included within an approved building permit for Parcel 2;
 - c) No building permit granting occupancy will be issued by the City for Parcel 2 until all associated parking and access on Parcel 3 (described in the above legal agreements) has been built and received a building permit granting occupancy.
 - d) No building permit granting occupancy will be issued by the City for Parcel 3 until all associated parking and access on Parcel 2 (described in the above legal agreements) has been built and received a building permit granting occupancy.
 - e) The Parcel 3 owner shall provide to the Parcel 2 owner, a parking and access easement construction easement that will permit the Parcel 2 owner to construct and use a parking facility on Parcel 3 so as to satisfy the parking and access requirements above.
 15. Electric Vehicle Parking Covenant: Registration of a covenant on Parcels 2 and 3 requiring that 20% of resident parking stalls that will be equipped with 120V electric charging infrastructure and that an additional 25% of the resident parking

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stalls will be pre-ducted for future wiring to accommodate the future installation of electric vehicle charging equipment.

16. Shared Indoor Amenity Easement: Registration of an access easement and other legal agreements on Parcels 2 and 3 as shown on Attachment 2 to:
- a) Ensure that not less than 3,458 ft² of shared indoor amenity space for the residential owners/occupants Parcels 2 and 3 (which includes a pool and exercise room) and 741 ft² of indoor amenity space for exclusive use of the residential owners/occupants of Parcel 2 (for a multi-purpose room) is constructed on Parcel 3;
 - b) Provides that neither a building permit nor a final inspection granting occupancy for a building on Parcel 3 be permitted unless the required shared and exclusive amenity space are provided as described above;
 - c) Ensure that appropriate mechanisms to allow for shared rights of access and use for the above-noted Parcels 2 and 3 shared and Parcel 2 exclusive amenity spaces, to the satisfaction of the City;
 - d) Provide that the final inspection granting occupancy for the building on Parcel 2 is prohibited until the 741 ft² of exclusive Parcel 2 indoor amenity space and 3,458 ft² of shared indoor amenity space within the building on Parcel 3 is completed and has been issued a final inspection granting occupancy, except as provided below;
 - e) Ensure that, if the exclusive and shared amenity spaces are not completed on Parcel 3 as provided above, a minimum of 1,076 ft² of indoor amenity space (multi-purpose room) is constructed within a building on Parcel 2 prior to issuance of a permit granting occupancy for such building on Parcel 2; and
 - f) Provide that the City is identified as a grantee to ensure that the agreements not be discharged and or changed without City approval.
17. Public Art: City acceptance of the developer's offer to voluntarily contribute \$0.79 per buildable square foot of residential floor area and \$0.42 per buildable square foot of commercial floor area under the proposed zoning to the City's public art fund, or provide a security for the design and installation of public art based on the same valuation in accordance with the City's Public Art Policy (Acct. #7750-80-00000-000) (e.g. \$53,180 for Parcel 2 and \$73,868 for Parcel 3 to be confirmed by the final DP Plans).
18. Area Plan Amenity Community Amenities: City acceptance of the developer's offer to voluntarily provide a contribution of \$49.50 per square meter of total residential floor area to a capital reserve fund to be established by the City for the community amenities specified under the Hamilton Area Plan. The contribution for Parcel 2 is estimated at \$285,205 (to be confirmed based on the final DP Plans). The total contribution for Parcel 3 is estimated at \$430,118. Part of this contribution (\$28,985) would not apply to the floor specified including within the proposed 18 memory ward units (to be confirmed on the final DP Plans) provided that they receive the necessary licencing from Vancouver Coastal Health (VCH) and comply with the "community care facility, major" use under the proposed zoning.
19. Affordable Housing: Registration of the City's standard Housing Agreement to secure three (3) affordable housing units on Parcel 2 (in respect to the rezoning of both Parcel 2 and Parcel 3), the combined habitable floor area of which shall comprise at least 159 m² (1,708 ft²) of the subject development's total residential building area. Occupants of the affordable housing units subject to the Housing Agreement shall enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces. The terms of the Housing Agreements shall indicate that they apply in perpetuity and provide for the following:

Unit Type	Number of Units	Minimum Unit Area	Maximum Monthly Unit Rent**	Total Maximum Household Income**
1-Bedroom Units	3 Total	50 m ² (535 ft ²)	\$950	\$38,000 or less

** May be adjusted periodically as provided for under adopted City policy.

20. "Neighbourhood Public House" Use Covenant on Parcel 2: Register a restrictive covenant on the title of Parcel 2 that restricts this use to the ground floor, requires its outdoor public entrance on Gilley Road and advises other owners of this possible use within the building.
21. Riparian Management Areas: The developer is required to address the habitat loss within the Riparian Management Areas (RMAs) on Gilley Road and the Queen Canal as generally provided in the Memo from Pottinger Gaherty, Environmental Consultants Ltd. dated June 2, 2011 **ENCL 286** with regards to providing satisfactory habitat

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compensation within the Servicing Agreement works (including addressing transportation, civil and landscape works). These works and the impacted habitat are to be further reviewed by the developer's Qualified Environmental Professional (QEP) with a follow-up report confirming that the necessary habitat compensation has been provided to satisfaction of the Director, Engineering and Senior Manager, Parks.

22. Submission of a letter from a LEED certified consultant as a requirement of issuance of the development permits and building permits for Parcels 2 and 3 confirming that each building has been designed to achieve a sufficient score to meet the current Canadian Green Building Council LEED Silver score criteria. The submission of follow-up letter from a LEED certified consultant that confirms that buildings have been constructed to achieve LEED Silver certification or equivalent is required. Consideration should be given to building design with higher energy efficiency ratings than required by the BC Building Code and utilizing geo-exchange energy systems.
23. The submission and processing of Development Permits* for the subject mixed-use building on Parcel 2 and seniors building on Parcel 3 completed to a level deemed acceptable by the Director of Development.
24. Enter into a Servicing Agreement and to be registered on title of Parcels 2 and 3 and submit security for the estimated value of the works to the satisfaction of the City for the design and construction of the engineering, transportation and parks/streetscape works described in Attachment 5 along with the necessary statutory right of ways and any easements that are required to be registered on title for such servicing works.
25. Ensure that the Construction, Phasing and Interim Design Measures in Appendix 1 of the Hamilton Area Plan (Schedule 2.14, Official Community Plan Bylaw 9000) are addressed, as applicable, in the Development Permit and Servicing Agreement included within Attachment 6.
26. Enter into a covenant to be registered on Parcel 3 that will prohibit stratification beyond 30 individual strata lots for the apartment units and one (1) strata lot for the 18 memory care units and 82 congregate housing units, along with any strata common property.
27. Completion and registration of the transfer of title of Parcel 3 from Oris Development (Hamilton) Corp. to 23100 Hamilton Holdings Corp. (of which New Coast Lifestyles (NCL) Ltd. is the managing partner).

28. Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

1. Submit separate landscaping security Letters-of-Credit in amounts based on sealed estimates from the project registered Landscape Architect for the developments on Parcel 2 and Parcel 3 (including materials, labour & 10% contingency).
 - a. That notations be included on the Development Permit Plans stating that 44 of the 73 units (including the three (3) affordable housing units) in the mixed use building on Parcel 2 and 109 of the 130 units in the seniors building on Parcel 3 will meet the Basic Universal Housing provisions within Zoning Bylaw 8500. The remaining units within the buildings will include Ageing-In-Place elements as provided within the Official Community Plan Bylaw 9000.

29. Prior to Building Permit Issuance for Parcels 2 and 3, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
 - a. Incorporation of the "Basic Universal Housing" provisions of Zoning 8500 and Ageing-in-Place elements as provided within the OCP for the residential units in the building on Parcels 2 and 3 as provided in the Development Permit.
 - b. Submission of a Dewatering Plan to the satisfaction the Manager, Engineering Planning and Manager, Sustainability.
 - c. If applicable, payment of latecomer agreement charges associated with eligible latecomer works.
 - d. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City

approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Division at 604-276-4285.


Note:

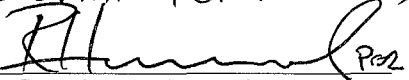
- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property developer but also as covenants pursuant to Section 219 of the Land Title Act.


All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.


Signed Owner and Developer of Parcel 2 Date July 9, 2015
ORIS DEVELOPMENT (HAMILTON) CORP.


Signed Owner and Developer of Parcel 3 Date JULY 09, 2015
23100 HAMILTON HOLDINGS CORP.


ORIS DEV. (HAMILTON) CORP.



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ATTACHMENT 7



Pottinger Gaherty
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Vancouver, BC Canada V6E 4E6
www.pggroup.com

Memo

PGL File #: 220-29.02
DATE: June 2, 2015
TO: Nathan Curran (Oris Consulting Ltd.)
FROM: Bruce Nidle
RE: HAMILTON NEIGHBOURHOOD PARCEL 2 & 3 REZONING – ENVIRONMENTAL ASPECTS

Pottinger Gaherty Environmental Consultants Ltd. (PGL) has prepared this summary of environmental aspects for the proposed rezoning of Parcels 2 & 3, Hamilton Neighbourhood in Richmond, BC. This summary deals with both the Oris Consulting Ltd. (Oris) development project and City of Richmond (City) culvert replacement and extension and widening of Westminster Highway project.

The proposed development of Parcels 2 & 3 has the objectives to preserve and improve the connected ecological network, minimize impacts to the Riparian Management Areas (RMA), and offset unavoidable losses with appropriate compensation. The two RMAs to be addressed are adjacent to the parcel of land – the 15m Queens Canal RMA and the 5m Gilley Road RMA.

The 15m Queen's Canal RMA will not be directly impacted by the proposed Parcel 2 & 3 development, but will be impacted by the City's plans to replace and extend a culvert and widen Westminster Highway to support new road alignments. These City works will impact an area of the Queen's Canal RMA from the southeast corner of Gilley Road and Westminster Highway to the bus bay on Westminster Highway. The impacts will result in losses of approximately 1,492m² and 256m² of Queen's Canal RMA riparian and instream habitat, respectively. It is our understanding that there have been recent revisions to the design of the Gilley Road/Westminster Highway intersection that will reduce impacts on Queens Canal. Revised impact and compensation numbers for this revision will be provided at a later date.

The 5m Gilley Road RMA between Westminster Road and Smith Crescent will be affected by the development of Parcel 2 & 3. The riparian and instream habitat losses are unavoidable given the proposed designs for Gilley Street and the adjacent parcels. However, the flow from the Gilley Street ditch will continue to discharge to Queen's Canal via the new (City) culvert. The stormwater design will use best-management practices to maintain recharge of Queen's Canal (from Gilley Road), and will include native grass, shrub and trees along the stormwater route. This will create a green/vegetated area of 96m² and a stormwater conveyance area of 96 lineal metres.

The impacts of the proposed Oris development on the Gilley Road RMA after taking into consideration the use of a variety of stormwater management measures, include the loss of an estimated 1,017m² of riparian habitat and an estimated 122m² of instream habitat from the north side of Gilley Road between Westminster Road and Smith Crescent. Additional "green" and stormwater conveyance areas will be created by Oris in the future on the south side of Gilley Road, along Westminster Highway, and at offsite locations (if necessary).

Impacts attributable to the City's culvert replacement and extension project and widening of Westminster Highway include the loss of an estimated 1,492m² and 256m² of riparian and instream habitat, respectively, from the Queen's Canal RMA. As noted above, recent revisions to the City project will reduce compensation required for that project.

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Hamilton Area Plan

Underground Utilities

Over time, public and private utilities such as hydro, telephone, cable and gas, will be located underground in road or other rights-of-way in the Hamilton Area. At grade works such as kiosks, manholes, etc. should be located to minimize impact to open space and the public realm (e.g., sidewalks, greenways, etc.). Where it is not feasible to relocate overhead services to underground at the time of development, then the developer should provide works to facilitate future undergrounding such as pre-ducting.

Retaining Walls

The following retaining methods will be deployed:

- short-term temporary retaining walls (retention of pre-load) to be lock block;
- long-term temporary retaining walls to meet aesthetic requirements particularly adjacent to existing residential properties;
- permanent retaining wall types to be chosen to meet aesthetic requirements to accommodate long-term anticipated settlement.

Flood Protection and Mitigation

Flood construction levels and building setbacks from dikes must meet the City's Flood Plain Designation and Protection Bylaw 8204.

Dike upgrades must meet current City standards that include provisions for future dike raising.

Dikes upgrades must be approved under the Dike Maintenance Act by the Provincial Inspector of Dikes (Ministry of Forests, Lands and Natural Resource Operations). Refer to the 2041 OCP Development Permit Area Guidelines for further requirements.



- Installation of a new pedestrian signal at the proposed development access / Westminster Highway intersection to include but not limited to the followings: Signal pole, controller, base and hardware, pole base (decorative pole & street light fixture), detection, conduits (Electrical & Communications) and signal indications, and communications cable, electrical wiring and service conductors, APS (Accessible Pedestrian Signals) and illuminated street name sign(s) as necessary.
- Relocate / upgrade the existing full traffic signal at the Westminster Highway / Gilley Road intersection to accommodate the proposed road widening to include but not limited to the following: upgrade and/or replace signal pole, controller, base and hardware, pole base, detection, conduits (electrical & communications), signal indications, communications cable, electrical wiring, service conductors, APS (Accessible Pedestrian Signals) and illuminated street name sign(s) as necessary.
- Re-grade the Westminster Highway/Gilley Road intersection, which may involve removing and replacing/modifying existing channelized island.
- Complete asphalt resurfacing works as described in the Interim Roadworks (shown in Attachment 3).

Gilley Road:

- Along the development frontage, while maintaining existing eastbound and westbound traffic lanes (each at approximately 3.25m - 3.5m wide) and maintaining or providing equivalent or better to existing curb/gutter and concrete sidewalk along the south side of the road, widen the road to provide a new 3m wide parking lane on the north side, a new 0.15m wide barrier curb, and a 3.35m wide concrete sidewalk / landscaped boulevard.
- East of the development frontage, maintain or provide equivalent or better to all existing driving portion of the roadway as well as the existing curb/gutter and concrete sidewalk along the south side.

Note:

That the above as well as the preliminary road functional plan are to describe the general scope of the frontage works required but are subject to minor refinement as part of the SA process. That is, the detailed design elements, such as detailed intersection design including curb returns and channelized island, pavement markings, vehicle turning requirements, etc., would be carried out as part of the SA process when more info is provided. Roads DCC credits may be eligible for some road widening works along Westminster Highway if such works are within dedicated portion of the roadway, and if such works add new roadway elements and are completed to the ultimate standards. The exact value of the eligible road works on the DCC program would be assessed upon the completion of the SA process.

3.0 Parks / Streetscape Requirements:

The Servicing Agreement is to include a landscape plan with street trees and landscaping with Gilley Road and Westminster Highway, coordinated with any City RMA compensation, to the satisfaction of staff.

ATTACHMENT 6

Hamilton Area Plan

Appendix 1

Construction, Phasing and Interim Design Measures

Transitions to Existing Grade: Temporary and Permanent

The following need to be addressed where a new development is elevated above existing grades:

- address grade changes;
- address horizontal transitions;
- address half road requirements;
- maintain road access to adjacent properties as required;
- maintain satisfactory operation of Westminster Highway;
- design services and buildings to accommodate anticipated settlement and satisfactory long-term performance of structures and pavement;
- address drainage onto adjacent properties.

Servicing and Phasing

Mitigation of development impacts will be required wherever possible to the satisfaction of all governing agencies. Geotechnical and civil engineering reports are to be submitted to address; but are not limited to:

- site preparation and preload;
- protection of existing services;
- drainage management;
- maintaining services and access to neighbouring properties;
- long-term performance of roads and utilities; predicted settlement and a long-term maintenance program;
- preparing a construction staging and phasing plan outlining acceptable methodology for construction of all utilities (new and existing); road works; and neighbourhood accessibility;
- addressing all other mitigation for short and long-term impacts as may be required by the City of Richmond, the applicant's geotechnical and/or civil engineer, and any such other governing agencies having jurisdiction;
- liaison with utility providers such as Metro Vancouver, Fortis Gas, and BC Hydro;
- addressing drainage onto adjacent properties with regards to flooding and functioning of septic systems;
- addressing sanitary servicing in a manner that provides sanitary service to adjacent existing residential properties when necessary.

an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of SRWs that shall be shown in the functional plan and registered prior to SA design approval:

- BC Hydro PMT – 4mW X 5m (deep)
 - BC Hydro LPT – 3.5mW X 3.5m (deep)
 - Street light kiosk – 1.5mW X 1.5m (deep)
 - Traffic signal kiosk – 1mW X 1m (deep)
 - Traffic signal UPS – 2mW X 1.5m (deep)
 - Shaw cable kiosk – 1mW X 1m (deep) – show possible location in functional plan
 - Telus FDH cabinet - 1.1mW X 1m (deep) – show possible location in functional plan
- Assess streetlight levels along Westminster Highway and Gilley Road and areas of public rights-of-passage and install/upgrade lighting as required to meet City standards.
 - Assess the potential differential settlement between the proposed piled buildings and the surrounding un-piled areas and design City utilities and service connections to accommodate this movement, to the City's satisfaction.
 - Fill all abandoned utility pipes with low strength, flowable grout or similar to prevent future road subsidence.
 - Provide, prior to first SA design submission, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting or within the development site and proposed utility/road installations and provide mitigation recommendations. The mitigation recommendations (if required) shall be incorporated into the first SA design submission or if necessary prior to pre-load.
 - Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

2.0 Transportation Requirements:

The Developer responsible for the design and construction of the road infrastructure works. Works to include, but not limited to, providing the general road cross-sections described below as well as works shown schematically in the preliminary road functional plan (Attachment 3):

Westminster Highway:

- Along the development frontage, maintain existing northbound and southbound traffic lanes as well as the shared multi-use path on the west side. Widening on the east side of the road (east of the existing road centre line) to provide the following new road elements:
 - 1.8 m wide on-street bike lane
 - 0.6 m wide buffer on both sides of the on-street bike lane
 - 3.0 m wide bus bay/lay-by between Gilley Road and Fraserside Gate
 - 0.15 m wide barrier curb
 - 5.1 m wide concrete sidewalk (bus bay / lay-by area) and a 2.5m wide concrete sidewalk with a 1.75m wide treed boulevard (outside the bus bay/lay-by area)
 - A new accessible bus landing pad and a new accessible bus shelter
- North of the development frontage, provision of a new southbound-to-eastbound left-turn lane (min. 3.2m wide and min. 21m storage length) at the proposed development access while maintaining all existing road elements (traffic lanes, shoulders, on-street bike lanes, and multi-use pathway).

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- locate Parcel 2 and Parcel 3 storm connections along their Westminster Highway frontage by tying into the existing 750mm diameter storm sewer.
- Construct a new manhole on the existing Westminster Highway 750mm diameter storm sewer to connect the private storm system to be built on "New Road A" (north of Parcel 3).
- Install infrastructure on Gilley Road to provide stormwater best management practices (e.g rain gardens).
- Provide erosion and sediment control plans for all on-site and off-site works.

32. c) Sanitary Sewer Works:

The Developer is required to:

- Install new sanitary sewers along the development's Westminster Highway and Gilley Road frontages. Sewers must be designed to accommodate future development as per the HASS and accommodate any settlement caused by the development. Temporary sewers may be required fronting future development Parcel 6. A permanent gravity connection is required into manhole SMH6176 located adjacent to the Metro Vancouver sanitary pump station.
- Relocate the City's 150mm diameter and 200mm diameter forcemains located along Gilley Road to accommodate road raising between Westminster Hwy and Smith Crescent that would otherwise compromise the City's ability to access and maintain these assets. The new main shall be located above the proposed concrete slab. Solutions such as installing a single forcemain with appropriate clean-outs/valves/air valves or installing a gravity system should be considered through the servicing agreement process.
- Install works to protect and facilitate the maintenance of Metro Vancouver's 1m diameter forcemain, pump station and related infrastructure located within or adjacent to Gilley Road. Such measures include but are not limited to installing a piled concrete pad (as proposed by the developer) along the length of Gilley Road that includes removable sections to allow access to the forcemain and installing vertical pipes positioned along the main, and possibly other features, for monitoring and inspection purposes. The developer will coordinate with Metro Vancouver as part of the City's drawing approval process.

33. d) General Items:

- The City is aware of ongoing hydrocarbon contamination issues originating from a gas station located at 22490 Westminster Highway. At the developer's cost, the developer is required to manage any hydrocarbon contamination encountered during construction of the servicing agreement works in compliance with the Environmental Management Act.

The Developer is required to:

- Relocate or accommodate existing City and third party utilities affected by the Gilley Road raising and Westminster Highway road widening. Undergrounding and/or pre-ducting for future undergrounding may be required, at the developers cost, to be determined through the servicing agreement process.
- Complete asphalt resurfacing works as described in the proposed Interim Roadworks Plan (Attachment 3).
- Provide a SRW for utility installation along the properties Westminster Highway frontage wherever the proposed sidewalk crosses into the development site.
- Locate all above ground utility cabinets and kiosks required to service the proposed development within the development site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Coordination is required with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements and the locations for the aboveground structures. If a private utility company does not require

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ATTACHMENT 5

SERVICING AGREEMENT REQUIREMENTS

Enter into a Servicing Agreement for Parcels 2 and 3 for the design and construction of works that include, but may not be limited to the following:

1.0 Engineering Servicing Requirements:

Discussions with the developer have contemplated that the construction of off-site servicing works relating to RZ 14-660662 and RZ 14-660663 will be combined. All works described below shall therefore be completed under a single servicing agreement.

Utility servicing shall generally follow the concepts and layouts proposed in the Hamilton Area Serving Study (HASS) prepared for the City by KWL, dated Oct 29, 2014. Increased storm sewer diameters and other amendments to the HASS may be required to meet the City's minimum standards. The proposal to raise Gilley Road using piled concrete foundations will require the relocation of City and other utilities in ways generally, but not limited to, those described below, at the developers cost. All works and agreements will be to the satisfaction of the Director of Engineering.

i. Water Works:

The Developer is required to:

- Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
- Relocate approx 270m of 300mm diameter watermain along Gilley Road to accommodate road raising that would otherwise compromise the City's ability to access and maintain this asset. The new main shall be located above the proposed concrete slab. An air valve will be required.
- Install additional fire hydrants as required along the developments frontages to achieve the City's standard spacing requirements.
- Subject to the availability of funds in the City's Development Coordinated Works capital accounts and obtaining the required spending authority, replace the 300 mm diameter watermain along Westminster Hwy to the limits of the proposed road works.

At the Developer's cost, the City will complete all watermain tie-ins.

30. b) Storm Sewer Works:

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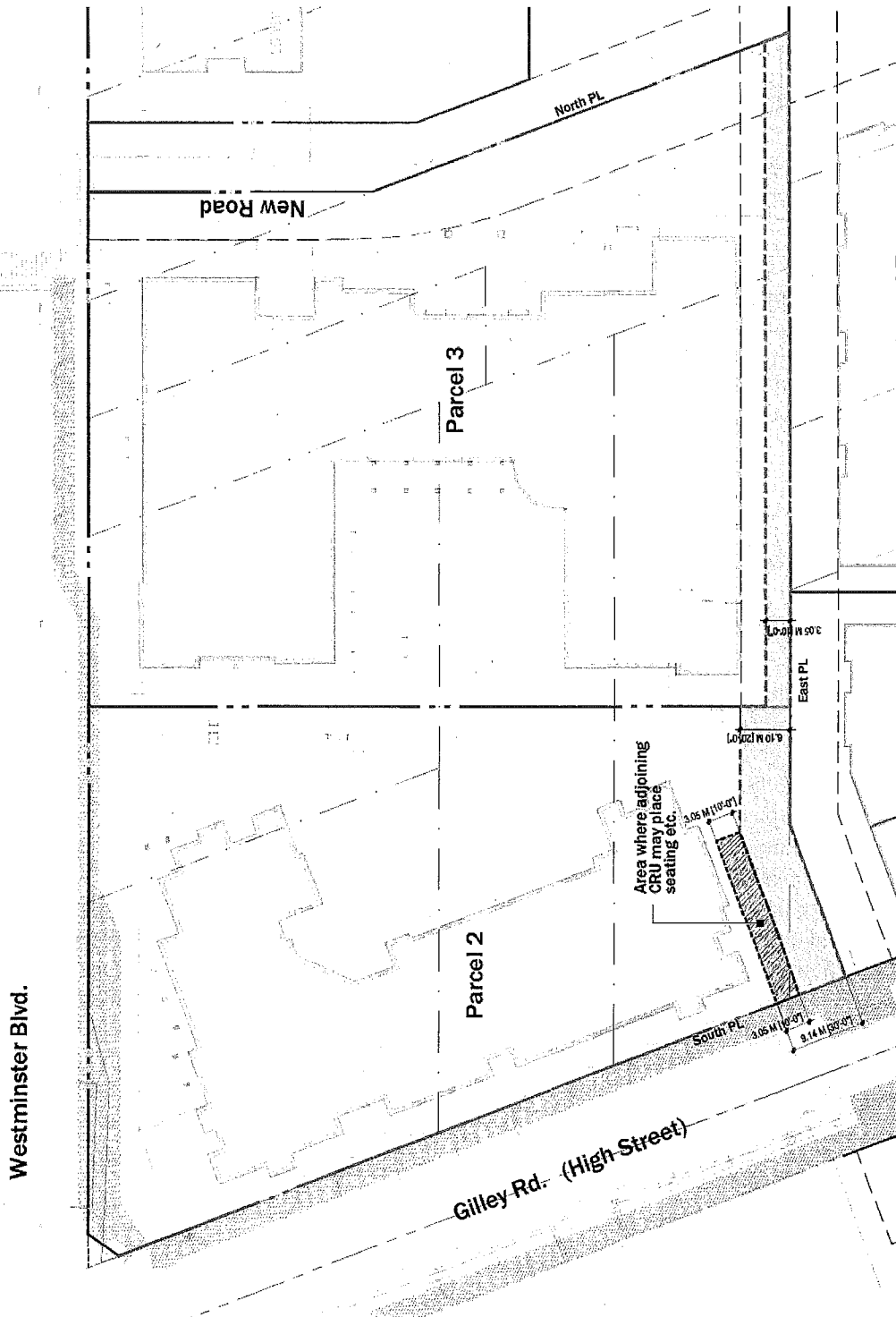
The Developer is required to:

- Maintain existing drainage service to properties located east of the development by installing a temporary 1200mm diameter sewer along Gilley Road from the centre of Smith Crescent connecting into either the proposed or existing Queen's Canal culvert. Some elements of this sewer, such as the manhole in Smith Crescent, will be deemed as permanent and shall be designed as such, which will be determined through the servicing agreement process.
- Construct new storm sewers along the centre of the newly raised Gilley Road complete with permanent tie-in to the Queens Canal culvert and the proposed manhole in the centre of Smith Crescent (the latter may require additional manholes within the Smith Crescent and Gilley Road intersection).

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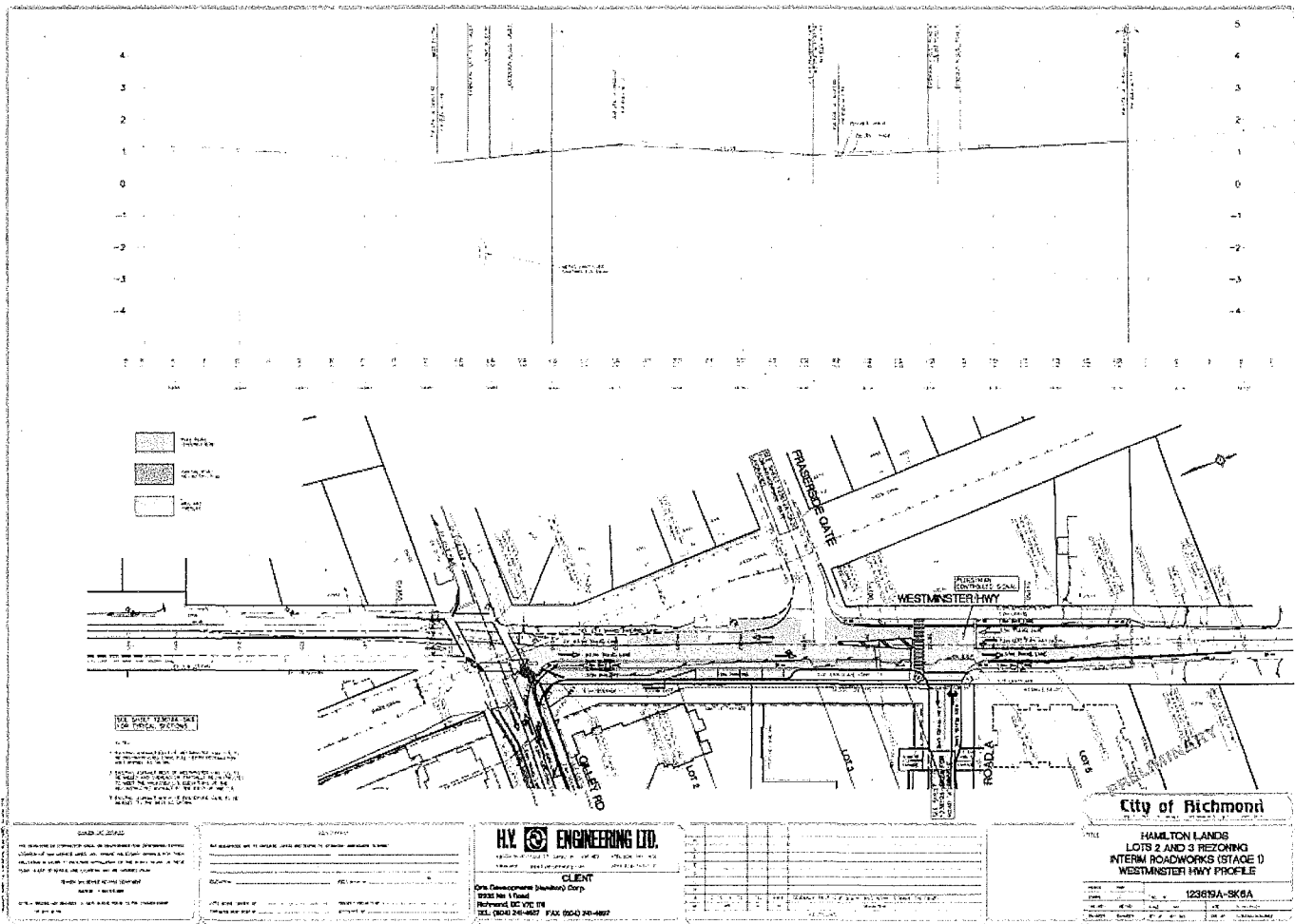
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ATTACHMENT 4
SRW AREAS FOR HIGH STREET PLAZA & GREENWAY/STROLLWAY



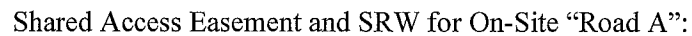
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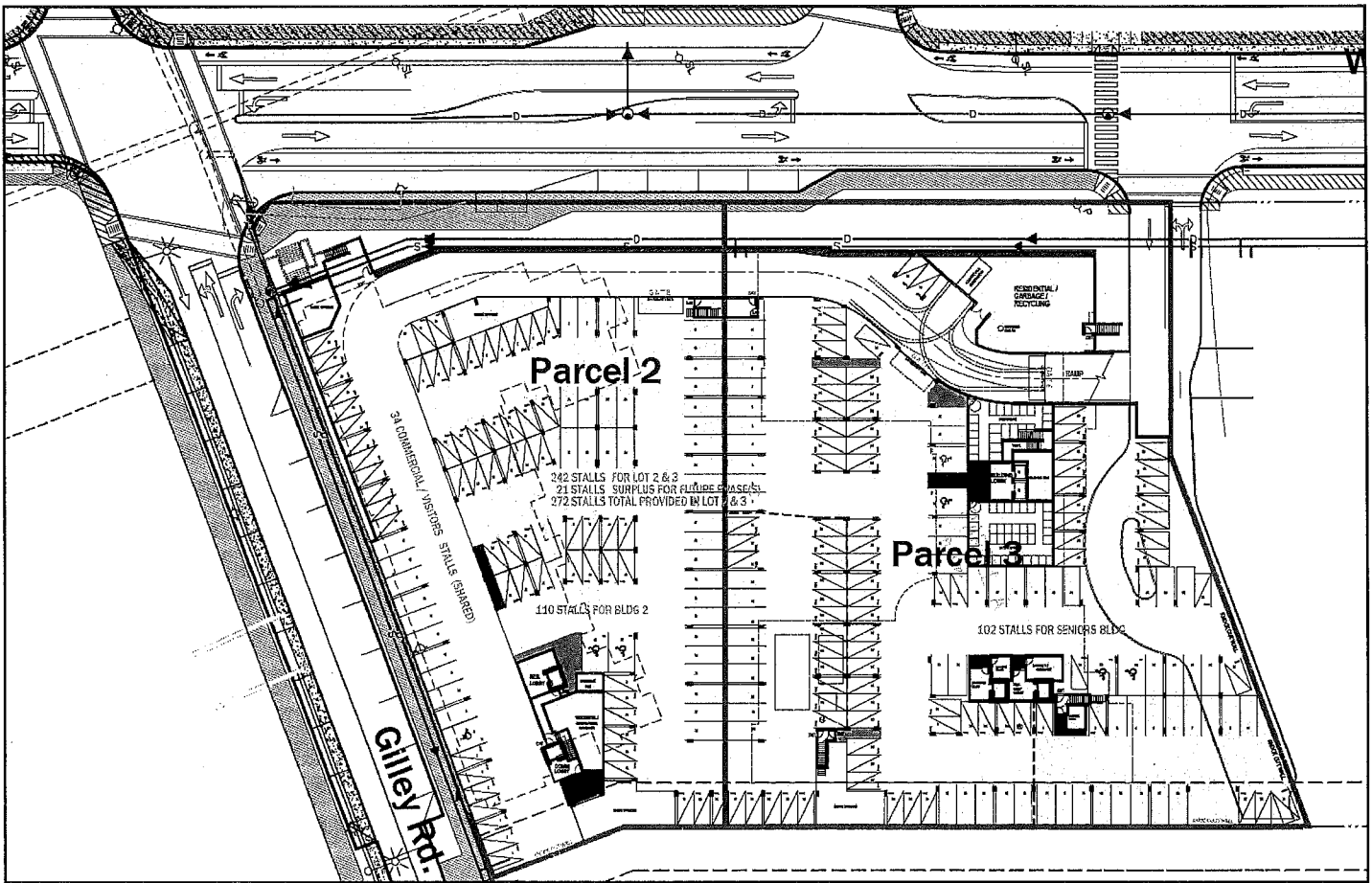
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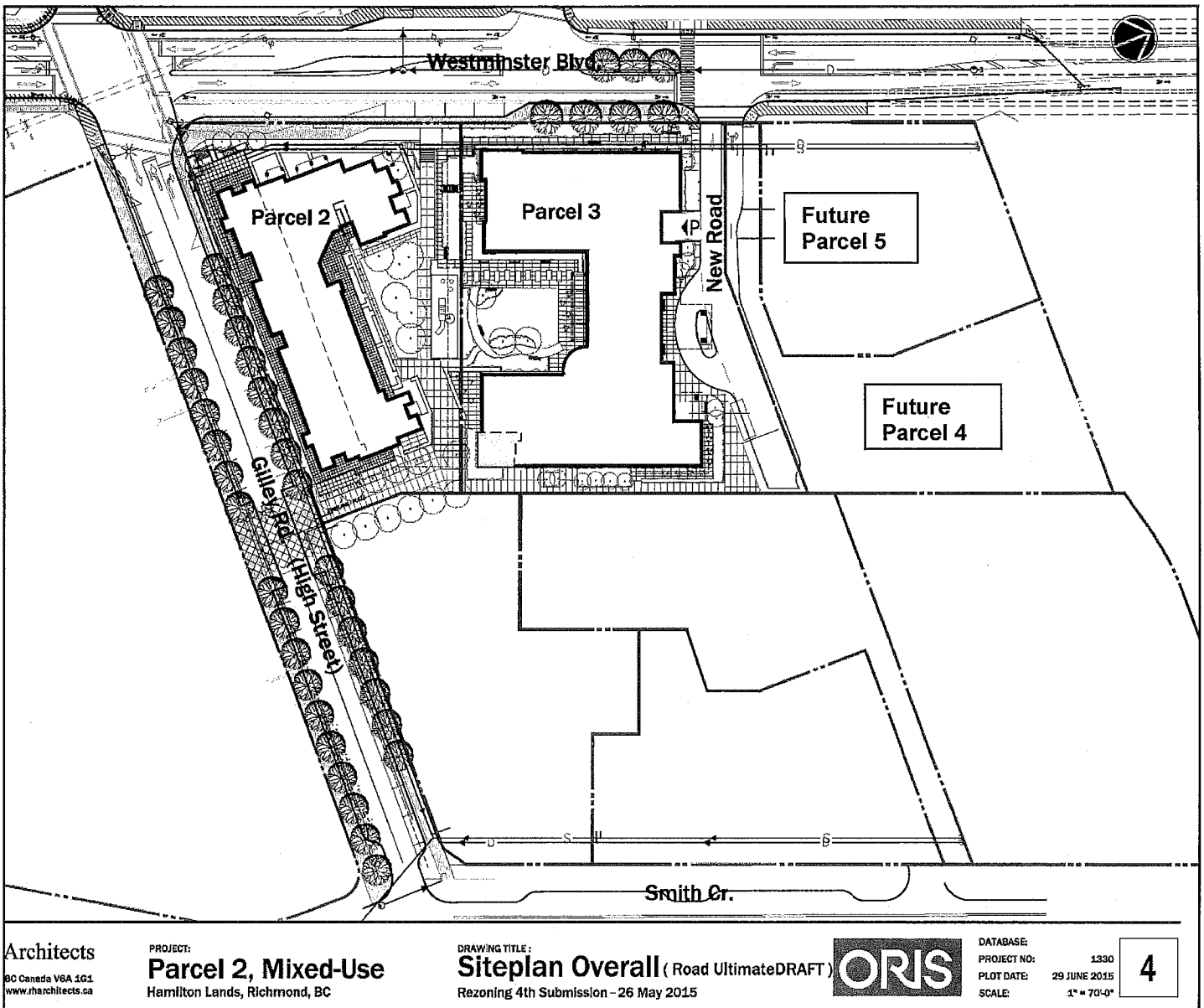





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ATTACHMENT 2
& PARKING PLANS



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Initial 

Given the estimated habitat losses outlined above, the plan to compensate for habitat lost is as follows. The recommended location for compensatory works is the Queen's Canal RMA; this large area is currently characterized by significant human influence, and invasive plants dominate. The plan will restore the riparian area through implementation of a site-specific Invasive Plant Management Plan and a Revegetation Plan. The plan would also be developed with reference to the City's concept plan for the park/trail system in the Queen's Canal corridor.

Based on the amount of riparian habitat lost as a result of the City's projects ($1,492\text{m}^2$), and assuming a 1:1.5 compensation ratio for riparian habitat, the City's restored area would equal $2,238\text{m}^2$. The City's compensation habitat would start just south of the Westminster Highway bus layby and move north on both sides of the Canal to the extent required. The amount of riparian habitat owing from the proposed Oris development is equal to $1,526\text{m}^2$ assuming a 1:1.5 compensation ratio for riparian habitat. Oris' restored riparian habitat would start at the north end of the City's restored area and move north on both sides of the Canal to the extent required.

For the loss of instream habitat, the recommended location for compensation is also on the Queen's Canal. It is our understanding that the west side of Queen's Canal is unstable, therefore the widening of the east side of Queen's Canal to increase the wetted width is a concept which could easily be accommodated in the reach of Queen's Canal north and south of the Fraserside Gate crossing. Based on a 1:1 ratio for instream habitat loss, the amount of habitat owing from the City and Oris projects would be 256m^2 and 122m^2 , respectively. Details on (a) whether or not riparian compensation can occur on both sides of Queens Canal and (b) whether or not instream compensation can be created in Queens Canal will be the subject of future discussions with City environmental and engineering staff. If other locations for instream compensation are required, they will be sought in consultation with City staff.

The habitat losses and proposed compensation are summarized in the following table:

Project	Habitat Loss		Habitat Compensation	
	Riparian	Instream	Riparian (1:1.5)	Instream (1:1)
Oris Hamilton	1,017	122	1,526	122
City Culvert and Road Widening	1,492	256	2,238	256

After rezoning, PGL will prepare a detailed habitat compensation plan for both the City and Oris projects for riparian and instream compensation owing, which will include Invasive Plant Management, Revegetation and Instream Habitat Construction Plans. Detailed drawings of the impacted and compensation areas as well as the proposed stormwater design will be included. This plan will be checked with City staff to ensure compatibility with park/trail/road designs for the Queen's Canal corridor and Gilley - Westminster intersection. It will then be submitted to the City Environmental Review Committee for approval, prior to completion of the Servicing Agreements.



To: Planning Committee

Date: July 2, 2015

From: Wayne Craig
Director of Development

File: RZ 14-660662/
RZ 14-660663

Re: Applications by Oris Development (Hamilton) Corp. for Rezoning at:

- Parts of 23241 and 23281 Gilley Road, and 23060, 23066, 23080 and part of 23100 Westminster Highway from "Single Detached (RS1/F)" to "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)"; and
- 23241, 23281 and part of 23301 Gilley Road, and part of 23060 and 23000 Westminster Highway from "Single Detached (RS1/F)" to "Residential/Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)"

Staff Recommendation

1. That Official Community Plan Bylaw 9000, Amendment Bylaw 9260 to amend Schedule 2.14 – Hamilton Area Plan to:

- Amend the text within Section 3.2, Objective 2, Policy a) respecting the "Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)" land use designation; and
- Re-designate 23066 and parts of 23080 and 23100 Westminster Highway from "Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)" to "Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)";

be introduced and given first reading.

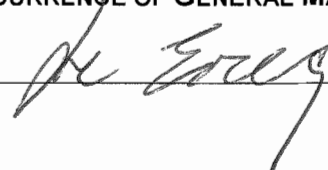
2. That Official Community Plan Bylaw 7100, Amendment Bylaw 9273 to delete the existing Schedule 2.14 – Hamilton Area Plan in its entirety, be introduced and given first reading.
3. That Bylaws 9260 and 9273, having been considered in conjunction with:
 - The City's Financial Plan and Capital Program; and
 - The Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

are hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the *Local Government Act*.

4. That Bylaws 9260 and 9273, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, are hereby found not to require further consultation.
5. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9261, to create the "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)" zone, and to rezone parts of 23241 and 23281 Gilley Road, and part of 23060, 23066, 23080 and part of 23100 Westminster Highway from "Single Detached (RS1/F)" to "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)", be introduced and given first reading.
6. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9262, to create the "Residential/Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)" zone, and to rezone 23241, 23281 and part of 23301 Gilley Road, and part of 23060 and 23000 Westminster Highway from "Single Detached (RS1/F)" to "Residential /Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)", be introduced and given first reading.
7. That Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276, pursuant to Section 188(1) of the *Community Charter*, to establish a capital reserve fund for community amenity contributions that are received for the planned community amenities as specified under Schedule 2.14 - Hamilton Area Plan, Bylaw 9000, be introduced and given first, second and third readings.


Wayne Craig
Director of Development

MM:blg
Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Parks	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Economic Development	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	

Staff Report

Origin

Oris Developments (Hamilton) Corp. has made two (2) separate rezoning applications for two (2) proposed development sites as shown Attachments 1 and 3:

- A 0.58 ha. (1.43 acre) site on parts of 23241 and 23281 Gilley Road, part of 23060, 23066, 23080 and part of 23100 Westminster Highway from "Single Detached (RS1/F)" to "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)" to permit development of a 130-unit building, with 82 seniors congregate housing rental units that include common dining and limited health care, an memory ward with 18 rental units which are intended to be licenced by Vancouver Coastal Health as they provide additional health care and supervision, and 30 market condo apartment units to be sold, on Oris' Parcel 3.
- A 0.44 ha. (1.10 acre) site on 23241, 23281, and part of 23301 Gilley Road and part of 23060 and 23000 Westminster Highway from "Single Detached (RS1/F)" to a proposed new, mixed-use "Residential / Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)" to permit development of a 73-unit market condo, mixed-use building with 929 m² (10,000 ft²) of ground floor commercial on Oris' Parcel 2.

Two (2) rezoning applications have been submitted by Oris (Hamilton) Corp. who will build and market the mixed-used building on Parcel 2 while the apartment / seniors congregate housing building on Parcel 3 will be built by New Coast Lifestyles (NCL) Management Ltd. Oris and NCL have provided a document confirming that each project is distinct and will be independently developed with Oris (Hamilton) Corp. only acting behalf of New Coast Lifestyles (NCL) Management Ltd.

The proposed mixed-use building on Parcel 2 and apartment/seniors congregate care building on Parcel 3 as shown on Attachment 3 are the first rezoning applications to be considered under the recently updated Hamilton Area Plan are the first steps to establish the new Hamilton Village Centre envisioned under the Area Plan. These two (2) developments are connected in that they share a common driveway located on Parcel 3, have shared indoor amenity space on Parcel 2 and have connected parkades with shared parking.

The new Hamilton Area Plan within Schedule 2.14 of the Official Community Plan (OCP) is also proposed to be amended to facilitate both of the above rezoning applications.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is included in Attachment 2.

Surrounding Development

- To the North: Single-family dwellings zoned “Single Detached (RS1/F)”.
- To the East: Single-family dwellings zoned “Single Detached (RS1/F)”.
- To the South: A shopping mall fronting onto Gilley Road zoned “Community Commercial (CC)”.
- To the West: A vacant, former fire hall site fronting onto Westminster Highway zoned “School and Institutional (SI)”.

Related Policies & Studies**Richmond Official Community Plan (OCP) – Hamilton Area Plan Schedule 2.14**

The new Hamilton Area Plan under Official Community Plan Bylaw 9000 designates all of Parcel 2 and most of Parcel 3 as “Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)”. Parcel 2 has a split designation with its most northerly portion designated as “Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)” as shown on Attachments 3 and 4. The proposed OCP Amendment Bylaw 9260 would:

- Amend the text within “Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)” land use designation to require that only a portion of the ground floor of buildings adjacent to Gilley Road be used for non-residential uses instead of the entire ground floor amended, and to include a range of assisted living residential uses; and
- Re-designate 23066 and parts of 23080 and 23100 Westminster Highway from “Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)” to “Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)”.

Secondly, the proposed OCP Amendment Bylaw 9273 would delete the old Hamilton Area Plan from the 1997 Official Community Plan Bylaw 7100 which still includes all of the City’s Area Plans. The new Hamilton Area Plan which was included within the newer 2012 Official Community Plan Bylaw 9000 on February 25, 2014.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood plain covenant on Title is required prior to final adoption of the rezoning bylaw.

Affordable Housing Strategy

The City’s Affordable Housing Strategy provides that apartment and mixed-use buildings with over 80 residential apartment units provide five (5) percent of the building’s total residential floor area within affordable housing units secured under a housing agreement and covenant in perpetuity. Under the Strategy, developers of buildings with less than 80 residential apartment

units are to make a contribution of \$4.00 per buildable square foot of total residential floor area permitted under the proposed rezoning.

Despite the fact that these two (2) rezoning applications are linked via access and parking, the rezoning is being advanced by the applicant as separate rezoning applications for the buildings on Parcels 2 and 3.

At the time of application, staff inquired as to why two (2) rezoning applications were being submitted instead of one (1) application. The applicant, Oris (Hamilton) confirmed that it will be proceeding to build and market the mixed-used building on Parcel 2 and is acting behalf of the future owner of Parcel 3, New Coast Lifestyles (NCL) Ltd., who would build the apartment / seniors congregate housing building. Oris and NCL also provided a detailed written summary that described how Parcels 2 and 3 will be built and marketed separately after the sale of Parcel 3 to NCL. Therefore, the applicants are contributing:

- An estimated \$249,176 for the residential floor area associated with the 73 residential apartment units within the mixed-use building on Parcel 2.
- An estimated \$79,032 for the floor area of the 30 market strata units and associated common areas within the 130-unit apartment/seniors building on Parcel 3. Of the total 130 units within this building, the remaining 82 units of congregate housing and 18 memory ward units are not subject to affordable housing contributions under the Strategy.

If this project was considered via one (1) rezoning application for both buildings, the applicant would be required to provide built affordable housing units on site. The affordable housing would be based on five (5) percent of the combined residential floor area of the 73 market apartment units within the mixed-use building on Parcel 2 and the 30 market apartment units within the apartment/ seniors congregate housing building on Parcel 3. This would equate to approximately 4,460 ft² or five (5) 2-bedroom affordable housing units.

Consultation

Staff have reviewed the proposed OCP Amendment Bylaws 9260 and 9273 with respect to the Province's *Local Government Act* and City's OCP Bylaw Preparation Consultation Policy No. 5043 and advise that the City is not obligated to refer the proposed OCP amendment bylaw and recommend that this report does not require referral to external stakeholders. Table 1 below clarifies this recommendation.

Table 1: OCP Consultation Summary	
Stakeholder	Referral Comment (No Referral necessary)
BC Land Reserve Commission	No referral necessary, as the Agricultural Land Reserve is not affected.
Richmond School Board	No referral necessary as this commercial application does not involve any multiple-family housing units thus it does not have the potential to generate 50 or more school aged children (e.g., typically around 295 multiple-family housing units).

The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as only minor land use and no density changes are proposed.
The Councils of adjacent Municipalities	No referral necessary, as adjacent municipalities are not affected and only minor land use and density changes are proposed.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as only minor land use and no density changes are proposed.
TransLink	No referral necessary, as no transportation road network changes are proposed, only minor land use and density changes.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary, as the ports are not affected.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary, as the airport is not affected.
Richmond Coastal Health Authority	No referral necessary, as the health authority is not affected.

However, out of courtesy, the proposed OCP Amendment Bylaws 9260 and 9273 will be referred to the School Board for their information and comment prior to this bylaw being considered at a Public Hearing.

Analysis

Built Form and Architectural Character

Parcel 2: Mixed-Use Building:

The mixed-use, four-storey building includes the following elements as shown in preliminary plans in Attachment 5:

- A contemporary style building with facade articulation and large sun decks.
- 929 m² (10, 000 ft²) of ground-floor commercial space fronting Gilley Road; with an average setback of 2.0 m (6.6 ft.) from the back of the public sidewalk.
- 73 residential apartment units on the north (rear) side of the ground floor and remaining upper three (3) floors.
- The building stepping back above ground floor; with the upper three (3) residential floor being set back an average of a further 3.0 m (9.8 ft).
- The major pedestrian entrance faces to High Street Plaza to the east.
- The “L”-shaped building footprint provides separation of common outdoor amenity space from Westminster Highway.
- Large roof overhangs and lower awnings over the commercial units.
- The elevated west facade, above the lower Westminster Highway grade, has been addressed by terraced landscape walls, sloping landscape and a window wall extending down to below the first floor level into the parkade at street level.

Parcel 3: Apartment/Seniors Congregate Housing Building:

The seniors' housing building includes the following elements as shown in preliminary plans in Attachment 6:

- A contemporary style building with facade articulation and large sundecks.
- 82 seniors congregate housing units, 18 memory ward care units and 30 residential apartment units.
- The building has a large porte cochere / canopy on its north elevation, allowing for weather protection for vehicle pick-up of residents and provides a focal point for the building.
- The major pedestrian entrance faces to High Street Plaza to the south.
- The "U" building footprint that provides for a contained courtyard.
- Large roof overhangs and awnings over the commercial units provide weather protection and additional visual interest to the building.
- The elevated first floor above Westminster Highway has been addressed by terraced landscape walls, sloping landscape and a window wall extending down to below the first floor level, providing light into the parkade at street level.

Public Realm

The proposed development provides for a varied public realm comprised of three (3) distinct components as outlined below.

Gilley High Street: Gilley Road will be reconstructed into a "High Street" compatible with the urban village environment as envisioned by the Hamilton Area Plan.

The proposed 3.35 m (10.0 ft.) wide public sidewalk on the north side with street trees and landscape strip which allows for rainwater infiltration, will be extended to the east and established on the south side of the street as future developments are approved. The proposed mixed-use building is set back at minimum of 1.5 m (5.0 ft.) with an on-site sidewalk to provide for a generous combined 4.85 m (15.0 ft.) wide pedestrian area.

Gilley High Street Plaza: The High Street Plaza is proposed to be located in the middle of the block between Westminster Highway and Smith Crescent, with an ultimate width of 18.0 m (60.0 ft.) opening up onto the Gilley High Street. The current Parcel 2 application includes a 9.0 m (30.0 ft.) wide plaza frontage facing Gilley Road, with the remaining plaza being constructed with the Parcel 4 development to the east. The proposed plaza includes an outdoor restaurant seating adjacent to the building with the remaining area for seating, walking, possible outdoor market and Public Art work.

Greenway/Strollway: The Parcel 2 development will include the first leg of the Greenway/Strollway leading north out of the Gilley High Street Plaza to eventually be extended to Willet Avenue, as required in the Hamilton Area Plan. The Parcel 2 development includes a 3.0 m (9.8 ft.) wide strollway, with the future development of Parcel 7 to the east providing the remaining width of the Greenway/Strollway.

A statutory right-of-way (SRW) will be registered over the High Street Plaza and Greenway/Strollway to secure public pedestrian and bicycle access with owner maintenance.

Transportation and Access

Development Access: The proposed mixed-used building on Parcel 2 and the proposed apartment/seniors congregate care building on Parcel 3 will have one (1) shared vehicle driveway entering from Westminster Highway. This driveway is designated within the Hamilton Area Plan as a “Shared Street” (also shown as “New Road” on developer plans). The Shared Street will provide local vehicle and pedestrian access to Parcels 2 and 3 and will be extended through to Smith Crescent as future parcels develop to the east (Attachment 4). The Shared Street encumbered by a statutory right-of-way (ROW) to ensure public access and maintenance by the future owners of buildings on Parcels 2 and 3.

Westminster Highway: The applicant will complete a number of improvements to Westminster Highway as shown on Attachments 3, 5 and 6. It should be noted that Westminster Highway is to remain at its current 1.0 m (3.3 ft.) elevation. The major transportation improvements include, but are not limited to:

- A 1.8 m wide on-street bike lane, new minimum 2.5 m wide off-road multi-use pathway/sidewalk, and curb, with a landscaped boulevard in sections, on the east side of Westminster Highway to the north of the Shared Street.
- A southbound left turn lane into the development’s access driveway off of the on-site Shared Street. A new pedestrian signal will be installed on the south side of the proposed development access on Westminster Highway to facilitate the safe crossing of pedestrians across Westminster Highway.
- Improvements to the existing intersection with Gilley Road to facilitate the Gilley Road works.
- A bus lay-by north of the Westminster Highway and Gilley intersection, as well as accessible bus landing pad and shelter.
- Repaving of the full width of Westminster Highway from the Gilley intersection to north of the Shared Street.

Gilley Road High Street: The applicant will reconstruct Gilley Road to create the “High Street” as envisioned under the Hamilton Area Plan. The road will rise up at a 4 percent grade from the current 1.0 m (3.3 ft.) elevation at Westminster Highway to 3.5 m (12.0 ft.). This raised elevation allows for much of the Parcel 2 parkade to be constructed below finished grade and provides for most of the store fronts within the mixed-use building to be both at street grade and located above the required minimum flood construction level. The street will then slope down to the existing grade to the east at Smith Crescent.

The required works include:

- Resurfacing the entire block from just west of Westminster Highway to the ultimate 3.5 m (12.0 ft.) grade to the middle of the block, with an interim grading and resurfacing back down to the current grade at Smith Crescent.
- Intersection improvements with a westbound left-turn lane onto Westminster Highway southbound.

- A 3.35 m (11.0 ft.) sidewalk on the north side of the street with trees and landscaped boulevard to allow for rainwater infiltration designed to be compatible with the proposed urban, commercial High Street.
- The reconstruction of the existing concrete sidewalk on the south side of Gilley Road, separated from the traffic with a barrier curb, to accommodate the raised road grade.

The Hamilton Area Plan staff report indicated that the City's DCC program would be amended in 2015 to include approximately \$7M in road improvements to the area. These road improvements include improvements to Westminster Hwy (from just south of Gilley Rd. to Boundary Rd.) and the new Willet Ave. extension and bridge over the Queen Canal. While staff intend to recommend that these road improvements be added to the City-wide DCC program as identified in the Hamilton Area Plan staff report, an amendment to the DCC bylaw has not yet been brought forward to Council for their consideration. The DCC program review is currently underway and will be presented to City Council for consideration upon completion of a comprehensive staff review.

The developer is responsible for improvements to Westminster Hwy as part of the required Servicing Agreement for this project. A portion of these required road improvements are included in the existing City wide DCC program. The road works eligible for DCC credits will be restricted to the works included in the DCC program at the time when the DCC credits are assessed (i.e. at Building Permit). The Westminster Hwy improvements intended to be added to the DCC program (additional road widening for boulevard, sidewalk and bike lane improvements) would increase the eligible DCC credits for this development by approximately \$330,000 should these additions to the DCC program be accepted by City Council. The exact amount of the eligible DCC credits will be calculated once the SA design drawings have been approved by the City and the actual construction value is determined. The DCC credits will be capped at the lower amount of the value of the DCC works included in the City wide DCC bylaw endorsed by City Council; the actual costs of constructing the works provided by the developer; or the roads portion of the DCCs payable for the project.

Parking: The partially below-grade parkades for Parcels 2 and 3 will be connected, with vehicle access being provided on Parcel 3 to the on-site Shared Street. The proposed parking meets the requirements in Zoning Bylaw 8500 as follows:

- Parcel 2 includes 115 parking spaces, with 91 resident parking spaces (with a further 29 paces provided on Parcel 3) and 34 shared resident visitor/commercial parking spaces.
- Parcel 3 includes 102 parking spaces for the apartments and seniors congregate housing units plus 29 resident parking spaces for Parcel 2.
- Parcels 2 and 3 will have easements registered on Title to provide for shared access and parking.

Tree Retention and Replacement

No trees are planned to be retained on the sites given that the building parkades occupy the entirety of both sites to provide for the necessary parking. The applicant will be required to submit a landscape plan as part of the Development Permit that will include replacement trees at

a ratio of at least 2:1 to compensate for the 79 removed trees to which Tree Protection Bylaw No. 8057 applies (except for those trees already approved for removal by the City due to disease or for building demolition).

Amenity Space

Common Amenity Space in the Apartment/Seniors Congregate Housing Building on Parcel 3:

The proposed building on Parcel 3 will include approximately 1,096 m² (11,800 ft²) of common amenity space. Part of this large amenity space will be for residents of the building on Parcel 3, and part for use by residents on Parcel 2. The amenity areas on Parcel 3 include the following:

- For the use apartment/ seniors congregate housing on Parcel 3: 7,599 ft² of amenity space, comprised of two (2) lounges, dining room, theatre, kitchen, country kitchen, library, beauty salon and barber shop.
- Shared between Parcel 3 and adjacent Parcel 2: 3,458 ft² of shared indoor amenity space, which includes a pool and exercise room.
- Amenity Room for the use of Parcel 2: A 741 ft² amenity room for use of residents of only Parcel 2.

There will be requirement for registration of an easement on Parcel 3 to ensure that residents of Parcel 2 are provided with shared rights of access and use. The City will be a grantee to ensure that the agreements are not discharged and or changed without City approval. A covenant will also be registered on Parcel 2 that will require provision of 100 m² (1,076 ft²) at occupancy of the building on Parcel 2 if the shared amenity space has not been already been constructed on Parcel 3.

Common Outdoor Amenity Space:

The applicants are proposing outdoor amenity on Parcels 2 and as described below:

- Parcel 2 – Mixed-Use Building: 567 m² (6,103 ft²) within the main outdoor amenity spaces are located on the north side of the building and include a treed common, large play area and patio space.
- Parcel 3 – Apartment / Seniors Congregate Housing Building: 1,180 m² (12,702 ft²) within a large courtyard within this “U” shaped building which includes raised garden plots, a circuit pathway and seating. There is also an enclosed dining patio and secure memory garden patio.

Together, these amenity areas function as central gathering spaces for the buildings and will be reviewed further during the Development Permit process.

Site Servicing and Frontage Improvements

Servicing: In addition to frontage improvements discussed above, the City’s Engineering Department has determined the scope of upgrades to existing services to service the proposed development to be undertaken by the applicant, as identified in the Rezoning Considerations (Attachment 7).

The applicant will be constructing a sub-surface structure over Gilley Road and the 1.0 m (3.3 ft.) diameter Metro Vancouver sewer main and utilizing light weight fill to raise Gilley Road to the elevations discussed above.

Riparian Management Areas: There are two (2) Riparian Management Areas (RMAs) affected by the proposed developments. The Parcel 2 development and Gilley High Street works will remove the small Gilley Road ditch which is within an RMA extending 5.0 m (16.0 ft.) back on either side of the ditch. Through the Servicing Agreement, a linear landscape strip and boulevard trees will be included within the streetscape and provide for rainwater infiltration and a slowing of stormwater flow into the Queen Canal. The Queen Canal RMA extends 15.0 m (49.0 ft.) back on either side of the canal with impacts to this area requiring habitat compensation within this RMA.

The compensation for in-stream and riparian habitat loss will be included within the Queen Canal corridor through the Servicing Agreement.

These works are to be further reviewed by the developer's Qualified Environmental Professional (QEP), with a follow-up report to confirm that the design of the necessary habitat compensation that will be provided through the Servicing Agreement process as provided in the Rezoning Considerations (Attachment 7) to the satisfaction of the Director of Engineering.

Proposed OCP and Zoning Bylaw Amendments

As discussed above, proposed OCP Amendment Bylaw 9260 includes both a text amendment and map amendment concerning the Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR) land use designations.

Proposed Amendments to the Hamilton Area Plan within the OCP:

The proposed text change to the "Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)" land use designation will require that a portion of the ground floor of buildings adjacent to Gilley Road be used for commercial and non-residential uses rather than the entire ground floor as currently required. Specifically, the change would only require commercial and non-residential uses within 10.0 m (33.0 ft.) of the north side of Gilley Road and within 15 m (49.0 ft.) and south side of Gilley Road. This change would apply to the entire land use designation including properties adjacent to Parcels 2 and 3 under the rezoning applications and facing the south side of Gilley Road. The land use designation would continue to allow for the same commercial, non-residential residential apartment uses to be located on the remainder of the ground floor and upper floors of buildings.

The proposed change was requested by the applicant who presented a professional market analysis study that demonstrates that the 12,000 build-out population of Hamilton could only support approximately 50,000 to 55,000 ft² of commercial floor area (excluding amenity space). The Hamilton Area Plan's land use designation for ground floor commercial could lead to 120,000 sq. ft. of commercial floor area being required. Based on the retail demand model in the consultant market study, which takes into consideration Hamilton's projected population, exposure to traffic and location characteristics within the region, this is 2 to 2.6 times the amount that could be supported and sustained. This assessment resonates with other regional studies (such as the Grandview Heights Commercial Market Analysis completed for that area of Surrey),

which estimate that similarly built communities can support approximately 0.38 m² (4 ft²) per capita of supermarket/commercial space. It is thus reasonable to accommodate commercial space in line with the findings of the consultant's report of approximately 4,645 m² (50,000 ft²).

The proposed land use designation change to Land Use Map (Attachment 4) to re-designate part of the proposed Parcel 3 (apartment /seniors congregate housing) from "Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)" to "Neighbourhood Village Centre (Retail and Office with Residential above 4 Storey 1.50 FAR)" applied to a small area. The change was necessitated by the applicant's site planning which lead to Parcel 3 including both the above designations (a split designation). Given that the apartment form of development and 1.5 FAR density remain consistent with both designations under the current Area Plan, the proposed change of designation constitutes a relatively minor amendment which Planning staff support.

The Area Plan supports the inclusion of seniors housing in multi-family designations. To support this policy, the Neighbourhood Village Centre (Retail and Office with Residential above 4 Storey 1.50 FAR)" designation is amended to specifically include a range of assisted living residential uses as found in the adjacent "Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)" designation.

Lastly, proposed OCP Amendment Bylaw 9273 deletes the existing Hamilton Area Plan under Bylaw 7100 for the same area to which the new Hamilton Area Plan was adopted as an amendment to OCP Bylaw 9000 in February, 2014.

Zoning Bylaw Amendments:

The proposed Zoning Bylaw amendments proposed above are consistent with the Hamilton Area Plan.

Bylaw 9261 proposes to rezone 0.44 ha. (1.10 acres) comprising Parcel 3 from "Single Detached (RS1/F)" to "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)" to permit a 130 unit apartment/seniors congregate housing building, with 82 congregate housing units, 18 memory ward care units and 30 strata apartment units. The following primary uses are included to accommodate this development: "housing, apartment", "housing, congregate" and "community care facility, major". This zone provides for maximum density of 1.5 FAR with provision of community amenity contributions by the applicants. An additional 0.19 FAR is permitted provided that it is used to accommodate amenity space for the lot subject to this zone.

Lastly, Bylaw 9261 includes a definition for the "Hamilton Area Plan community amenity capital reserve". The definition references the statutory Capital Reserve Fund to be created by Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276 into which this and future applicant's amenity contributions will be deposited.

Bylaw 9262 proposes to rezone 0.58 ha. (1.43 acres) Parcel 2 from "Single Detached (RS1/F)" to "Residential / Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)" to permit a 73-unit mixed-use building with ground floor commercial. The zone includes a wide range of commercial and non-residential uses similar those found in the "Community Commercial (CC)".

The zone also permits a neighbourhood public house (neighbourhood pub) use as requested by the applicant. Should a neighbourhood pub be proposed for the site, the City's typical liquor licencing process will be required as a condition of Business Licencing. The applicant has agreed to register a covenant on title that restricts the use to the ground floor, requires its outdoor public entrance on Gilley Road and advises other owners of this possible use within the building. The zone also permits "housing, apartment" and provides for a maximum density of 1.5 FAR with provision of community amenity contributions by the applicants.

Hamilton Area Plan Amenity Contributions:

The applicants will provide community amenity contributions of \$49.50 per square meter (\$4.60 per ft²) of the total residential floor area of the buildings on Parcels 2 and 3 consistent with the Hamilton Area Plan for the proposed amenities (e.g, community centre, library, police office, a childcare hub, pedestrian pier as proposed under the Area Plan). The contribution is estimated at \$285,205 for the mixed-use building on Parcel 2. The total contribution for Parcel 3 is estimated at \$430,118. Part of this contribution (\$28,985) would not apply to the floor area specified including within the proposed 18 memory ward units as Area Plan's amenity contributions only apply to residential floor area. To confirm that these units fall within with the "community care facility, major" use under the zoning, the applicant will need to verify that the necessary licencing from Vancouver Coastal Health (VCH) for the memory ward is in place prior to these units being exempted from the amenity contribution.

Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276 has been prepared pursuant to Section 188(1) of the *Community Charter* to establish a capital reserve fund for community amenity contributions that are received for the planned community amenities as specified under Schedule 2.14 - Hamilton Area Plan, Bylaw 9000.

Public Art

The applicant will either make a public art contribution as provided by the City's Public Art Policy or prepare a Public Art Plan to provide Public Art elements within the development. The High Street Plaza on Parcel 2 has been discussed as a possible location for the public art. The contributions for both Parcels 2 and 3 are estimated total \$127,048. Provision of the public art contribution will be coordinated between the developer and the City's Public Art Coordinator, and secured prior to adoption of the rezoning with details to be provided at the Development Permit stage.

Accessible Housing

To assist in ensuring accessibility is an option for residents, 44 of the 73 units in the mixed use building on Parcel 2 and 109 of the 130 units in the building on Parcel 3 will meet the Basic Universal Housing provisions within Zoning Bylaw 8500. The remaining units within the buildings will include the Aging-in-Place elements as provided within the OCP.

The above-noted specifications and units will be identified and reviewed during the Development Permit and Building Permit stages.

LEED Silver Development

As provided by the Hamilton Area Plan, the applicants will ensure that the buildings on Parcels 2 and 3 have been designed to achieve a sufficient score to meet the current Canadian Green Building Council LEED Silver score. This will require review from a LEED certified consultant which confirms that buildings have been designed at Development Permit and constructed at Building Permit to achieve LEED Silver certification or equivalent. Consideration will be given to building design with higher energy efficiency ratings than required by the BC Building Code and utilizing geo-exchange energy systems.

Major Elements to be Addressed at the Development Permit Stage

Development Permit (DP) approval to the satisfaction of the Director of Development is required prior to rezoning adoption.

In advance of the full DP submission and review, the following significant aspects of the proposal have been identified to be addressed.

- The grade difference along Gilley Road between the public sidewalk and the “retail sidewalk/patio”, particularly where Gilley Road slopes down to meet Westminster Highway, with the objective of achieving a comfortable height transition, adequate landscape screening of the projecting parkade, adequate depths for both the public sidewalk and the retail sidewalk/patio and appropriate accessibility for the disabled.
- The grade difference between the public sidewalk and Level 1 of the Parcel 2 and 3 buildings along Westminster Highway, with the objective of achieving a comfortable height transition, adequate landscape screening of the projecting parkade, adequate animation of the streetscape and application of CPTED principles.

Financial Implications

As a result of the proposed development, the City will take ownership of developer contributed assets such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals.

The anticipated operating budget impact for the ongoing maintenance of these assets is \$8,000.00. This will be considered as part of the 2017 Operating budget.

Conclusion

The proposed developments on Parcels 2 and 3 shown on Attachment 3, 5 and 6 constitute the first rezoning applications to be considered under the Hamilton Area Plan. In particular, these developments will involve significant improvements to Westminster Highway and the first phase of the Gilley High Street to be at the centre of the Hamilton Village Centre as envisioned under the Hamilton Area Plan.

The proposed developments also establish part of the High Street Plaza and first leg of the Greenway/Strollway network for Hamilton. These improvements are at the core of creating a pedestrian-oriented Hamilton Village Centre.

The proposed developments will also assist in funding the future community amenities as provided under the Hamilton Area Plan.

As this proposal is being advanced as separate two (2) rezoning applications, the applicant will be providing a cash-in-lieu contribution toward affordable housing instead of constructing built affordable housing units on-site.

On this basis, it is recommended that Official Community Plan Bylaw 9000, Amendment Bylaw 9260, Official Community Plan Bylaw 7100, Bylaw 9273, and Zoning Bylaw 8500, Amendment Bylaws 9261 and 9262, be introduced and given first reading. It is also recommended that Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276 be introduced and given first, second and third readings.



Mark McMullen
Senior Coordinator-Major Projects
(604-276-4173)

MM:blg

- Attachment 1: Location Map
- Attachment 2: Development Application Data Sheet
- Attachment 3: Oris Parcel Phasing Plan
- Attachment 4 Hamilton Area Plan Land Use Map Excerpt
- Attachment 5: Preliminary Development Plans for Parcel 2
- Attachment 6: Preliminary Development Plans for Parcel 3
- Attachment 7: Rezoning Considerations



City of
Richmond



RZ 14-660662
RZ 14-660663

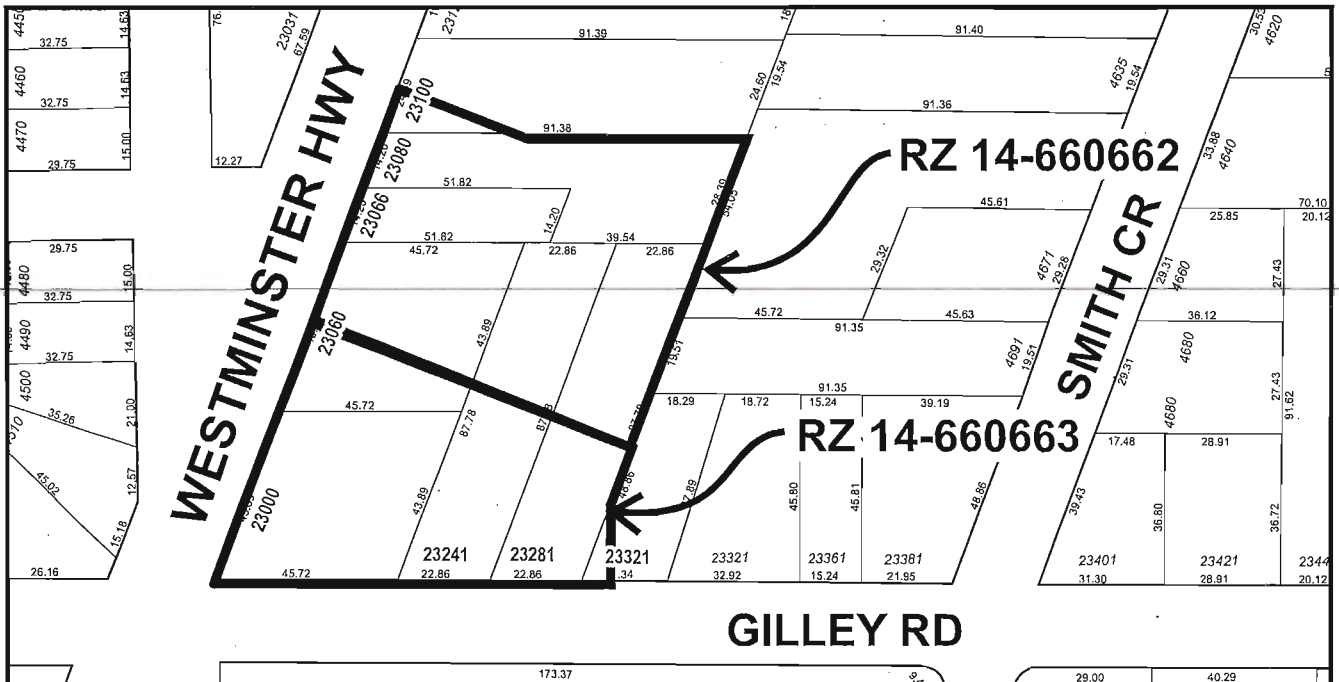
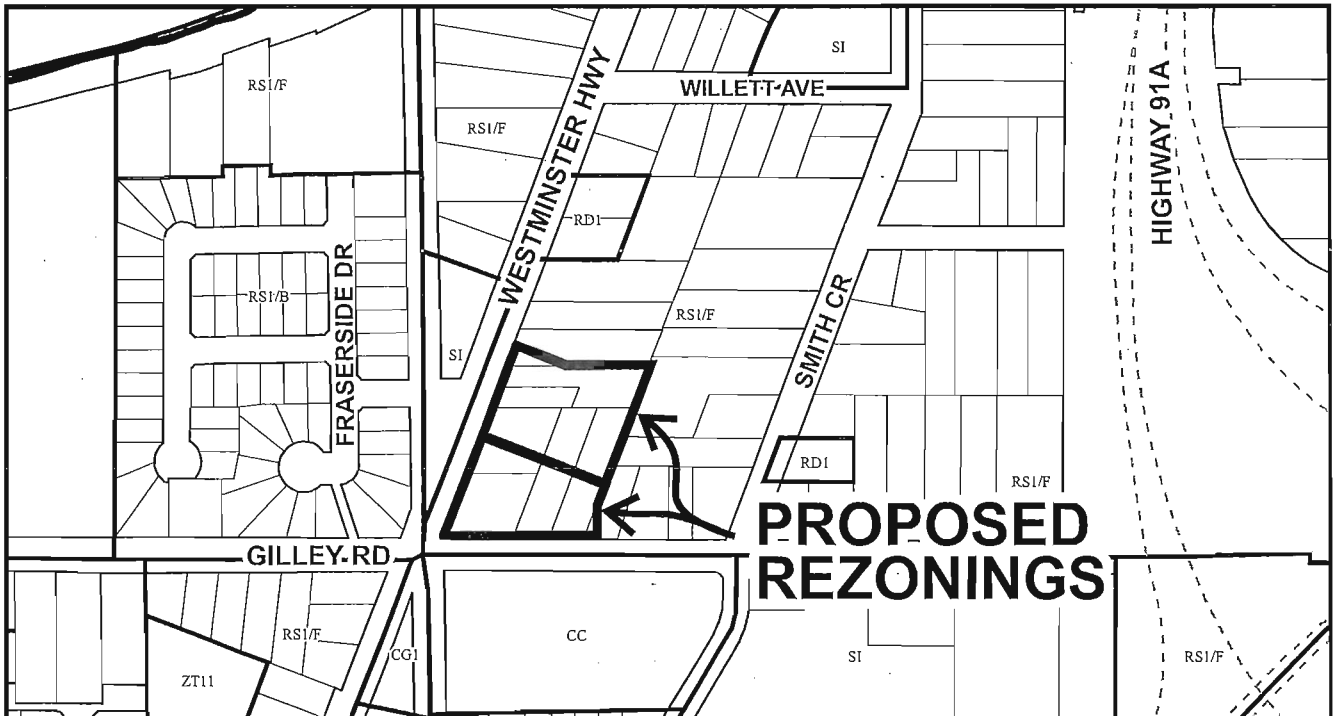
Original Date: 08/27/14

Revision Date: 06/01/15

Note: Dimensions are in METRES



City of Richmond



RZ 14-660662
RZ 14-660663

Original Date: 08/27/14

Revision Date: 06/01/15

Note: Dimensions are in METRES



RZ 14-660662 & RZ 14-660663

Attachment 2

-Parcel 2: 23241, 23281 & part of 23301 Gilley Road and part of 23060 & 23000 Westminster Highway (RZ14-660663)

-Parcel 3: 23241 & 23281 Gilley Road and 23060, 23066, 23080 & part of 23100

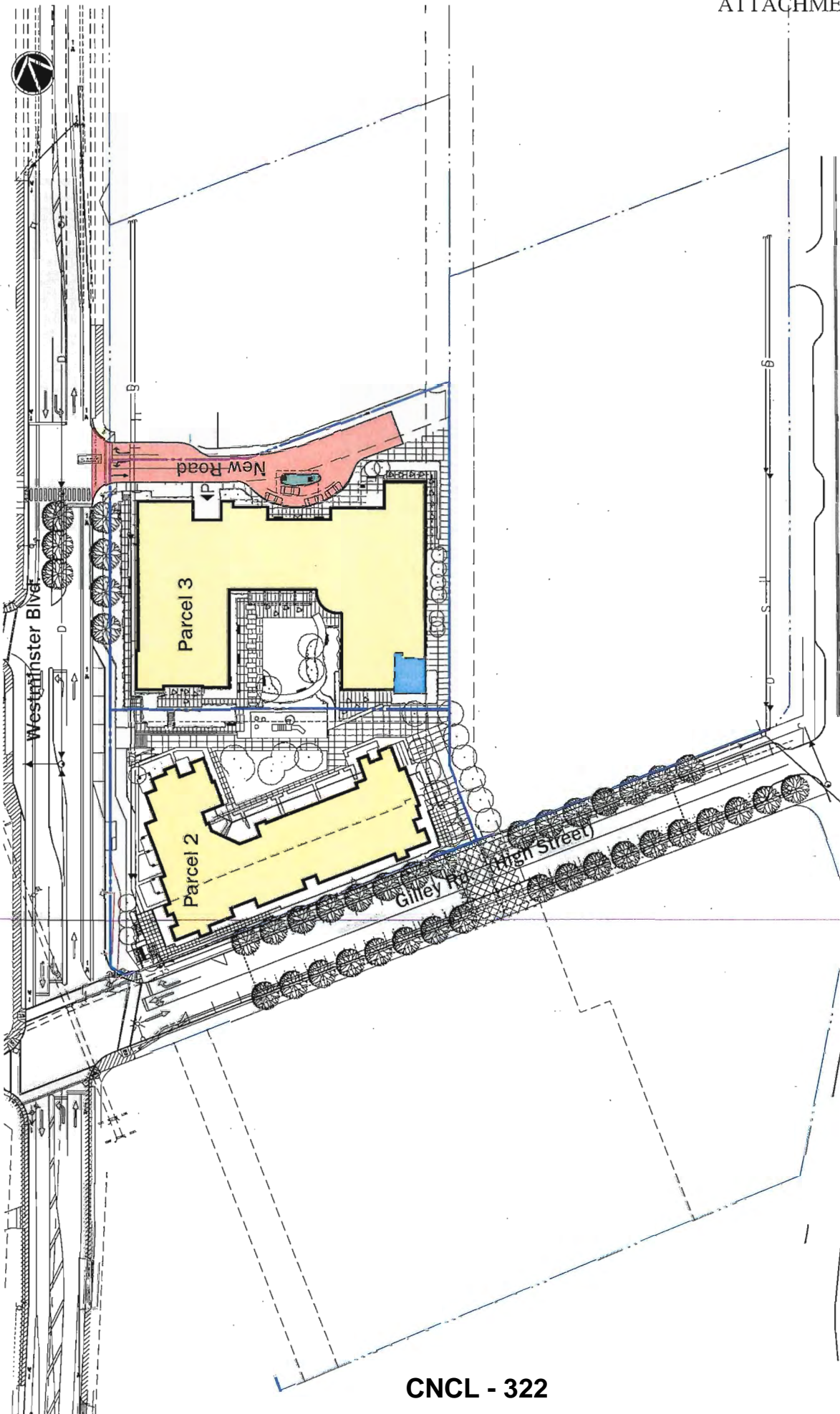
Address: Westminster Highway (RZ14-660662)

Applicant: Oris Development (Hamilton) Corp.

Planning Area(s): Hamilton Area Plan

	Existing	Proposed
Owner:	Oris Developments (Hamilton) Corp.	Parcel 2 - Oris Developments (Hamilton) Corp. Parcel 3 - New Coast Lifestyles (NCL) Management Ltd.
Site Size (m²):	Parcel 2: Min. 4,447 m ² Parcel 3: Min. 5,783 m ²	Parcel 2: Min. 4,447 m ² Parcel 3: Min. 5,783 m ²
Land Uses:	Single-Family Residential	Parcel 2: Mixed-Use Building Parcel 3: Apartment/Congregate Housing Building
Area Plan Designation:	Parcels 2 & 3: "Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)" Part of Parcel 3: "Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)"	Parcels 2 & 3: "Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR)"
Zoning:	Parcels 2 & 3: "Single Detached (RS1/F)"	Parcel 2: "Residential / Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)" Parcel 3: "Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)"
Number of Units:	None	Parcel 2: 73 units Parcel 3: 18 memory care beds, 82 congregate housing units, 30 strata units
Other Designations:	N/A	N/A

	Bylaw Requirement	Proposed	Variance
Density (units/ha.):	N/A	N/A	none permitted
Floor Area Ratio	Parcels 2 & 3: 1.5 FAR	For Parcels 2 & 3: 1.5 FAR	none permitted
Lot Coverage – Building:	Parcel 2: Max. 50 % Parcel 3: Max. 55 %	Parcel 2: 50 % Parcel 3: 55 %	none
Lot Size (min. dimensions):	Parcel 2: Min. 4,000 m ² Parcel 3: Min. 5,000 m ²	Parcel 2: Min. 4,447 m ² Parcel 3: Min. 5,783 m ²	none
Setback – Front Yard (m):	Parcel 2: Min.6.0 m Parcel 3: Min.6.0 m	Parcel 2: Min.6.0 m Parcel 3: Min.6.0 m	none
Setback – Side Yards (m):	Parcel 2 (Gilley):Min.1.5m Parcel 2 (Interior):Min.1.5m Parcel 3 (North Interior): Min.10.0 m Parcel 3 (south Interior): Min.3.0 m	Parcel 2 (Gilley):Min.1.5m Parcel 2 (Interior):Min.1.5m Parcel 3 (North Interior): Min.10.0 m Parcel 3 (south Interior): Min.3.0 m	none
Setback – Rear Yard (m):	Parcel 2: Min. 6.0 m Parcel 3: Min. 6.0 m		none
Height (m):	Parcel 2: 17.0 m Parcel 3: 17.0 m	Parcel 2: >17.0 m Parcel 3: >17.0 m	none
Off-street Parking Spaces – Regular (R) / Visitor (V):	Parcels 2 & 3: 1.5 (R) and 0.20 (V) per unit	For Both Parcels 2 & 3: 1.5 (R) and 0.20 (V) per unit	none
Off-street Parking Spaces Total	Parcel 2: 140 Parcel 3: 102	Parcel 2: 144 Parcel 3: 102	none
Tandem Parking Spaces:	Permitted	none	none
Amenity Space – Indoor:	Parcels 2 & 3: 100 m ²	Parcel 2: 1,027 m ² / 69m ² Parcel 3: 1,027 m ² * *Shared on Parcel 2, 3, 4 & 5.	none
Amenity Space – Outdoor:	Parcels 2 & 3: 6.0 m ² per unit (min.)	Parcel 2: 7.77 m ² /unit Parcel 3: 9.08 m ² / unit	none
Other:			



DATABASE: 1331
PROJECT NO: 29 JUNE 2015
PLOT DATE: 1" = 70'-0"



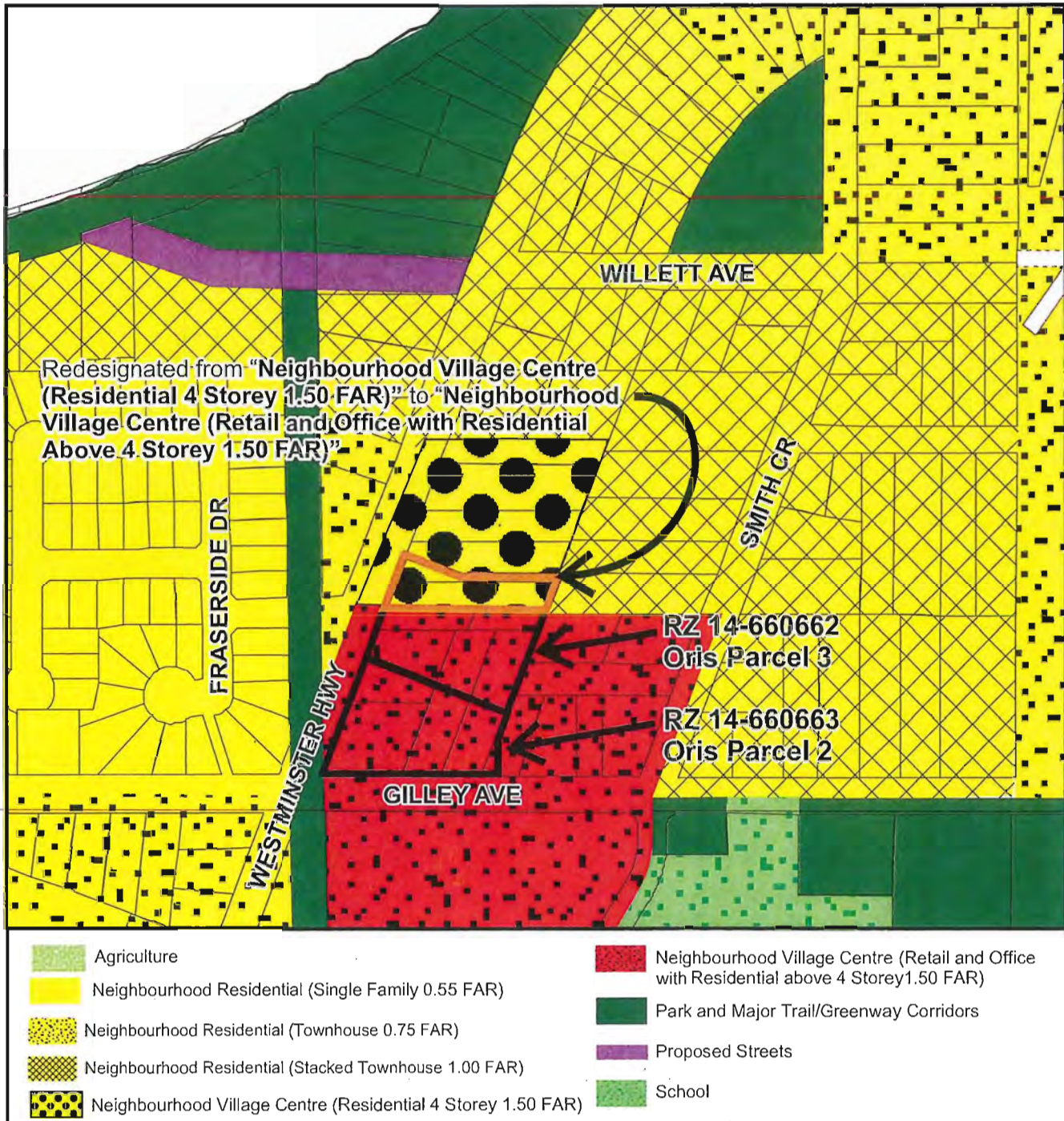
DRAWING TITLE:
Siteplan Overall (Road Ultimate Draft)
Rezoning 4th Submission

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120 Powell Street, Unit 10 Vancouver, BC Canada V6A 1G1
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City of Richmond



Original Date: 06/03/15

Revision Date:

Note: Dimensions are in METRES

Parcel 2 - Mixed-Use Building

Client: Oris Consulting

DENSITY Ha. 0.445
GROSS SITE AREA Sq.Ft. 47,863 Acre 1.099

NUMBER OF UNITS 73
GROSS FLOOR AREA (For FAR) Sq.Ft. 72,001

FAR 1.50
FAR - Universal accessible units Bonus 1.85m² / 20sq ft per units

PROPOSED ZONING 50%

LOT COVERAGE PROVIDED : 140

REQUIRED PARKING: 144

PROVIDED PARKING: 144

AMENITY REQUIREMENTS:

Required [0.01 % of Total GFA] Part of Parcel 3 Amenity building

Provided Indoor Amenity (at Parcel 3 Amenity building)

BIKE SPACES REQUIRED : Class 1, 1.25 per dwelling unit Plus Class 2, 0.2/unit

BIKE SPACES PROVIDED :

BUILDING HEIGHT : PERMITTED

BUILDING HEIGHT : PROPOSED

PROPOSED MIN. SETBACKS :

SOUTH P.L. 2.00 M

SOUTH P.L. 2.00 M

EAST P.L. 20.00 FT

NORTH P.L. 3.00 M

WEST P.L. 6.00 M

Parcel 2 & 3 Parking Stats

Parcel	Type	No. of Units	Bylaw Rate	Stall Required	Stall Provided	Total Stalls	Surplus
Parcel 2	Residential	73	1.5	110	110	283 Lot Boundary	Stalls for Future Phase(s)
	Res. Visitors	73	0.2	15	-15 (shaded)		
	Commercial	832 sq.m.	3/100 sq.m. - 350 sq.m then 4/200sq.m	30	34		
Parcel 2 Total				140	144		

Parcel 3	Market	30	1.5	45	45	Memory Ward / Assisted Living	Staff (estimated 24 staff)
	Res. Visitors	30	0.2	3	3		
	Commercial	100	0.3	30	30		
Parcel 3 Total		24	24	24	24		
Parcel 2 & 3 Total				242	246		

Parcel 2 & 3 Total 276 30 +/-



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PROJECT:

Parcel 2, Mixed-Use

Hamilton Lands, Richmond, BC

DRAWING TITLE:

Project Stats

Rezoning 4th Submission - 20 May 2015



DATABASE: PROJECT NO: 1330
PLOT DATE: 20 MAY 2015
SCALE:

1

UNIT SUMMARY :

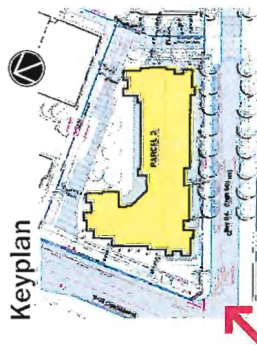
Unit	Unit Type / Description	Unit Size (sf)	No. of Units	Net Floor Area (sf)	Required Parking	Required Parking	Unit Mix
Unit A	3 Bedroom	556	9	5,004			19.2% 1Br
Unit A1	3 Bedroom	505	1	505			
Unit A2	3 Bedroom	596	4	2,384			37.0% 1Br + Den
Unit B	3 Bedroom + Den	646	21	13,566			
Unit B1	3 Bedroom + Den (inside elbow unit)	778	6	4,658			4.1% 2Br
Unit C	2 Bedrooms	800	3	2,400			
Unit D	2 Bedroom + Den	850	9	7,650			37.0% 2Br + Den
Unit D1	2 Bedroom + Den	857	3	2,571			
Unit E	2 Bedroom + Den - corner	993	3	2,979			2.7% 3Br + Den
Unit E1	2 Bedroom + Den - corner	987	3	2,961			
Unit E2	2 Bedroom + Den - corner	1,005	3	3,015			100.0%
Unit E3	2 Bedroom + Den - corner	996	3	2,988			
Unit E4	2 Bedroom + Den - corner	1,033	3	3,099			2.7% 3Br + Den
Unit F	3 Bedroom - Penthouse	1,103	1	1,103			
Unit F1	3 Bedroom - Penthouse	1,122	1	1,122			100.0%
Total			73	56,015			

Commercial (15% reduction)
Visitors 0.2/unit
Required Parking 140.0
Apt. Common Area, Amenity, Lobby, Storage, Bike Storage (SF)
7,970 Sq. Ft.
Apt Bldg Efficiency 87.5%
Average Net Unit Size 767 sq./ft.
Average Gross Unit Size 877 sq./ft.

PARCEL 2	Commercial		Residential		Total For FAR (SF)	Total Buildable (SF)
	Gross Area (SF)	*FAR deductions	Gross Area (SF)	*FAR deductions		
Ground Floor	10,000	293	10,806	452	20,061	20,806
2nd Floor			18,196	413	17,783	18,196
3rd Floor			18,196	413	17,783	18,196
4th Floor			16,786	413	16,373	16,786
Total	10,000	293	63,985	1,691	72,001	73,985

* FAR deductions = Mechanical, Electrical, Elevator Shaft & exit stairs Level 2 to 4, Bike Storage.

- * 276 stalls are being constructed in parcels 2 and 3
- * 246 stalls are being provided for parcels 2 and 3
- * Commercial and Visitor stalls for Parcels 2 and 3 are shared with the larger requirement prevailing.
- * There will be a surplus of 30 +/- stalls in Parcels 2 and 3 which will be allocated to future phases.



View at Westminster Hwy & Gilley Road (Highstreet)

CNCL - 325

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PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Character Sketch
Rezoning 4th Submission - 20 May 2015

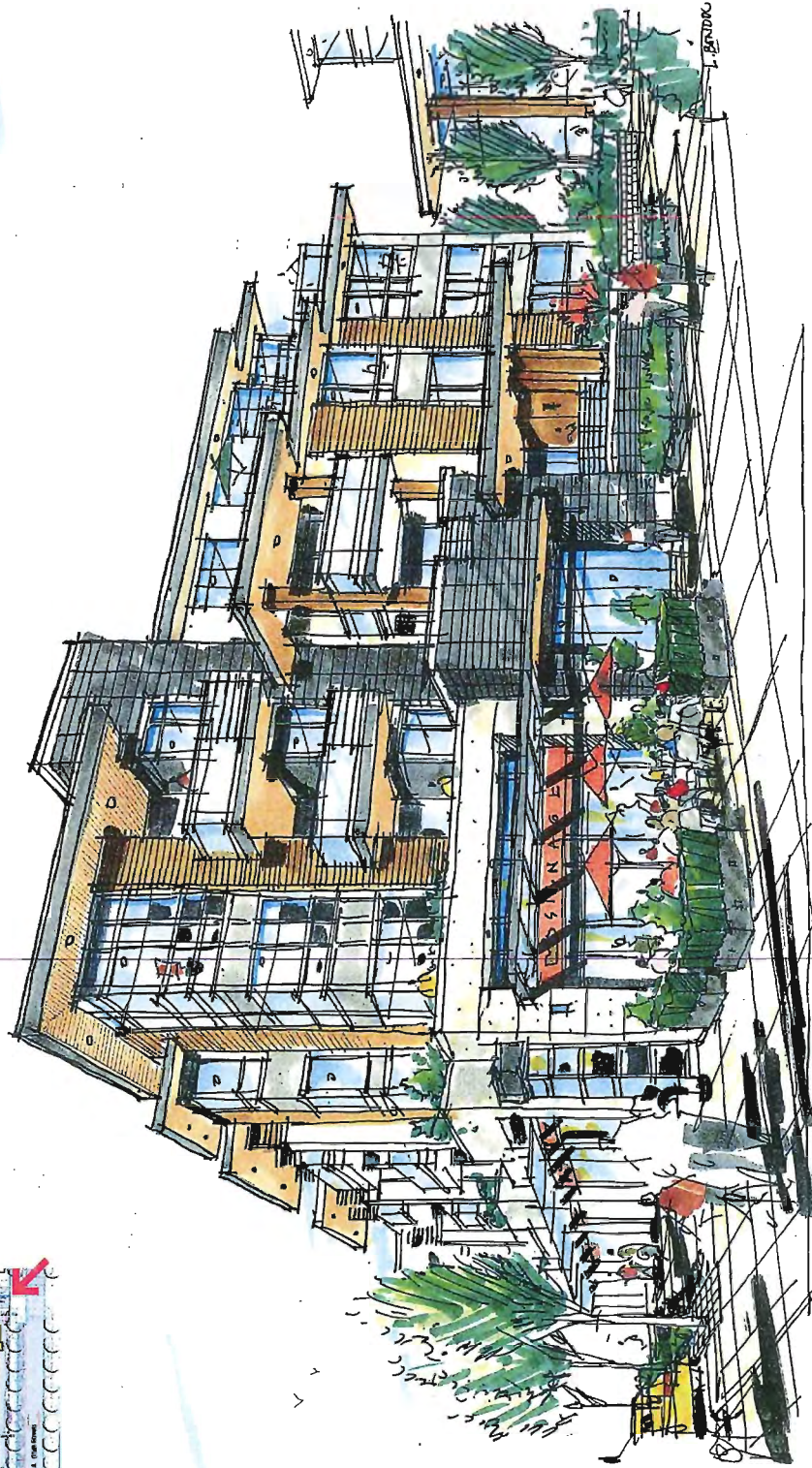
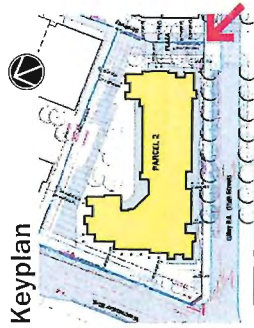


DATABASE:
PROJECT NO:
PLOT DATE:
SCALE:

SKETCH
1330
20 MAY 2015

2





View at Plaza, Strollway

CNCL - 326



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PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Character Sketch
Rezoning 4th Submission - 20 May 2015

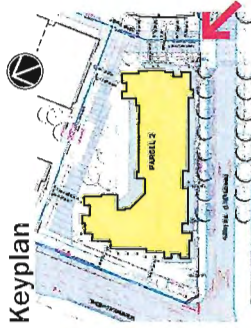


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PROJECT NO:
PLOT DATE:
SCALE:

SKETCH
1330
20 MAY 2015

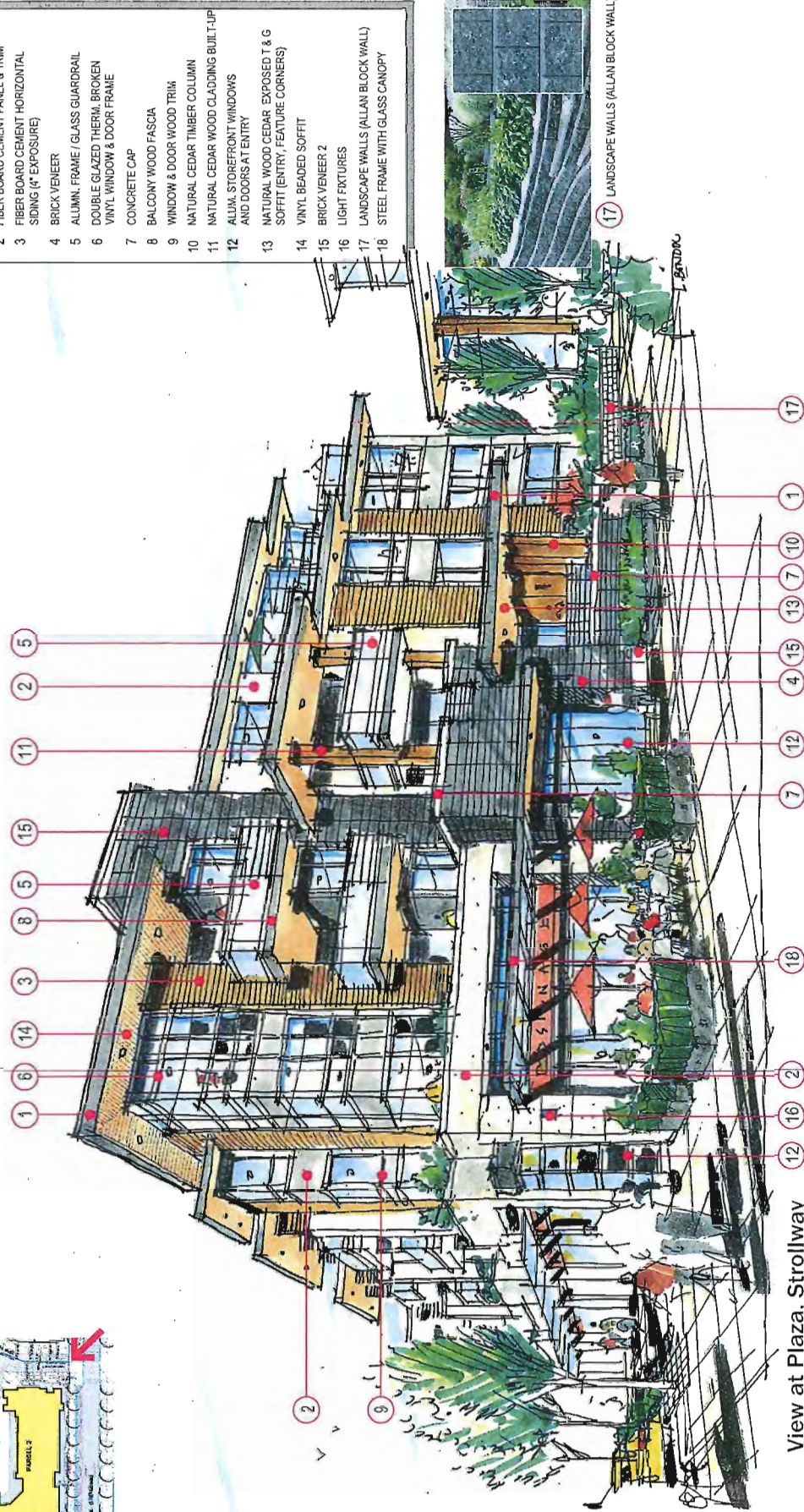
3

Keyplan



ILLUSTRATIVE MATERIAL LEGEND

- 1 ROOF FASCIA (WOOD)
- 2 FIBER BOARD CEMENT PANEL & TRIM
- 3 FIBER BOARD CEMENT HORIZONTAL SIDING (4" EXPOSURE)
- 4 BRICK VENEER
- 5 ALUMN. FRAME / GLASS GUARDRAIL
- 6 DOUBLE GLAZED THERM. BROKEN VINYL WINDOW & DOOR FRAME
- 7 CONCRETE CAP
- 8 BALCONY WOOD FASCIA
- 9 WINDOW & DOOR WOOD TRIM
- 10 NATURAL CEDAR TIMBER COLUMN
- 11 NATURAL CEDAR WOOD CLADDING BUILT-UP
- 12 ALUM. STOREFRONT WINDOWS AND DOORS AT ENTRY
- 13 NATURAL WOOD CEDAR EXPOSED T & G SOFFIT (ENTRY, FEATURE CORNERS)
- 14 VINYL BEADED SOFFIT
- 15 BRICK VENEER 2
- 16 LIGHT FIXTURES
- 17 LANDSCAPE WALLS (ALLAN BLOCK WALL)
- 18 STEEL FRAME WITH GLASS CANOPY



View at Plaza, Strollway



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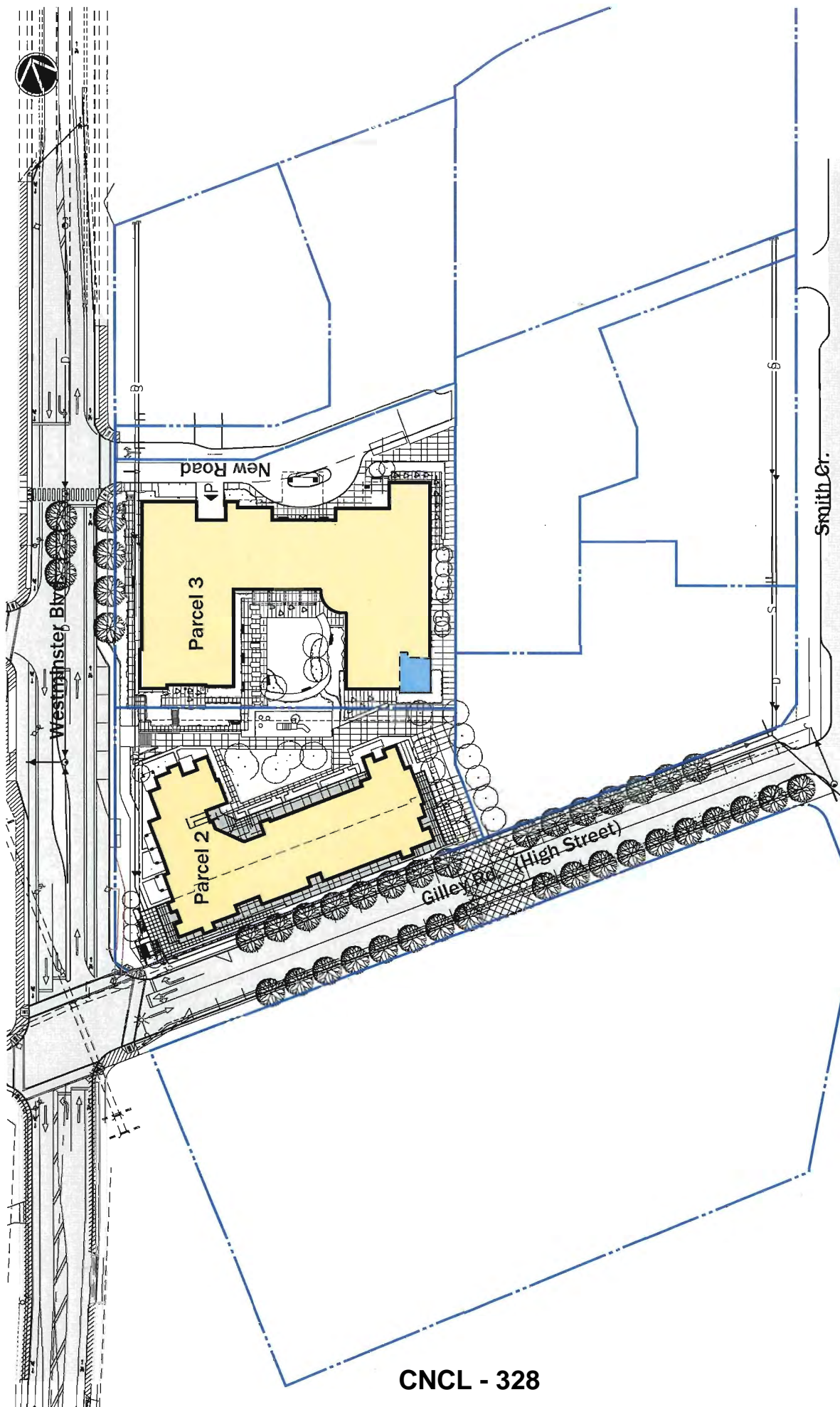
PROJECT: Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE: MATERIAL LEGEND
Rezoning 4th Submission - 20 May 2015



DATABASE: PROJECT NO: 1330
PLOT DATE: 20 MAY 2015
SCALE:

SKETCH 3.1



CNCL - 328

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 T 604.689.6002 F 604.689.1091 www.rositchh.com

PROJECT:
Parcel 2, Mixed-Use
 Hamilton Lands, Richmond, BC

DRAWING TITLE:
Siteplan Overall (Road UltimateDRAFT)
 Rezoning 4th Submission - 26 May 2015



DATABASE:
 PROJECT NO:
 PLOT DATE:
 SCALE:

4

1330
 29 JUNE 2015
 1" = 70'-0"



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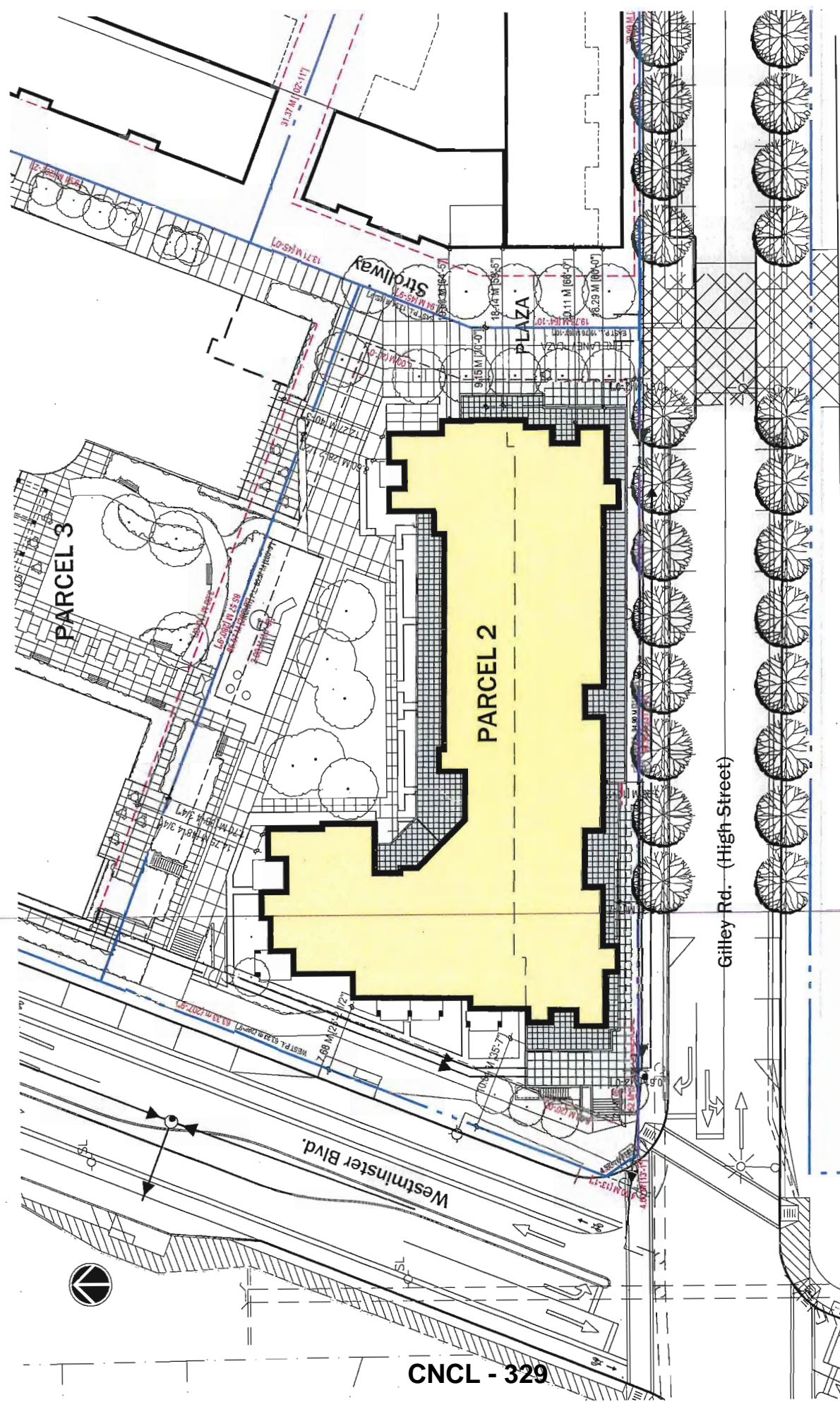
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Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Siteplan (Road Ultimate DRAFT)
Rezoning 4th Submission - 20 May 2015

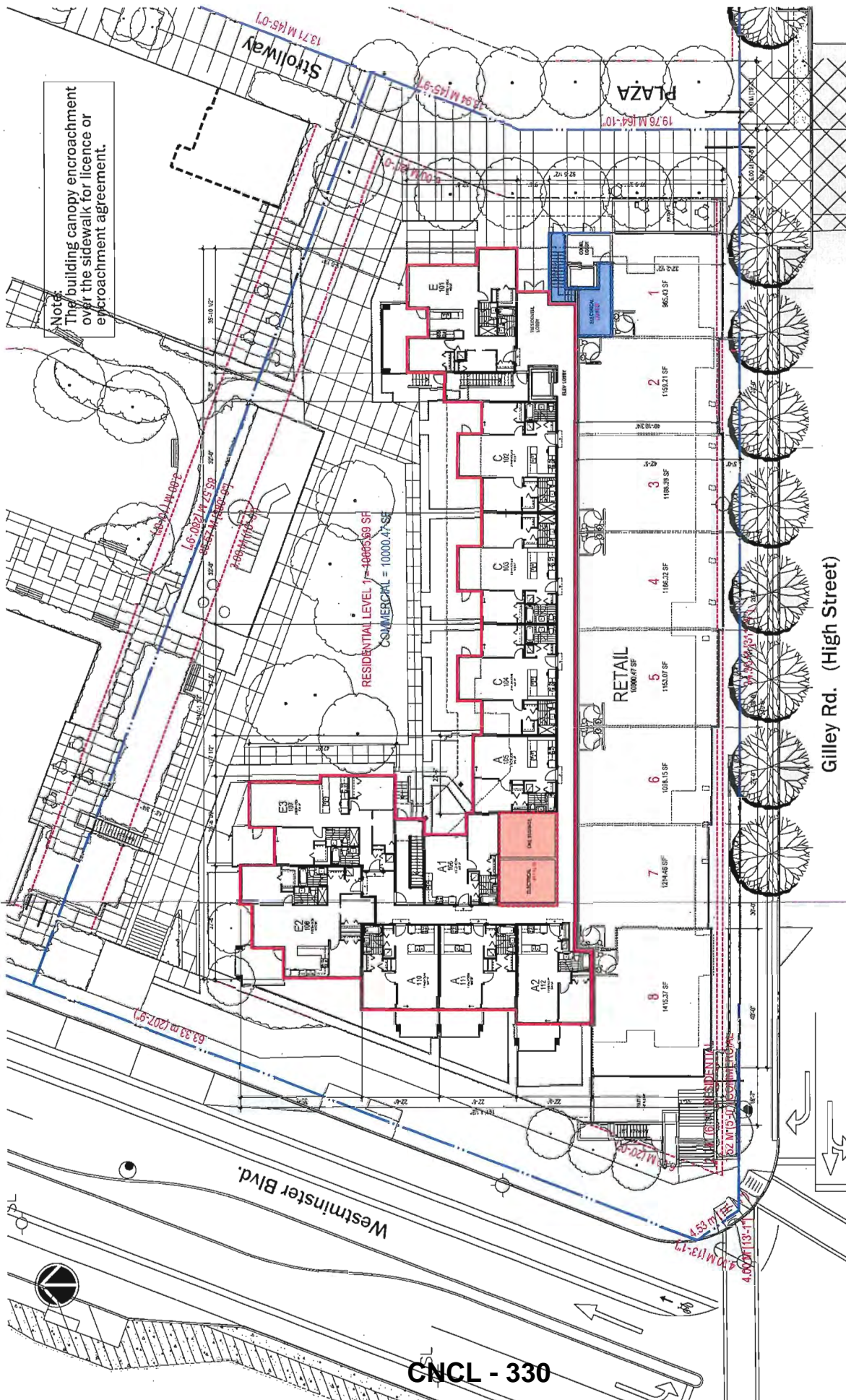


DATABASE: 1330
PROJECT NO: 20 MAY 2015
PLOT DATE: 1/32" = 1'-0"
SCALE:

5



CNCL - 329



RHA

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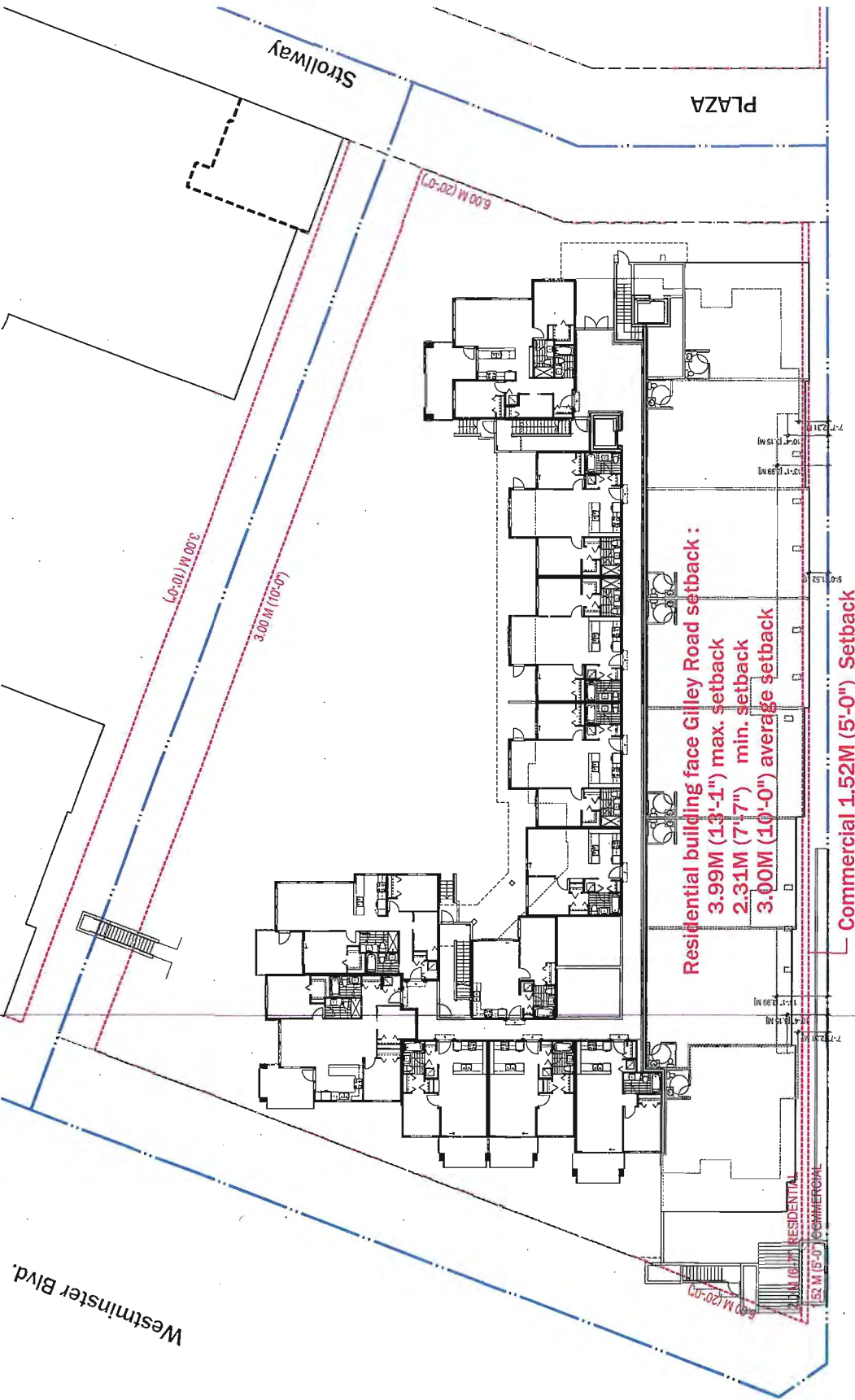
PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Level 1 - 11 units
Rezoning 4th Submission - 20 May 2015

ORIS

6

DATABASE: 1330-A3.0
PROJECT NO: 1330
PLOT DATE: 20 MAY 2015
SCALE: 1" = 25'-0"



CNCL - 331



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PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Level 1 Setbacks
Rezoning 4th Submission - 20 May 2015

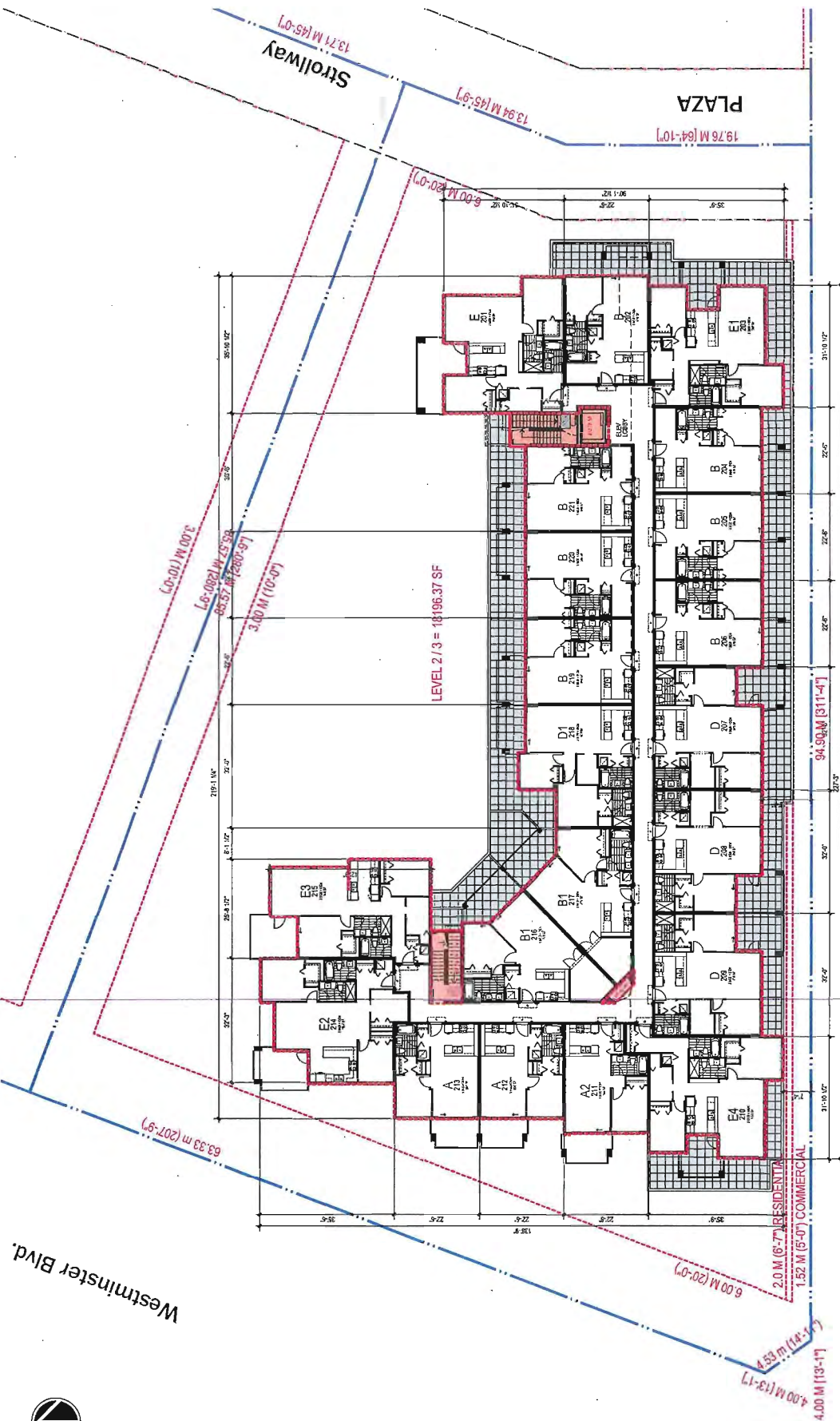


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PROJECT NO: 1330
PLOT DATE: 20 MAY 2015
SCALE: 1" = 25'-0"

6.1



CNCL - 332



Gilley Rd. (High Street)

Rositch Hemphill Architects
1220 Powell Street, Unit 10 Vancouver, BC Canada V6A 1G1
1 604.669.6002 f 604.669.1091 www.rharchitects.ca

PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Level 2 / 3 21 units/floor
Rezoning 4th Submission - 20 May 2015

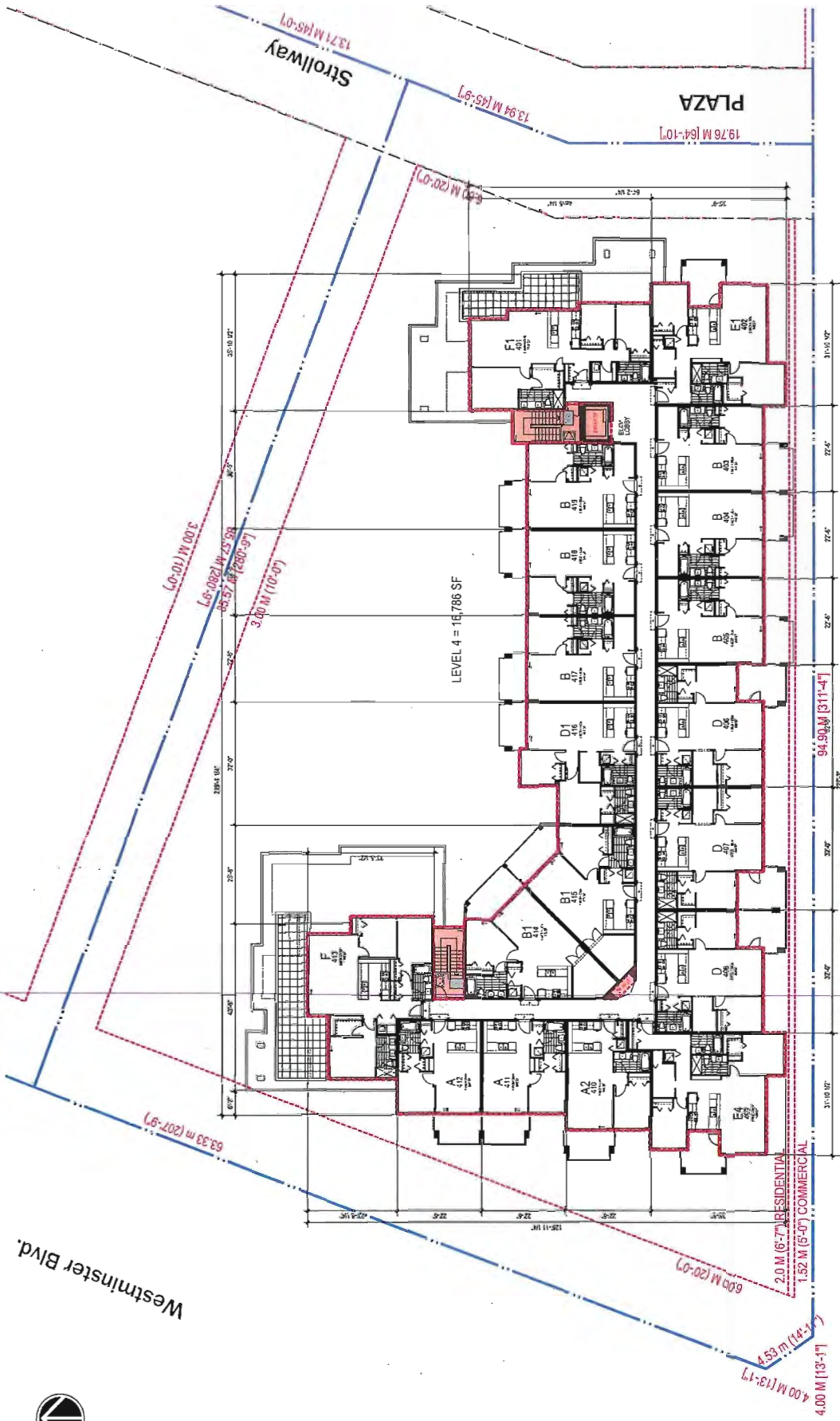


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PROJECT NO: 1330
PLOT DATE: 20 MAY 2015
SCALE: 1" = 25'-0"

7

Gilley Rd. (High Street)

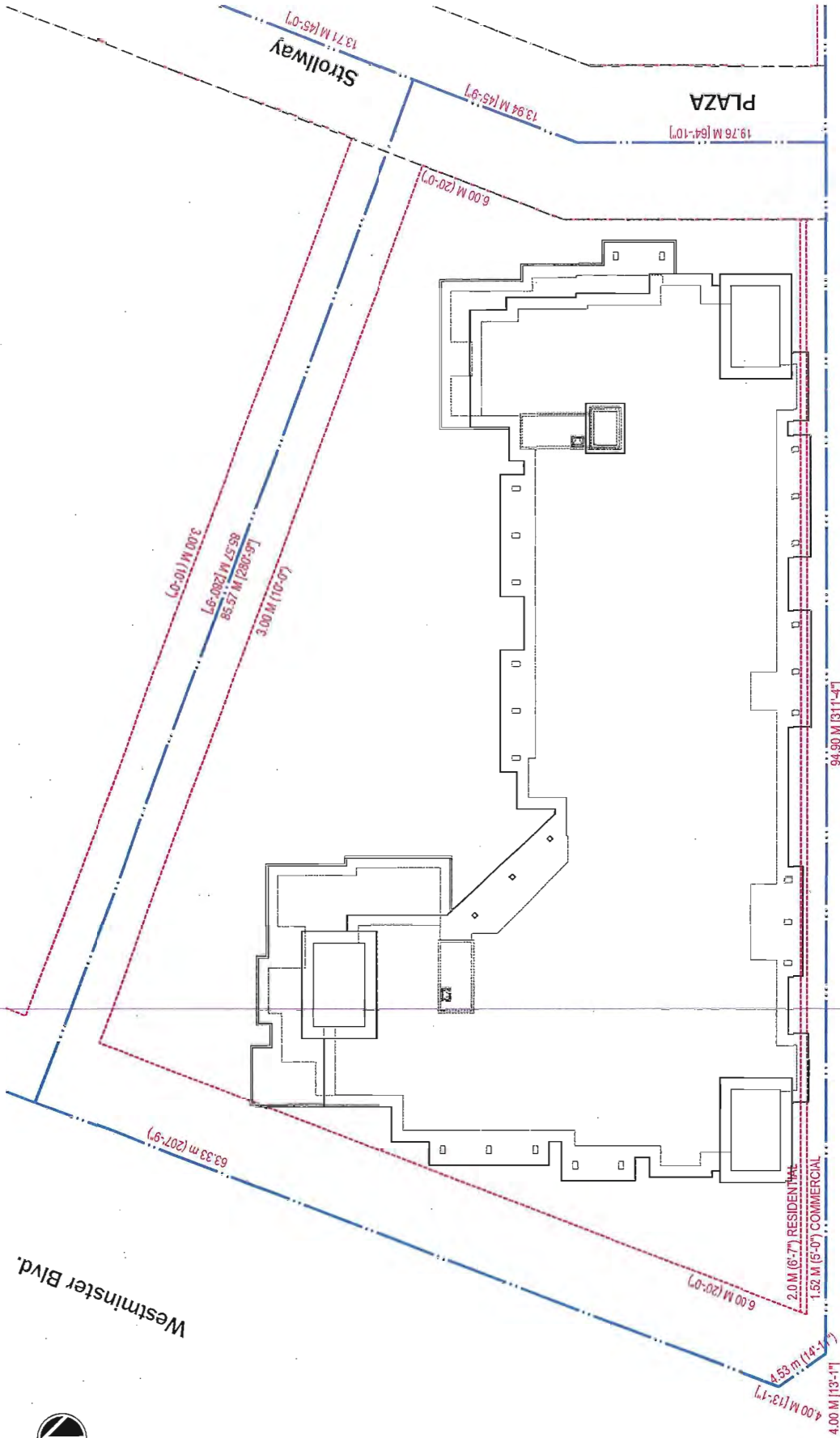
CNCL - 333





Westminster Blvd.

CNCL - 334



Gilley Rd. (High Street)

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120 Powell Street, Unit 10 Vancouver, BC Canada V6A 1G1
t 604.693.6002 f 604.693.1051 www.rharchitects.ca

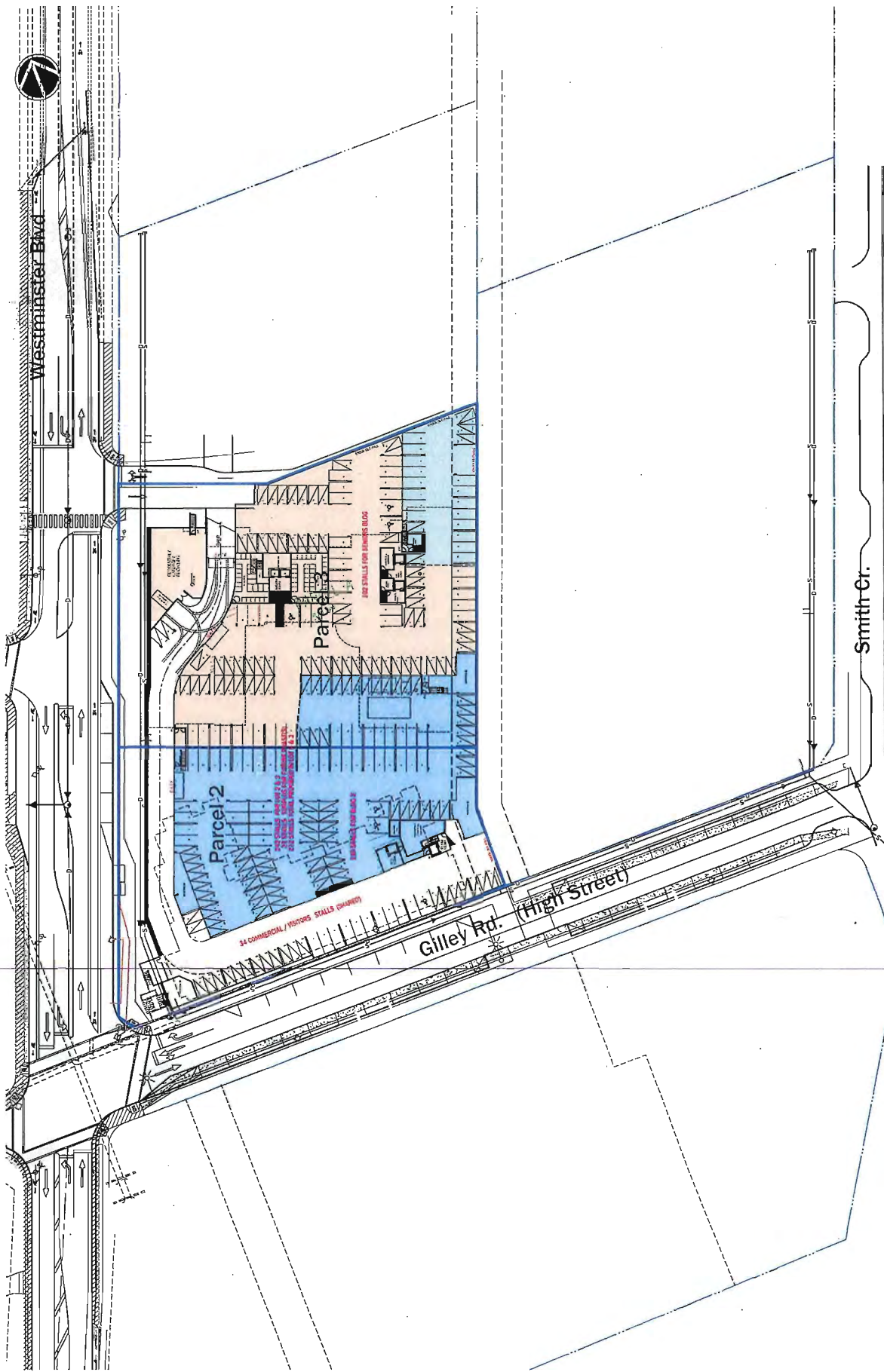
PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Roof Plan
Rezoning 4th Submission - 20 May 2015



DATABASE: 1330-43.0
PROJECT NO: 1330
PLOT DATE: 20 MAY 2015
SCALE: 1" = 25'-0"

9



CNCL - 335



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PROJECT:

Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:

Parkade Overall
Rezoning 4th Submission - 26 May 2015

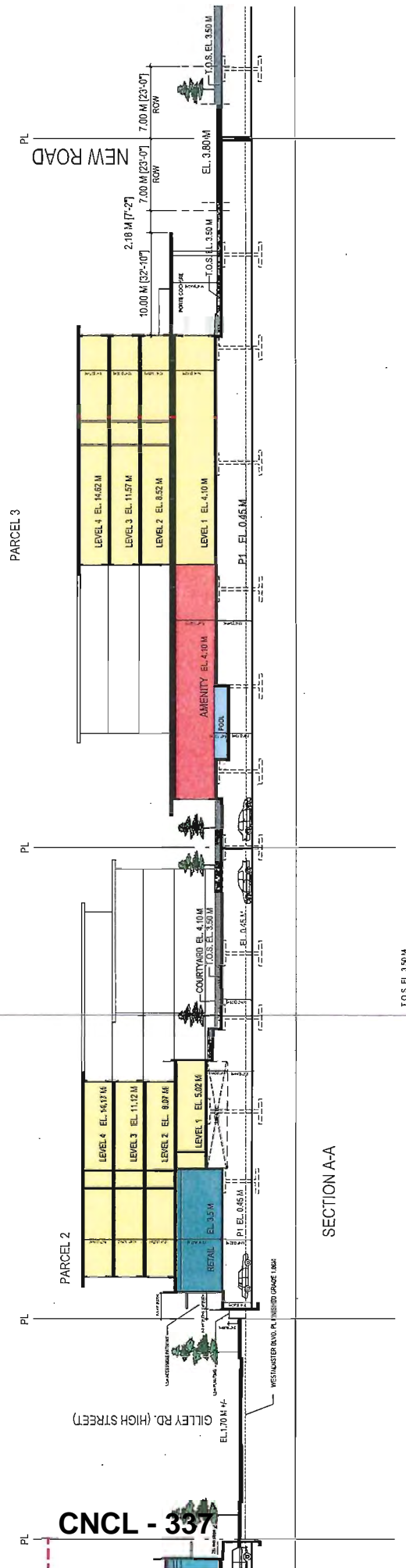
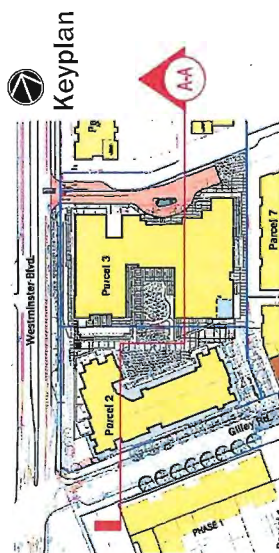


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PROJECT NO:
PLOT DATE:
SCALE:

1336
29 JUNE 2015
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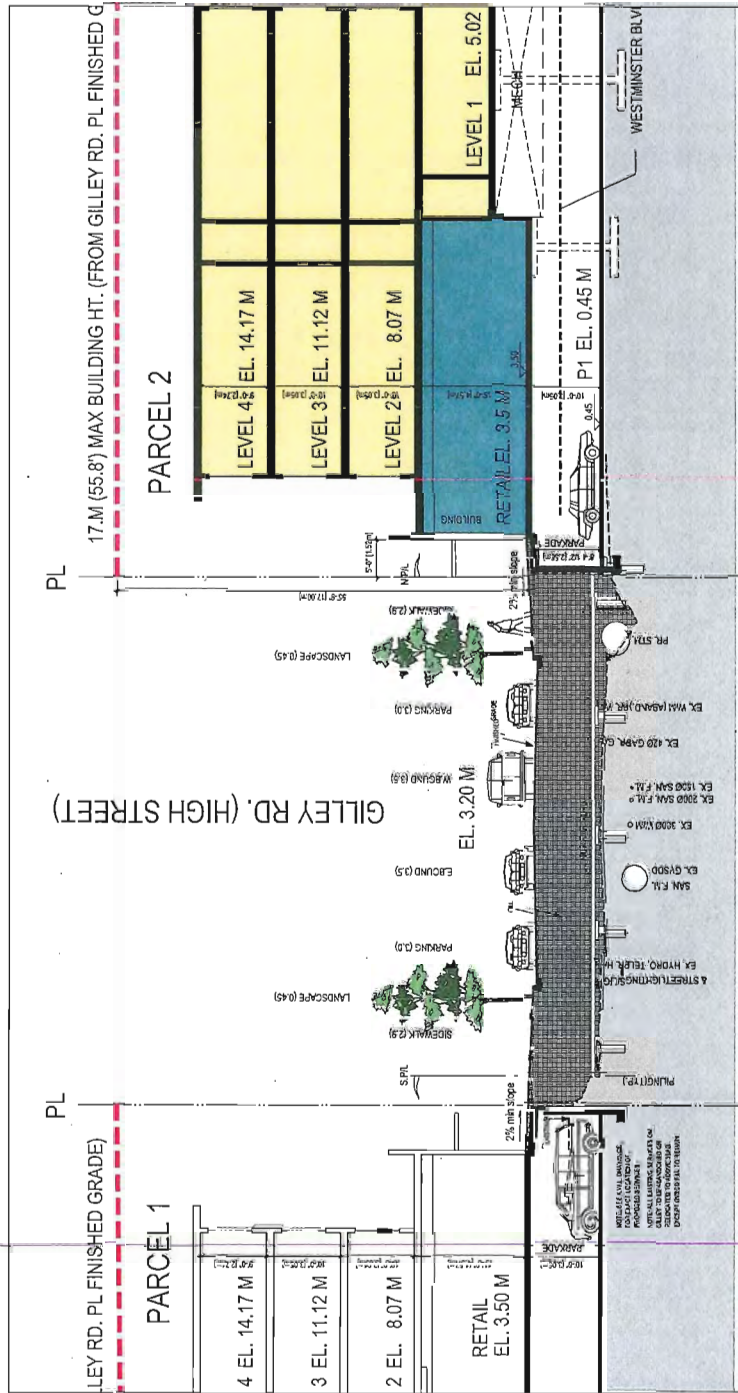
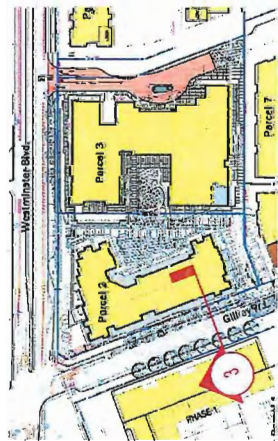
10







Keyplan



SECTION 3

CNCL - 338



Rositch Hemphill Architects
420 Powell Street, Unit 10 Vancouver, BC Canada V6A 1G1
t 604.669.6002 f 604.669.1091 www.rharchitects.ca

PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Cross Section



DATABASE:
PROJECT NO:
PLOT DATE:
SCALE:

1330
01 JUNE 2015
1/16" = 1'-0"

12.1

[illegible]

SECTION 4

2114

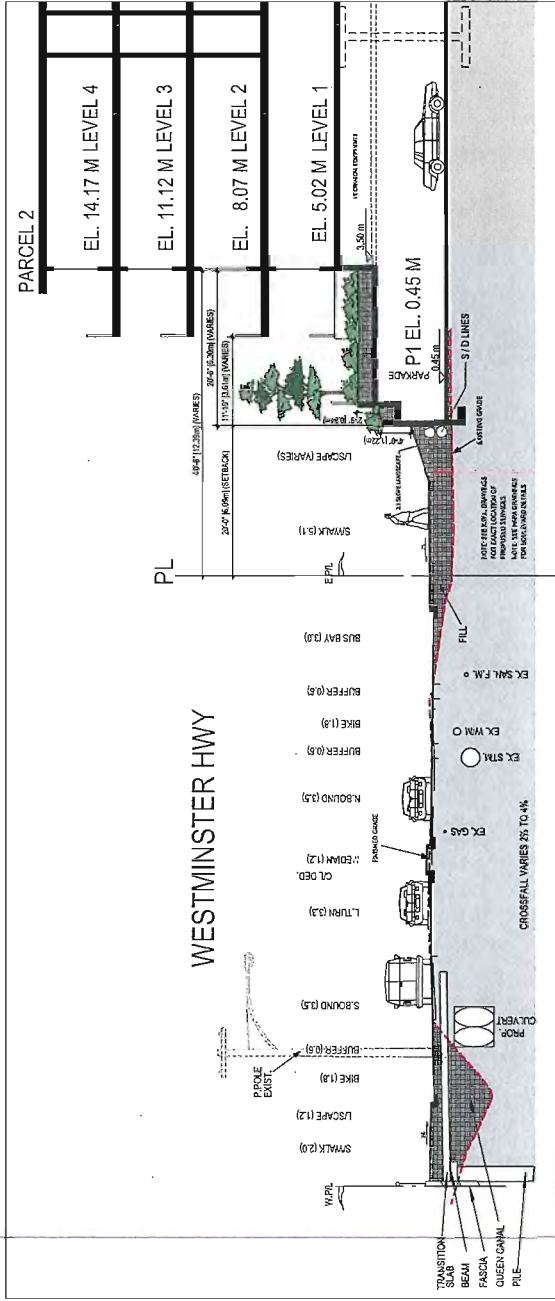
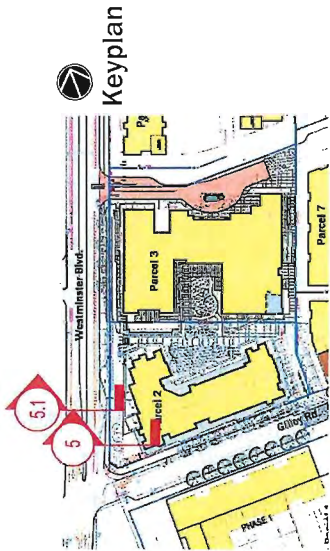
PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Cross Section

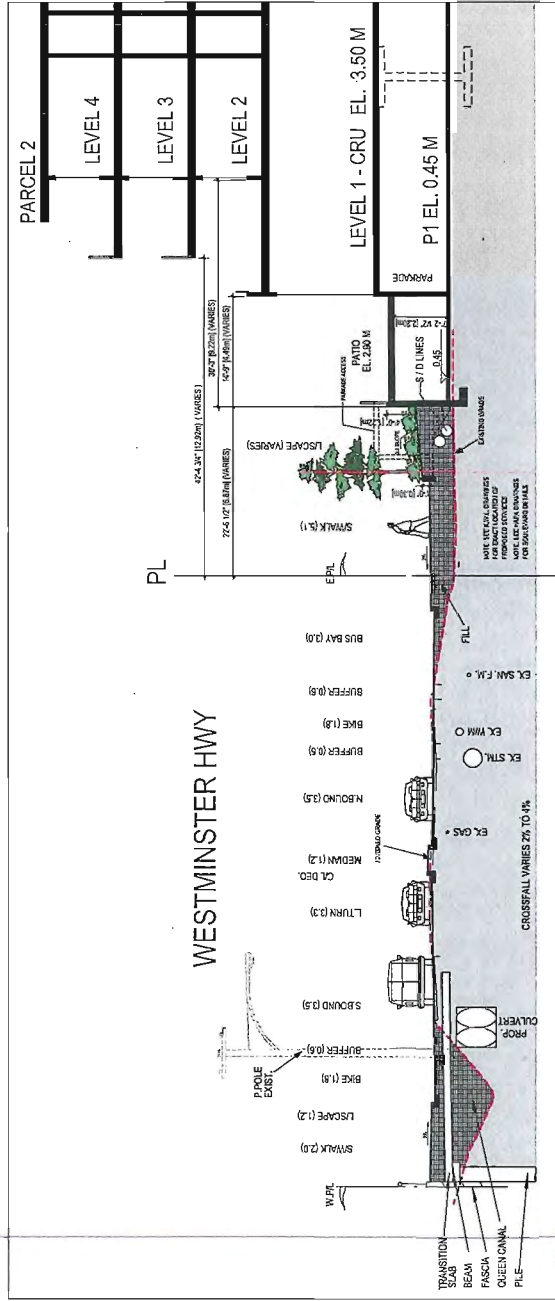
DATABASE:
PROJECT NO:
PLOT DATE:
SCALE:

ORIS

12.2



SECTION 5.1



SECTION 5



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Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

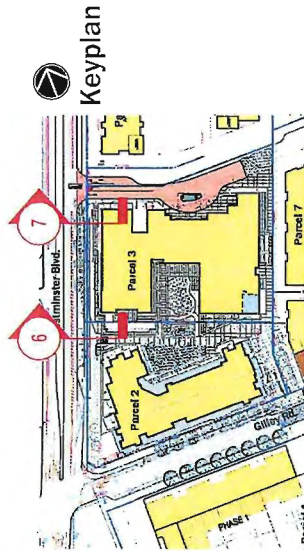
Cross Section

PROJECT: **Parcel 2, Mixed-Use**
Hamilton Lands, Richmond, BC

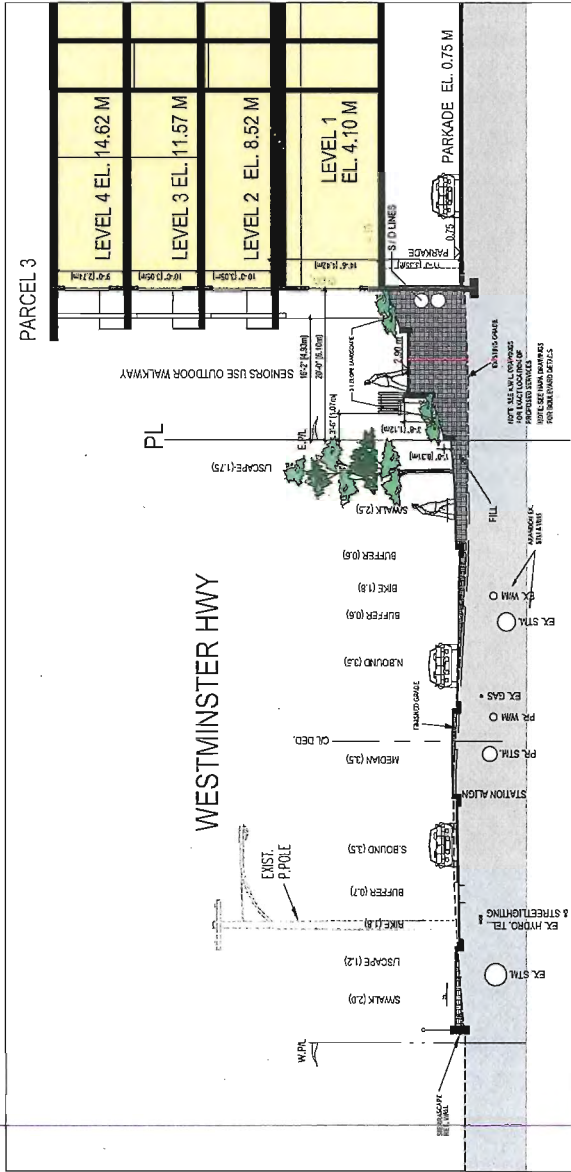
DRAWING TITLE: **Cross Section**

ORIS

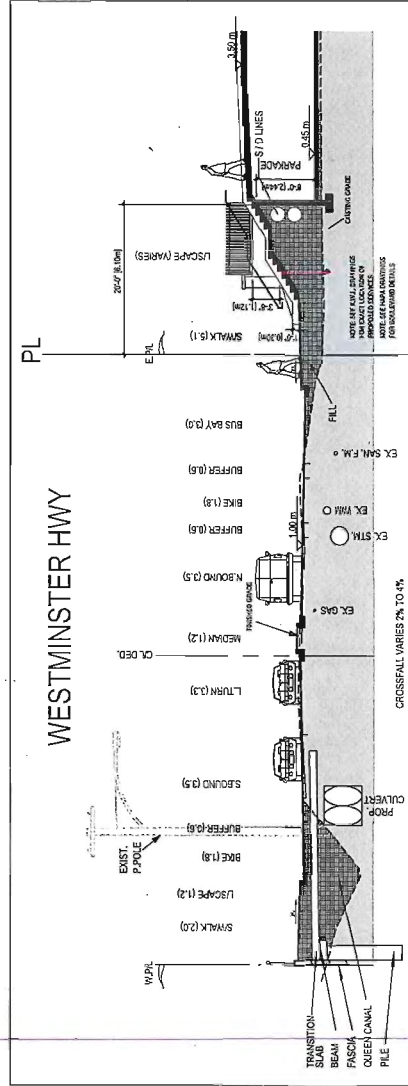
DATABASE: 1330
PROJECT NO: 01 JUNE 2015
PLOT DATE: 1/16" = 1'-0"
SCALE: 12.3



Keyplan



SECTION 7



SECTION 6

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PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Cross Sections



DATABASE:
PROJECT NO:
PLOT DATE:
SCALE:

1330
01 JUNE 2015
1/16" = 1'-0"

12.4



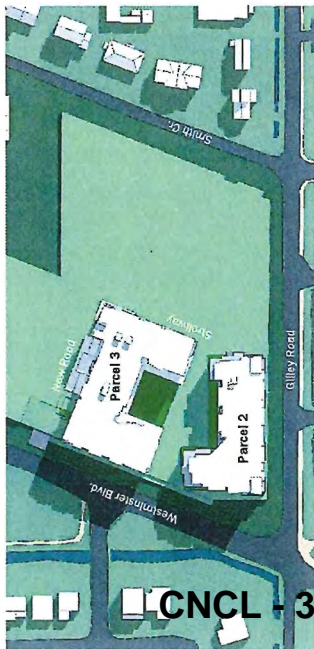
21 Dec 9 am



21 Dec 12 noon



21 Dec 3 pm



21 March 9 am



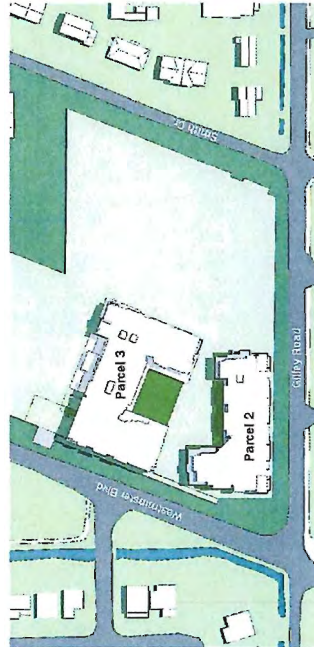
21 March 12 noon



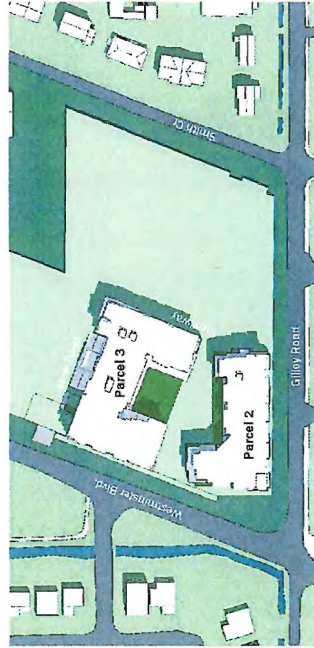
21 March 3 pm



21 June 9 am



21 June 12 noon



21 June 3 pm



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1 604.669.8002 1 604.669.1091 www.rharchitects.ca

PROJECT:

Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:

Shadow Diagram
Rezoning 4th Submission - 26 May 2015

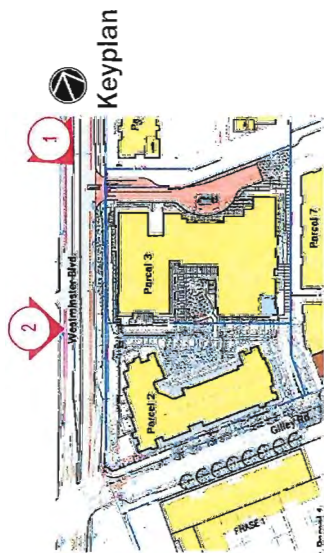


DATABASE:
PROJECT NO:
PLOT DATE:
SCALE:

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1330
30 JUNE 2015

13

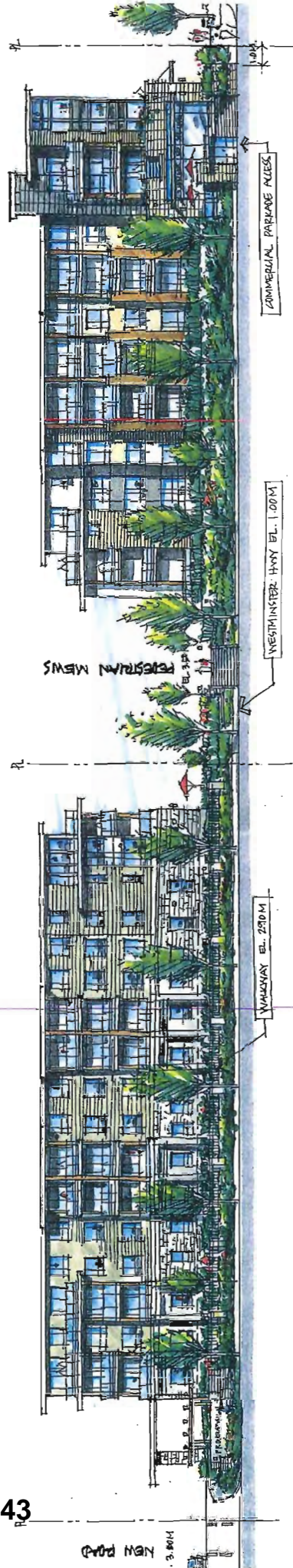
CNCL - 342



1. Progress 3d Massing - View at New Road and Westminister Hwy.

PARCEL 3

PARCEL 2



2. Westminister Highway - Elevations

CNCL - 343

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PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

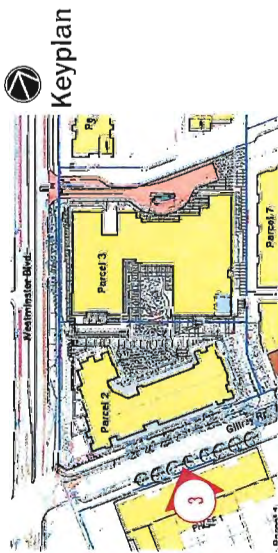
DRAWING TITLE:
Streetscape

ORIS

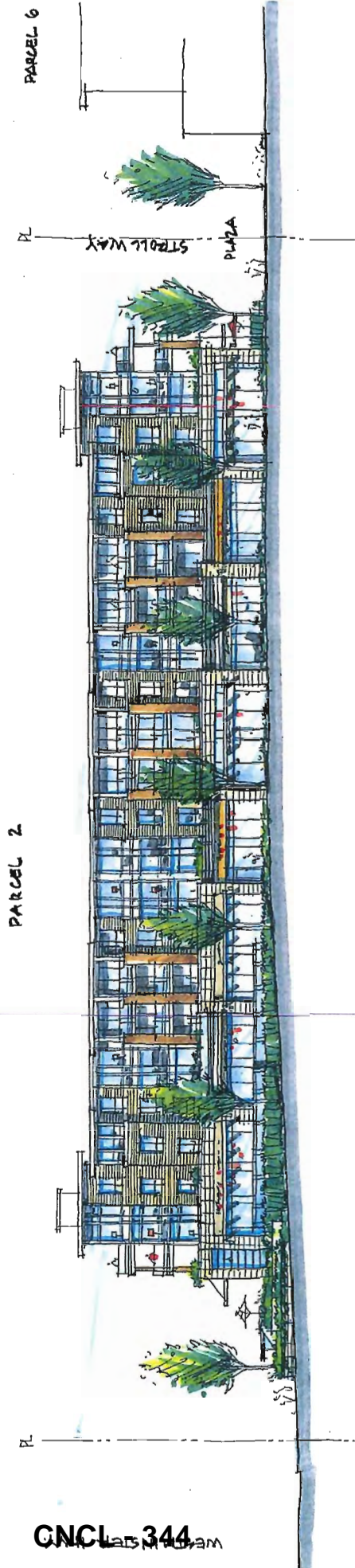
DATABASE:
PROJECT NO:
PLOT DATE:
SCALE:

SKETCH
1330
01 JUNE 2015
1" = 25'-0"

14



Keyplan



3. Gilley Road - Elevations

CNCL 344

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PROJECT:
Parcel 2, Mixed-Use
Hamilton Lands, Richmond, BC

DRAWING TITLE:
Streetscape



DATABASE:
PROJECT NO: 1330
PLOT DATE: 01 JUNE 2015
SCALE: 1" = 25'-0"

SKETCH
1330
01 JUNE 2015
1" = 25'-0"



Parcel 3 - Seniors Building

Client: Oris Consulting / NCL

DENSITY	Ha.	Acres	Sq. Ft.	Sq. Ft.	F.A.R.	UPA
GROSS SITE AREA	0.578	1.429	62,248	5,783	1.50	90.97
NUMBER OF UNITS	130					
GROSS FLOOR AREA (For FAR)	93,504	Sq. Ft.				
FAR	1.50					
PROPOSED ZONING						
LOT COVERAGE PROVIDED :	55%					
REQUIRED PARKING :	102					
PROVIDED PARKING :	102					
AMENITY REQUIREMENTS:						
Required Amenity (0.01 % of Total Residential GFA)	1,085	Sq. Ft.				
Provided Indoor Amenity (in the Seniors Program)	7,599	Sq. Ft.				
BIKE SPACES REQUIRED : Class 1, 0.27/100m ² of FAR	58	Bike Spaces				
BIKE SPACES PROVIDED :	4	Storey				
BUILDING HEIGHT : PERMITTED	4	Storey				
BUILDING HEIGHT : PROPOSED						
PROPOSED MIN. SETBACKS :						
	SOUTH P.L.	10.00 FT				
	EAST P.L.	20.00 FT				
	NORTH P.L.	36.10 FT				
	WEST P.L.	20.00 FT				

CNCL - 345

Parcel 2 & 3 Parking Stats

Type	No. of Units	By-law Rate	Stall Required	Stall Provided	Surplus
Parcel 2					
Residential	73	1.5	110	110	
Res. Visitors	73	0.2	15	-15 (shared)	
Commercial	832 sq.m.	3/100sq.m. - 350 sq.m. then 4/100sq.m.	30	34	
Parcel 2 Total			140	144	
Parcel 3					
Market	30	1.5	45	45	
Res. Visitors	30	0.2	3	3	
Memory Ward /Assisted Living	100	0.3	30	30	
Staff (estimated 24 staff)	24	24	24	24	
Parcel 3 Total			102	102	
Parcel 2 & 3 Total			242	246	30 +/-



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Seniors Building
Parcel 3, Hamilton Lands, Richmond, BC

DRAWING TITLE:

Project Stats

Rezoning 4th Submission - 20 May 2015



DATABASE:
PROJECT NO:
PLOT DATE:
SCALE:

1
1331
20 MAY 2015

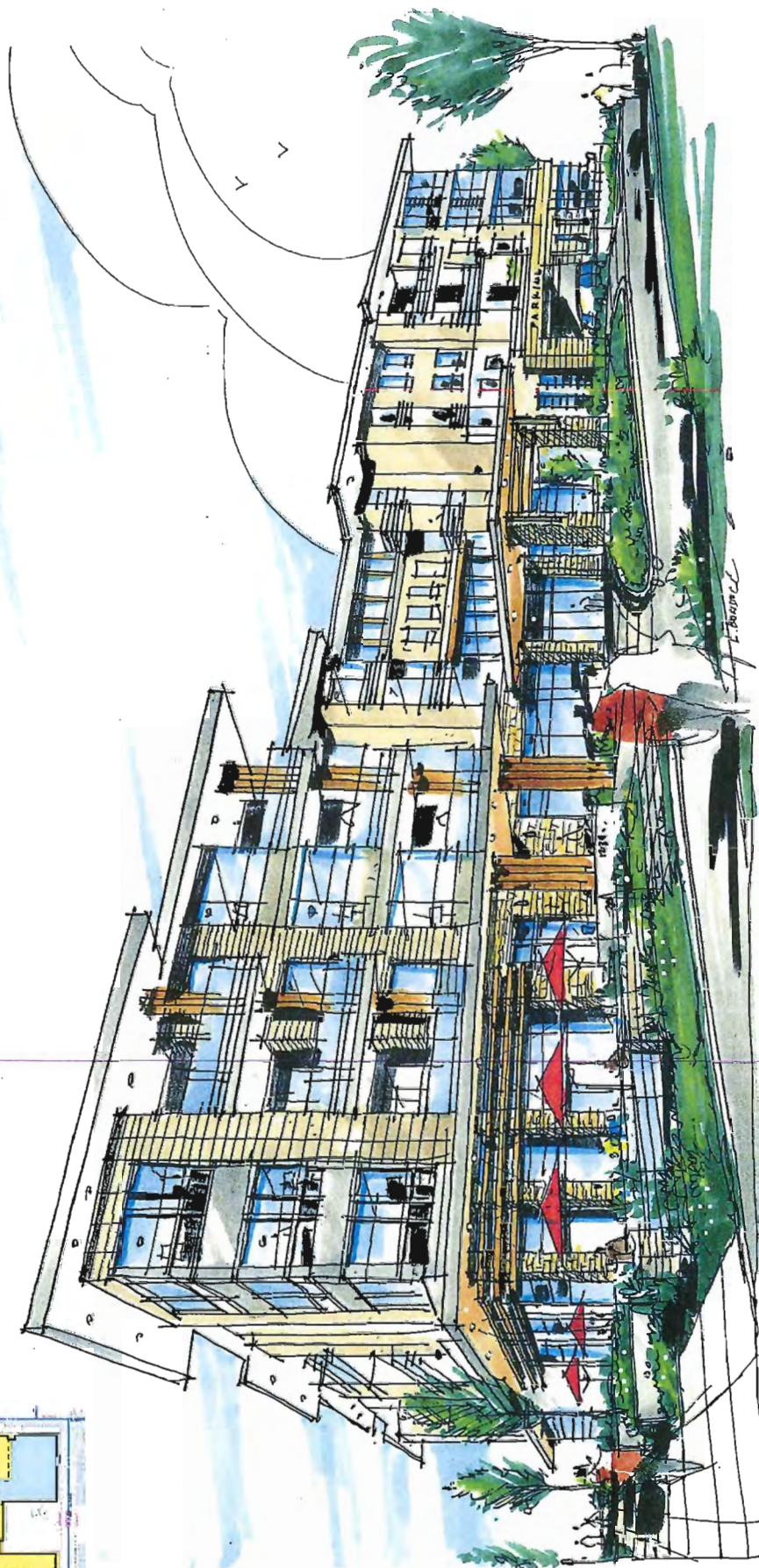
UNIT SUMMARY :

Unit	Unit Type / Description	Unit Size (sq)	No. of Units	Unit Net Floor Area (sq)	Required Parking	Required Parking	Unit Mix
Unit A seniors	Studio, Independent / Assisted Living	317	3	951			2.3%
Unit B seniors	1 Br, Independent / Assisted Living	508	21	10,668			
Unit B1 seniors	1 Br, Independent / Assisted Living	471	6	2,826			1 Bedroom
Unit B2 seniors	1 Br, Independent / Assisted Living	540	2	1,080			
Unit B3 seniors	1 Br, Independent / Assisted Living	511	3	1,533			
Unit B4 seniors	1 Br, Independent / Assisted Living	547	2	1,094			
Unit B5 seniors	1 Br, Independent / Assisted Living	489	3	1,467			
Unit C seniors	1 Br + Den, Independent / Assisted Living	553	16	8,848			18ed + Den
Unit C1 seniors	1 Br + Den, Independent / Assisted Living	550	11	6,050			
Unit C2 seniors	1 Br + Den, Independent / Assisted Living	589	3	1,767			
Unit D seniors	2 Br, Independent / Assisted Living	664	3	1,992			
Unit D1 seniors	2 Br, Independent / Assisted Living	672	3	2,016			
Unit D2 seniors	2 Br, Independent / Assisted Living	686	3	2,058			
Unit D3 seniors	2 Br, Independent / Assisted Living	594	3	1,782			2 Bedroom
			82	44,132			
Unit mA market	1 Br, Market Seniors Housing	600	18	10,800			
Unit mA1 market	1 Br, Market Seniors Housing	600	3	1,800			1 Bedroom
Unit mB market	1 Br, Market Seniors Housing	687	3	2,061			
Unit mC market	2 Br, Market Seniors Housing	844	3	2,532			2 Bedroom
Unit mC1 market	2 Br, Market Seniors Housing	855	3	2,565			
			30	19,758			
Unit MC seniors	Memory Care Units	245	12	2,940			
Unit A seniors	Studio, Transition Units	370	1	370			Studio
Unit B seniors	Semi-1 Bedroom Transition Units	447	5	2,235			Studio
			18	5,545			1 Bedroom
Total			130	69,435			
					75.0		
						3.0	
						24 Staffs (1 per	
						Parking Required	
						102.0	

PARCEL 3	Gross Area (sq) Buildable	Parcel 2 Amenity	*FAR deductions	Net 3.455 Amenity	Seniors/Functions	Meck. Elec. Staffs	Total For FAR (\$F)
Ground Floor	29,255	741		5,300	482		19,274
2nd Floor	26,096			3,458	890		22,907
3rd Floor	26,552				890		25,662
4th Floor	26,552				890		25,662
Total	108,454	741		3,458	3,152		93,504

* FAR deductions = Amenities, Mechanical, Electrical, Elevator Shaft & entrance Level 2 to 4.

- * 276 stalls are being constructed in parcels 2 and 3
- * 246 stalls are being provided for parcels 2 and 3
- * Commercial and Visitor stalls for Parcels 2 and 3 are shared with the larger requirement prevailing.
- * There will be a surplus of 30 +/- stalls in Parcels 2 and 3 which will be allocated to future phases.



CNCL - 346

Strollway and New Road - View Looking Southwest



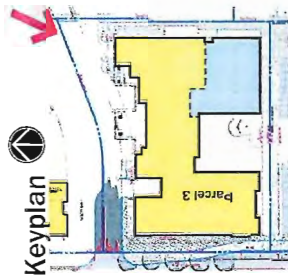
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PROJECT:
Seniors Building
 Parcel 3, Hamilton Lands, Richmond, BC

DRAWING TITLE:
Character Sketch
 Rezoning 4th Submission - 20 May 2015



DATABASE:
PROJECT NO: 1331
PLOT DATE: 20 MAY 2015
SCALE:



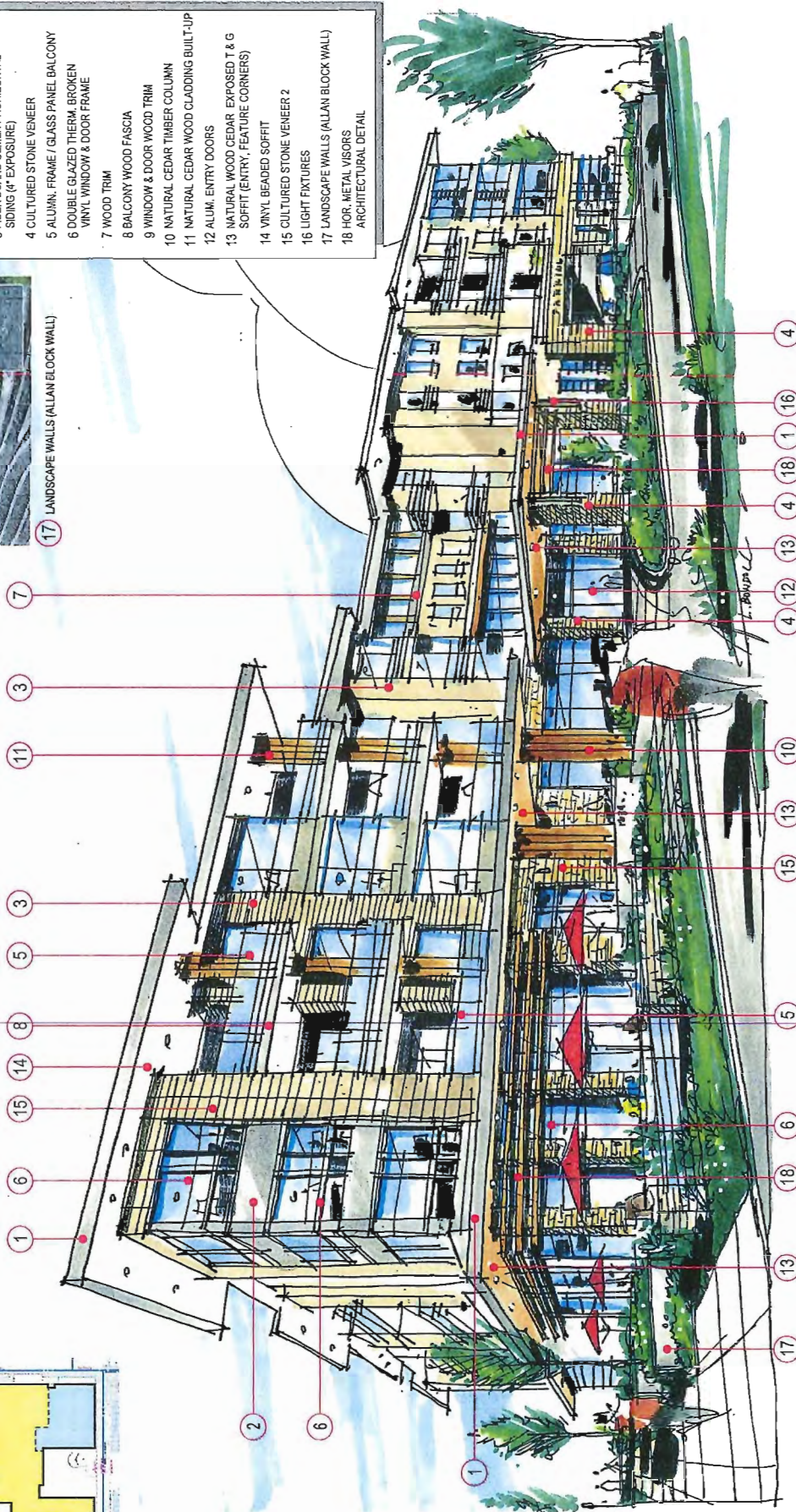
ILLUSTRATIVE

MATERIAL LEGEND

- 1 ROOF FASCIA (WOOD)
- 2 FIBER BOARD CEMENT PANEL & TRIM
- 3 FIBER BOARD CEMENT HORIZONTAL SIDING (4" EXPOSURE)
- 4 CULTURED STONE VENEER
- 5 ALUM. FRAME / GLASS PANEL BALCONY
- 6 DOUBLE GLAZED THERM. BROKEN VINYL WINDOW & DOOR FRAME
- 7 WOOD TRIM
- 8 BALCONY WOOD FASCIA
- 9 WINDOW & DOOR WOOD TRIM
- 10 NATURAL CEDAR TIMBER COLUMN
- 11 NATURAL CEDAR WOOD CLADDING BUILT-UP
- 12 ALUM. ENTRY DOORS
- 13 NATURAL WOOD CEDAR EXPOSED T & G SOFFIT (ENTRY, FEATURE CORNERS)
- 14 VINYL BEADED SOFFIT
- 15 CULTURED STONE VENEER 2
- 16 LIGHT FIXTURES
- 17 LANDSCAPE WALLS (ALLAN BLOCK WALL)
- 18 HOR. METAL VISORS ARCHITECTURAL DETAIL



17 LANDSCAPE WALLS (ALLAN BLOCK WALL)



Strollway and New Road - View Looking Southwest

CNCL - 347



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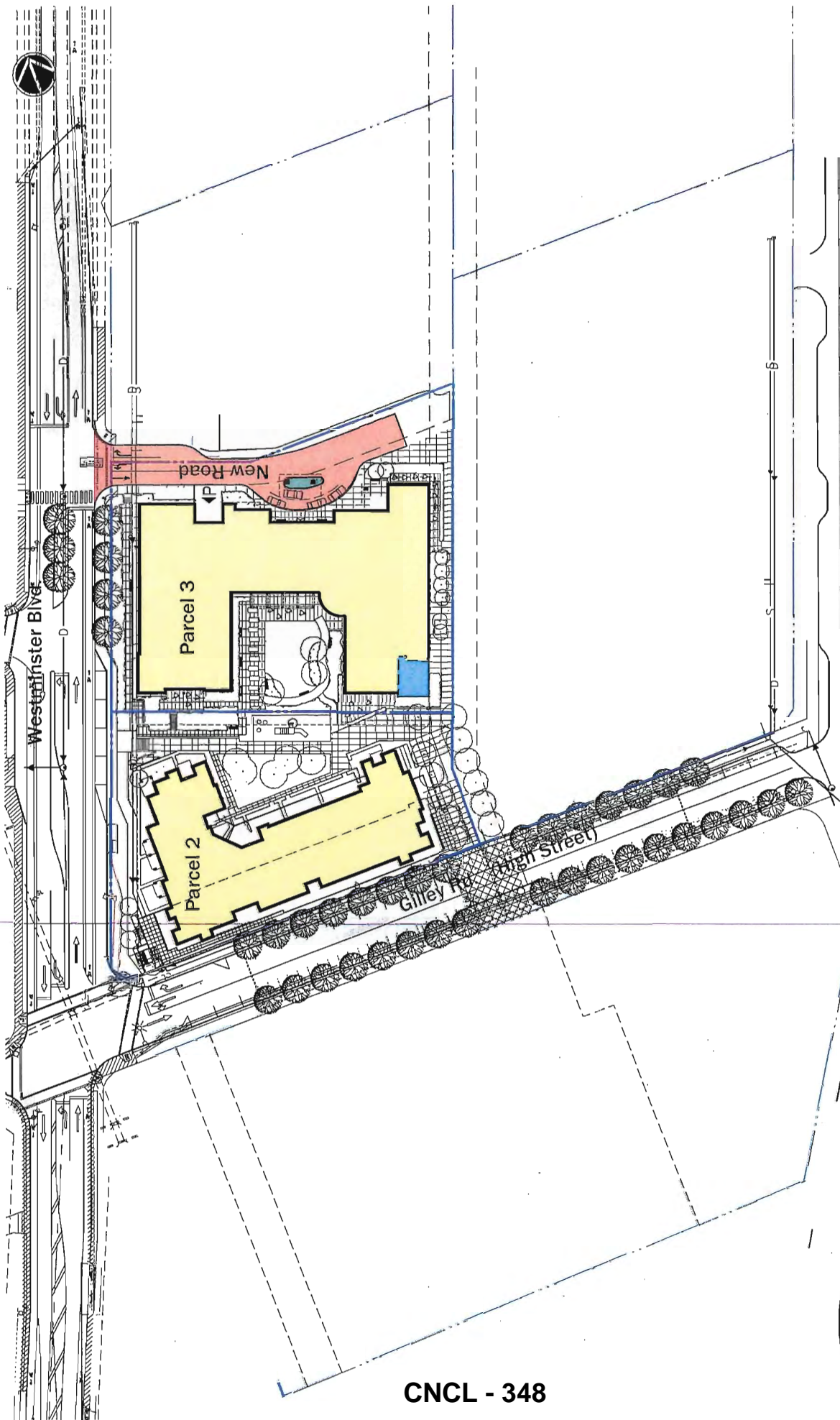
PROJECT: **Seniors Building**
Parcel 3, Hamilton Lands, Richmond, BC

DRAWING TITLE: **MATERIAL LEGEND**
Rezoning 4th Submission - 20 May 2015



DATABASE: 1331
PROJECT NO: 1331
PLOT DATE: 20 MAY 2015
SCALE:

3



CNCL - 348



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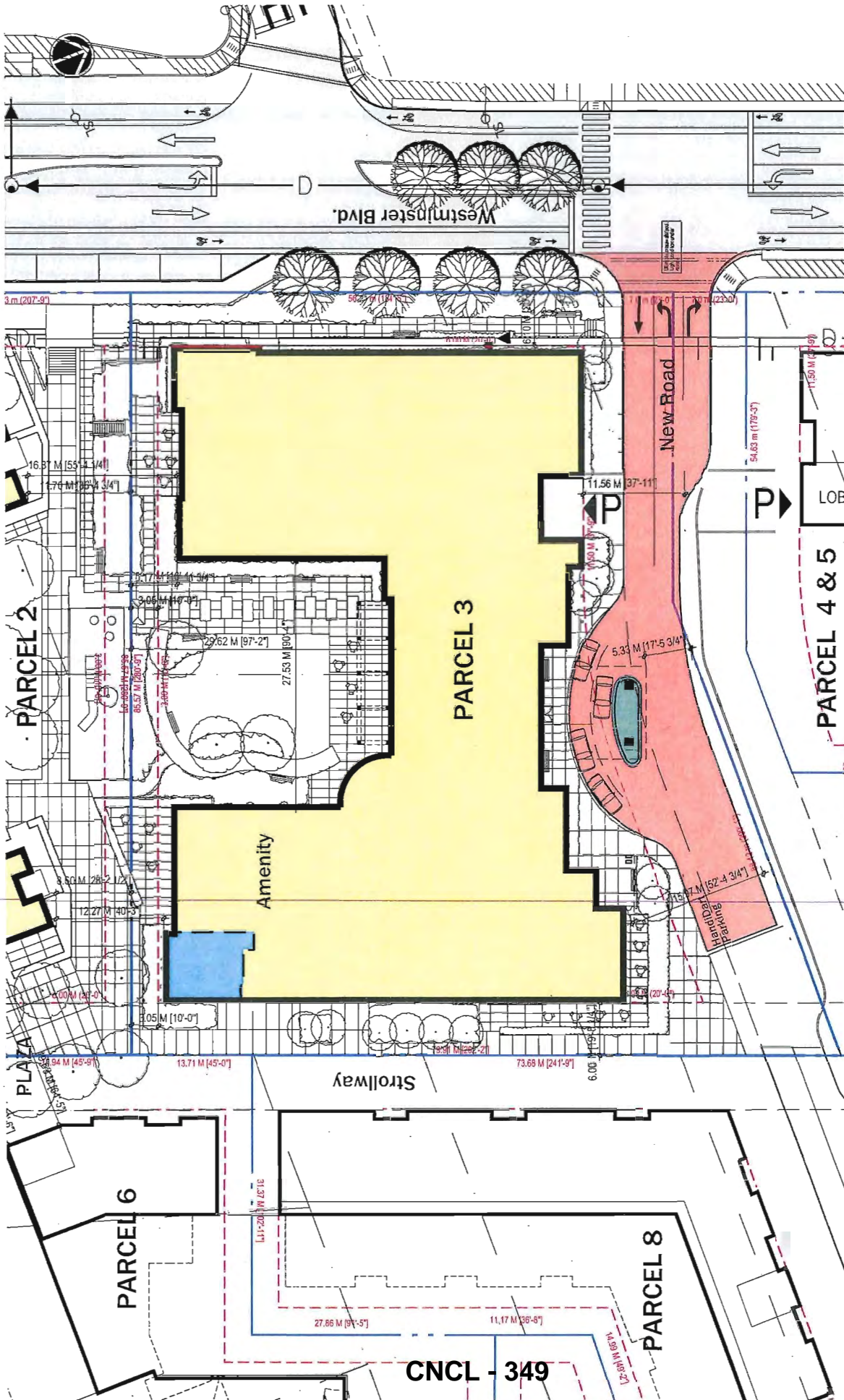
PROJECT:
Seniors Building
 Parcel 3, Hamilton Lands, Richmond, BC

DRAWING TITLE:
Siteplan Overall (Road Ultimate Draft)
 Rezoning 4th Submission




DATABASE:
PROJECT NO: 1331
PLOT DATE: 29 JUNE 2015
SCALE: 1" = 70'-0"

4



CNCL - 349



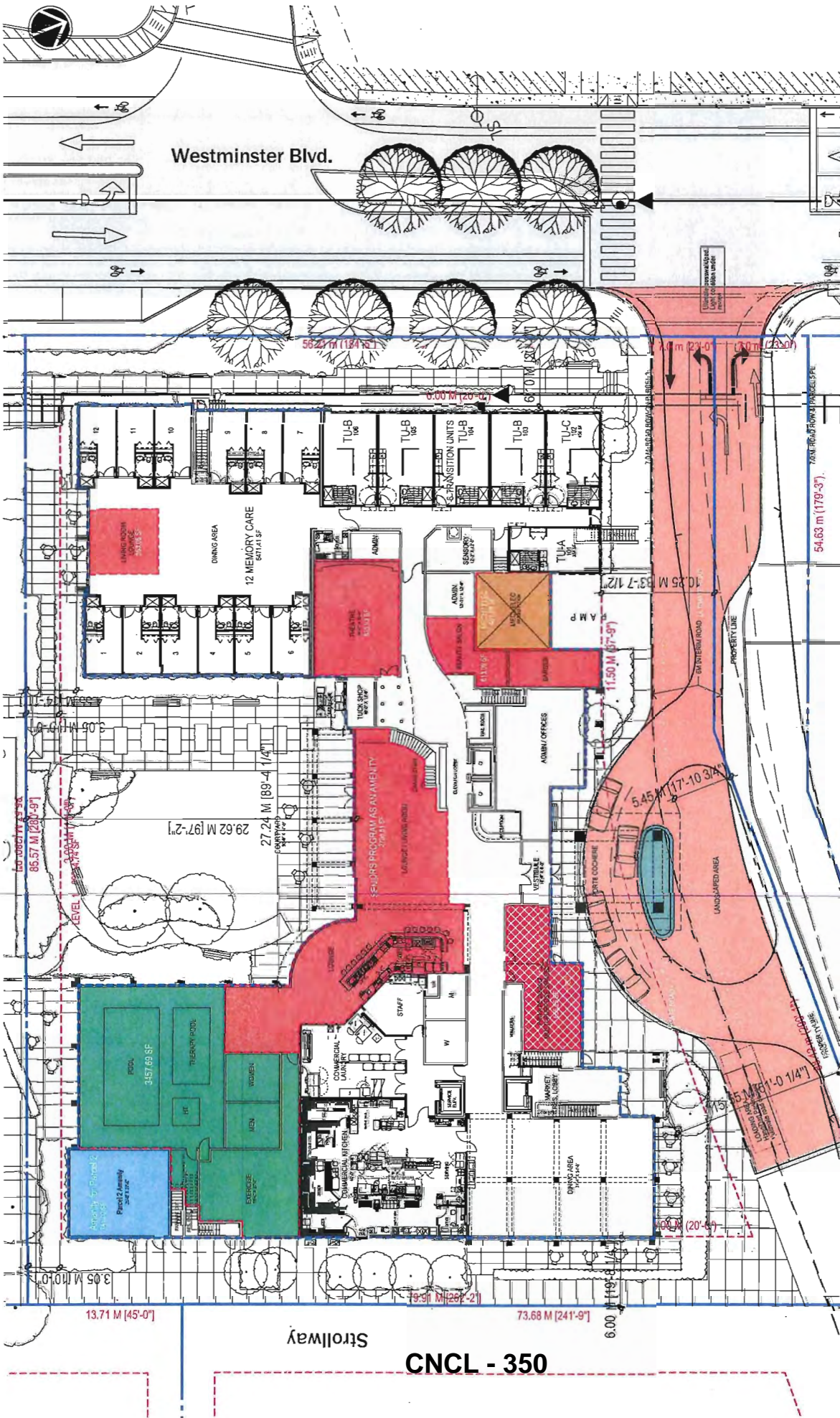
Rositch Hemphill Architects
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PROJECT:
Seniors Building
 Parcel 3, Hamilton Lands, Richmond, BC

DRAWING TITLE:
Siteplan
 (Road Ultimate Draft)
 Rezoning 4th Submission - 20 May 2015

DATABASE:
PROJECT NO: 1331
PLOT DATE: 20 MAY 2015
SCALE: 1/32" = 1'-0"

5



CNCL - 350



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PROJECT: **Seniors Building**
Parcel 3, Hamilton Lands, Richmond, BC

DRAWING TITLE: **Level 1**
Rezoning 4th Submission - 20 May 2015



DATABASE: 1331
PROJECT NO: 20 MAY 2015
PLOT DATE: 1" = 25'-0"

6

Westminster Blvd.



LEVEL 1 29254.74 SF

Legend:

- Common Amenity Floor Area for Exclusive Use of the Parcel 3 Seniors Building.
- Common Amenity Area for Use of the Parcel 3 Seniors Building and Adjacent Parcel 2, 4 & 5 Residential Building w/o Individual resident user fees.
- Common Amenity Area for Exclusive Use of the Adjacent Parcel 2 Residential Buildings w/o Individual user fees.
- Common Amenity Area for Use of the Seniors Building and Adjacent Parcel 2, 4 & 5 Residential Buildings with Individual resident user fees or open to the public.

CNCL - 351

6.1
1331
20 MAY 2015
1/16"=1'-0"



DRAWING TITLE:
Level 1 Amenity program allocation diagram
Resizing 4th Submission - 20 May 2015

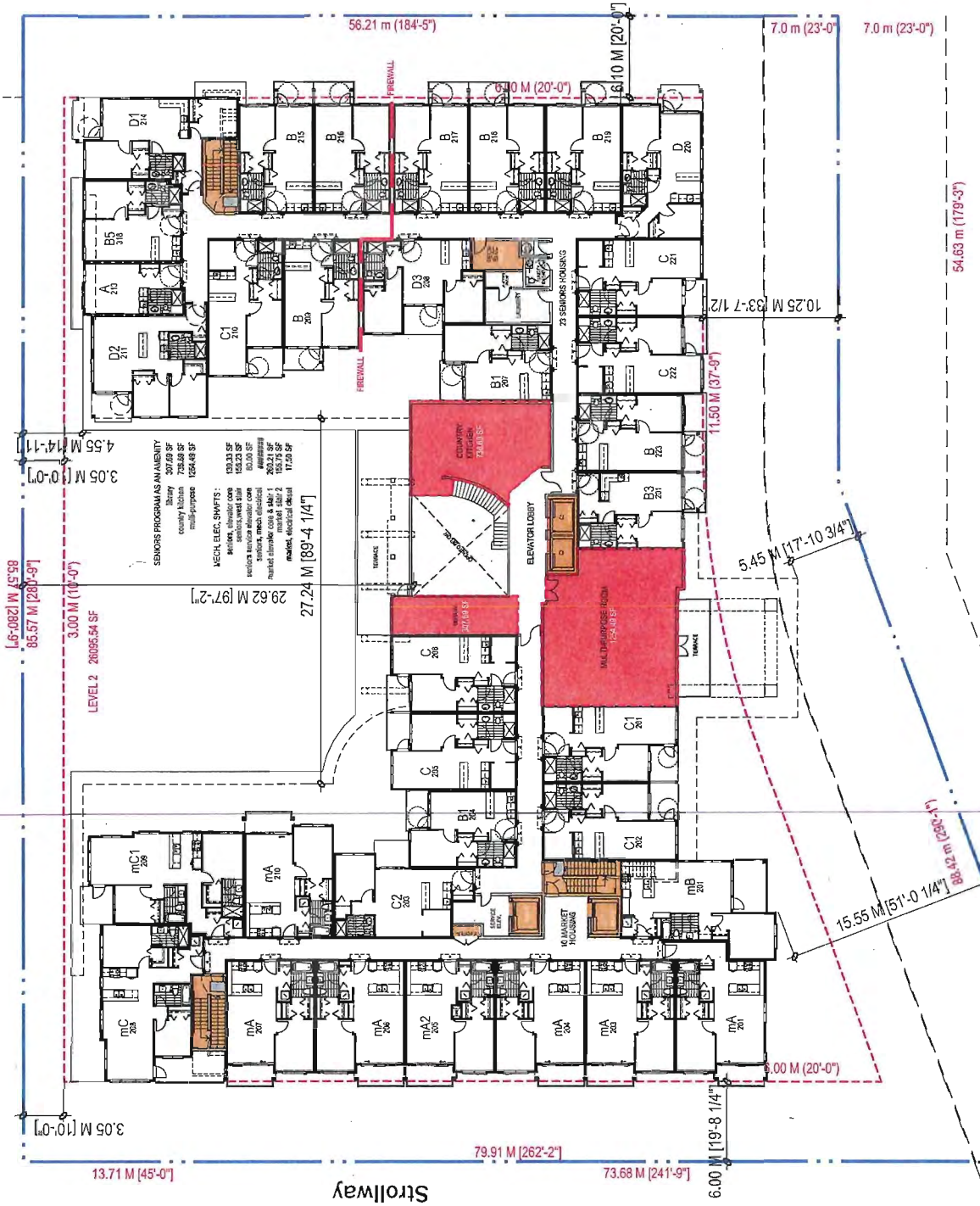
PROJECT:
Seniors Building
Parcel 3, Hamilton Lands, Richmond, BC

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Westminster Blvd.



CNCL - 352

7
1331
20 MAY 2015
1" = 25'-0"



DRAWING TITLE:
Level 2
Rezoning 4th Submission - 20 May 2015

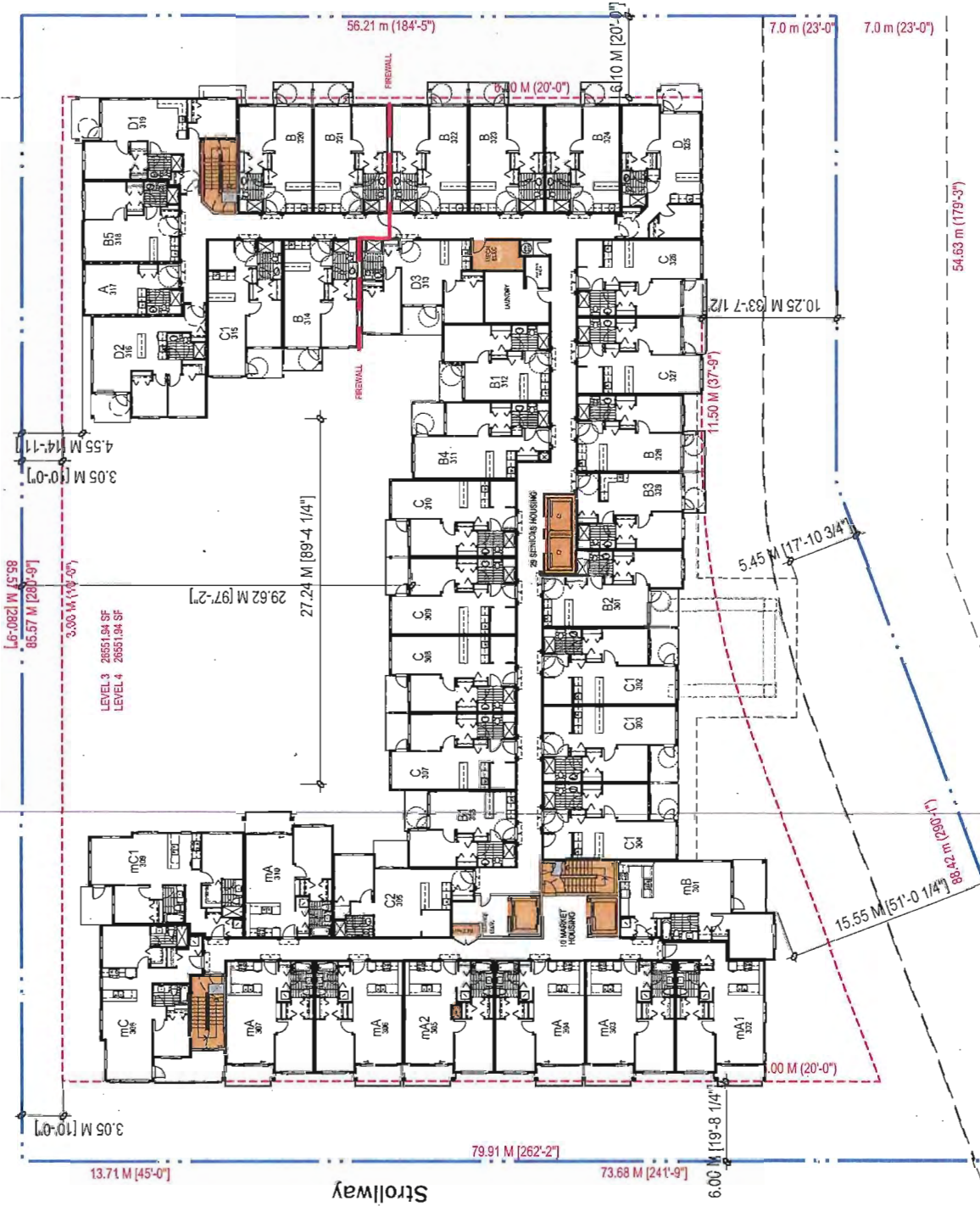
PROJECT:
Seniors Building
Parcel 3, Hamilton Lands, Richmond, BC

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Westminster Blvd.



CNCL - 353

DATABASE: 1331
PROJECT NO: 20 MAY 2015
PLOT DATE: 1" = 25'-0"
SCALE:



DRAWING TITLE:
Level 3 & 4
Rezoning 4th Submission - 20 May 2015

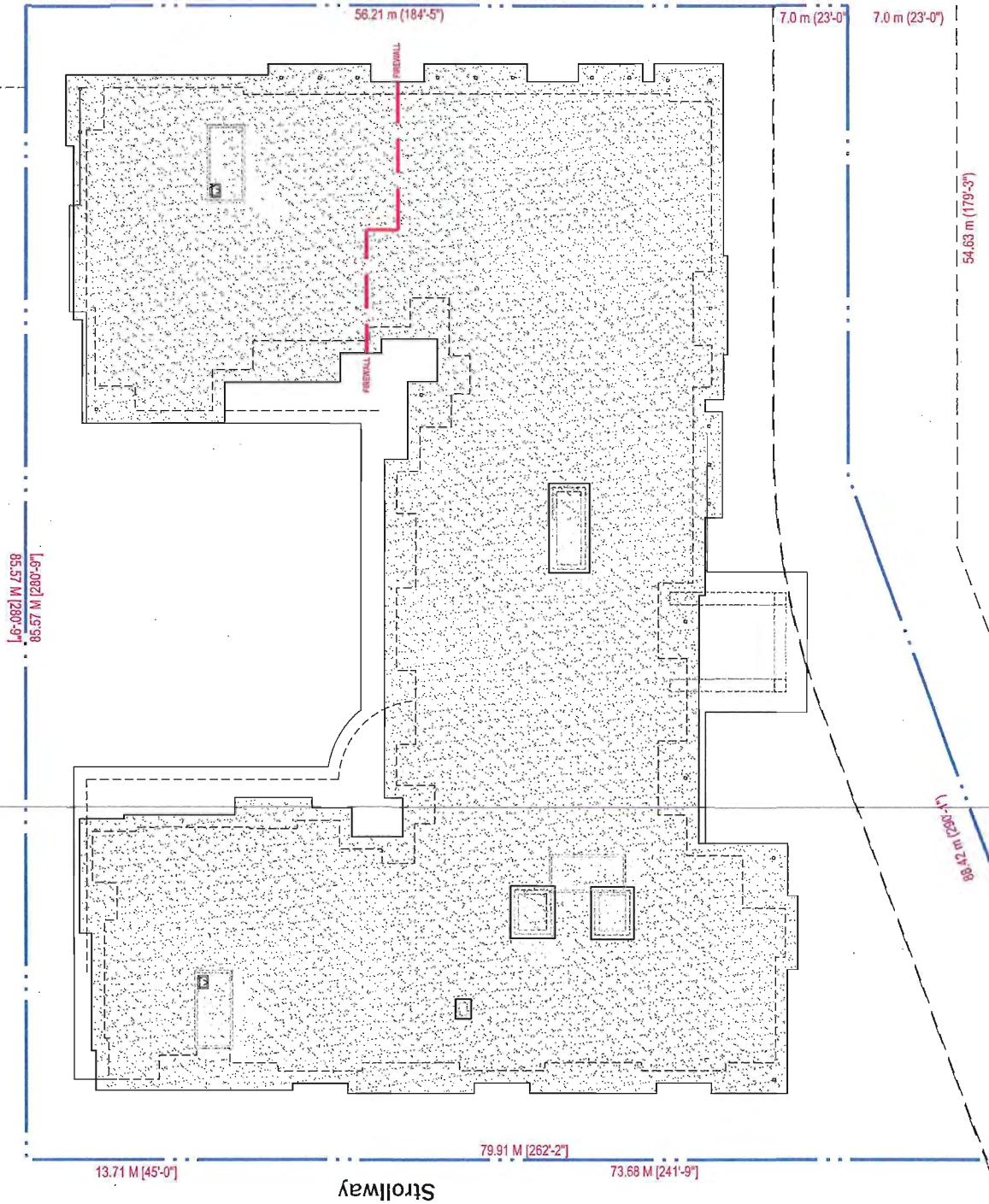
PROJECT:
Seniors Building
Parcel 3, Hamilton Lands, Richmond, BC

Rositch Hemphill Architects
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Westminster Blvd.



DATABASE: 1331
PROJECT NO: 20 MAY 2015
PLOT DATE: 1" = 25'-0"
SCALE:



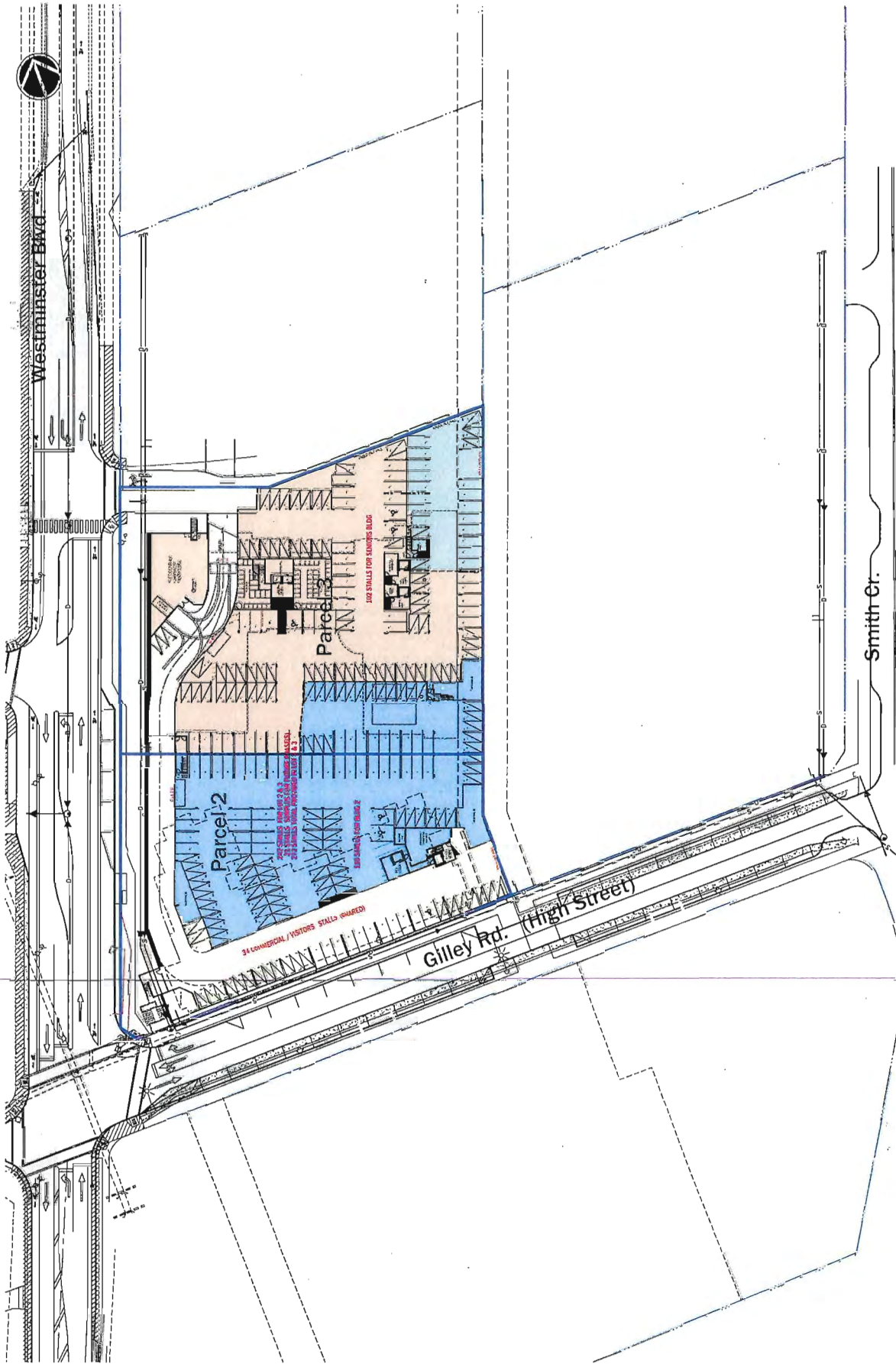
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Roof Plan
Rezoning 4th Submission - 20 May 2015

PROJECT:
Seniors Building
Parcel 3, Hamilton Lands, Richmond, BC

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CNCL - 354



DATABASE: 1331
 PROJECT NO: 29 JUNE 2015
 PLOT DATE: 1" = 70'-0"
 SCALE:



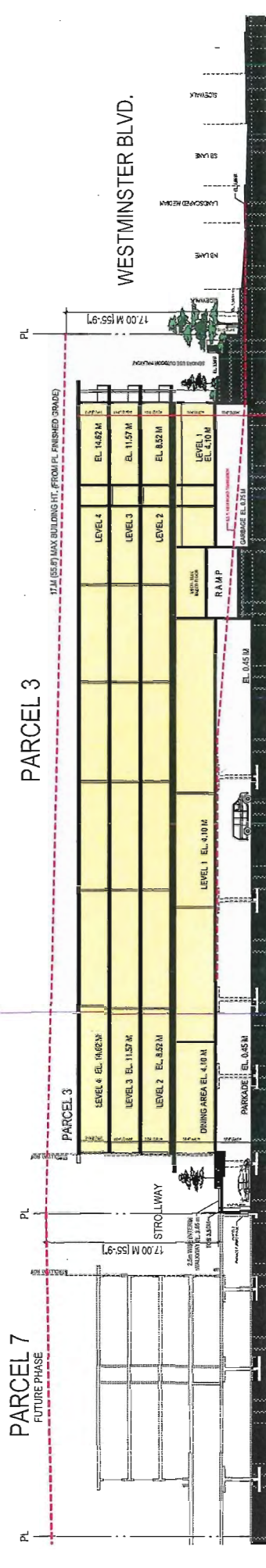
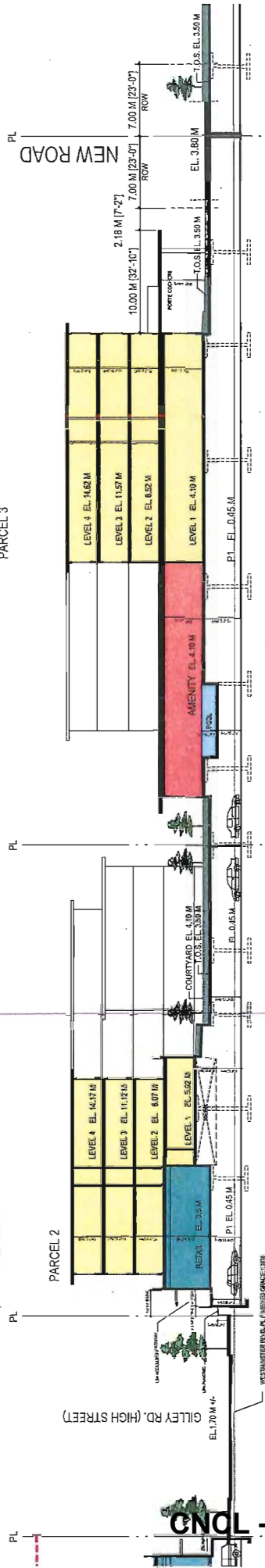
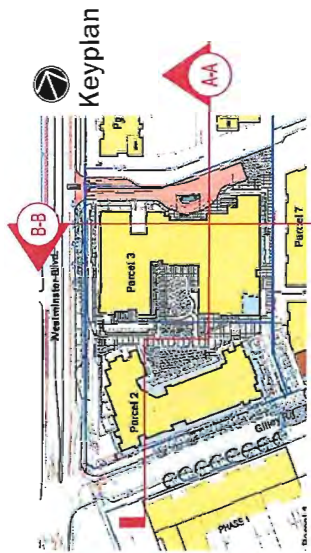
DRAWING TITLE:
Parkade Overall
 Rezoning 4th Submission

PROJECT:
Seniors Building
 Parcel 3, Hamilton Lands, Richmond, BC

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PROJECT:
Seniors Building
Parcel 3, Hamilton Lands, Richmond, BC

DRAWING TITLE:
Cross Sections
Rezoning 4th Submission - 19 May 2015



DATABASE:
PROJECT NO: 1331
PLOT DATE: 19 MAY 2015
SCALE: 1" = 30'-0"

12

CNCL - 357



21 Dec 9 am



21 Dec 12 noon



21 Dec 3 pm



21 March 9 am



21 March 12 noon



21 March 3 pm



21 June 9 am



21 June 12 noon



21 June 3 pm



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PROJECT:
Seniors Building
Parcel 3, Hamilton Lands, Richmond, BC

DRAWING TITLE:
Shadow Diagram
Rezoning 4th Submission



DATABASE:
PROJECT NO:
PLOT DATE:
SCALE:

SKETCH
1331
30 JUNE 2015

13



Rezoning Considerations

Development Applications Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 23241, 23281 & 23301 Gilley Road; 23000, 23060, 23066, 23080 & part of 23100 Westminster Highway - Oris Parcel 2 (Bylaw 9262 / RZ14-660663) & Oris Parcel 3 (Bylaw 9261 / RZ14-660662)

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaws 9261 and 9262, the developer is required to complete the following:

1. Final Adoption of OCP Amendment Bylaw 9260.
2. Subdivision Plan: Preparation and registration of a subdivision plan that consolidates the current lots and subdivides the consolidated lot into three (3) parcels comprising the “Lands” (which will require prior to subdivision approval the demolition of any part of the existing buildings crossing new proposed parcel lines) as shown in Attachments 1 and 2 as follows:
 - a) Parcel 1 - The remaining lands on Lot 1 on the draft subdivision plan for future development;
 - b) Parcel 2 - 4446 m² on Lot 2 on the draft subdivision plan for the subject mixed-used building (RZ 14-660663);
 - c) Parcel 3- 5783 m² on Lot 3 on the draft subdivision plan for the seniors housing building (RZ 14-660662);
3. Tree Removal: Submission of a landscape plan for the Development Permit that includes replacement trees at a ratio of at least 2:1 to compensate for all 79 trees to be removed (except for those trees already approved for removal by the City due to disease or for building demolition) to which Tree Protection Bylaw No. 8057 applies.
4. Flood Covenant: Registration of the City’s standard flood covenant on the title of Parcels 2 and 3 ensuring that there is no construction of habitable area below the Flood Construction Level of 3.5 m.
5. Westminster Highway Bus Bay and Gilley/Westminster Corner: Registration of a statutory right-of-way on Parcel 2 to accommodate a bus bay, bus shelter, sidewalk and 5.0 m by 5.0 m road corner cut at the Gilley Road / Westminster Hwy intersection on Parcel 2 as generally shown on Attachment 3 to the satisfaction of the Director, Transportation.

The statutory right-of-way will provide for:

- a) Developer construction of all works;
 - b) Public vehicle, pedestrian and bicycle access at all times;
 - c) Future construction and maintenance of public utilities;
 - d) City and public utility provider maintenance of works.
6. High Street Plaza and Greenway/Strollway: Registration of a statutory right-of-way in favour of the City on the title of Parcels 2 and 3 that provides public access as generally shown on Attachment 4 and which physically includes:
 - a) A High Street Plaza with a width ranging from 6.0 m to 9.0 m on Parcel 2;
 - b) A Greenway/Strollway with a minimum width of 3.0 m on Parcel 3;

The statutory right-of-way for Parcels 2 and 3 will provide for:

- a) Developer construction of all works;
 - b) Public pedestrian and bicycle access at all times;
 - c) Public markets on the Parcel 2 Plaza to be permitted with hours and operating conditions to the satisfaction of the City;
 - d) Non-permanent outdoor restaurant seating and fixtures within the most westerly 3.0m of the SRW adjacent to the commercial units in the building on Parcel 2 subject to the approval of the City;
 - e) Landscaping and paving as provided in a Development Permit issued by the City;
 - f) Developer and owner maintenance of all works.
7. Statutory Right-of-Way and Easement for New “Road A”: Registration of a statutory right-of-way for public access and an easement for maintenance on Parcel 3 and the existing lots comprising future Parcel 4, as determined to the

satisfaction of the Director, Transportation and Director of Development, for “Road A” as shown on Attachments 2 and 3.

The statutory right-of-way will provide for:

- a) Developer construction of all works;
 - b) Public vehicle, pedestrian and bicycle access at all times on grade or above a parkade;
 - c) Landscaping to be provided under the Development Permit;
 - d) Maintenance of all works by the owners of Parcel 3; and
 - e) Assumption of all liability for the works by the owners of Parcel 3.
8. Access Over Parcel 3 for Parcel 2: Registration of a legal agreement, as determined to the satisfaction of the Director of Development, to permit the owners (including their visitors and general public using the commercial parking) of Parcel 2 to gain access on grade or through a parkade on Parcel 3 for vehicles, bicycles and pedestrians and to allow for access to the “Road A” SRW identified above.
 9. Access Over Parcel 3 for Future Parcels 4 and 5: Registration of a legal agreement, as determined to the satisfaction of the Director of Development, to permit the owners of future Parcels 4 and 5 to gain access on grade or through a parkade on Parcel 3 for vehicles, bicycles and pedestrians and to allow for access to the “Road A” SRW identified above.
 10. Parking on Parcel 3 for Parcel 2: Registration of a legal agreement to provide for 29 vehicle parking spaces and bicycle parking for the owners of Parcel 2 within the parkade on Parcel 3 (with the number of vehicle and bicycle parking spaces to be confirmed prior to rezoning adoption) as generally shown on Attachment 2.
 11. Parking on Parcel 3 for future Parcels 4 & 5: Registration of a legal agreement to provide for 21 vehicle parking spaces for the owners of future Parcels 4 & 5 within the parkade on Parcel 3 (with determination if parking for Parcels 4/5 is needed and, if any, the number of vehicle parking spaces to be provided prior to rezoning adoption) as generally shown on Attachment 2.
 12. Visitor Parking on Parcel 2 for Parcel 3: Registration of a legal agreement on Parcels 2 and 3, as determined to the satisfaction of the Director of Development, to permit Parcel 3 visitors to use the commercial & visitor parking within the Parcel 2 parkade.
 13. Commercial & Visitor Parking Non-Assignment Covenant on Parcel 2: Registration of a covenant on Parcel 2 that ensures that the shared visitor parking and commercial parking on Parcel 2 is not assigned to any specific residential unit / commercial unit nor be designated (i.e. sold, leased, reserved, signed, or otherwise assign) by the owner or operator for the exclusive use of employees, specific businesses, and/or others.
 14. Parking and Building Construction Agreement for Parcels 2 and 3: Registration of agreements on Parcels 2 and 3 that ensure:
 - a) No building permit will be issued by the City for Parcel 2 until all associated parking and access on Parcel 3 (described in the above legal agreements) has been included within an approved building permit for Parcel 3;
 - b) No building permit will be issued by the City for Parcel 3 until all associated parking and access on Parcel 2 (described in the above legal agreements) has been included within an approved building permit for Parcel 2;
 - c) No building permit granting occupancy will be issued by the City for Parcel 2 until all associated parking and access on Parcel 3 (described in the above legal agreements) has been built and received a building permit granting occupancy.
 - d) No building permit granting occupancy will be issued by the City for Parcel 3 until all associated parking and access on Parcel 2 (described in the above legal agreements) has been built and received a building permit granting occupancy.
 - e) The Parcel 3 owner shall provide to the Parcel 2 owner, a parking and access easement construction easement that will permit the Parcel 2 owner to construct and use a parking facility on Parcel 3 so as to satisfy the parking and access requirements above.
 15. Electric Vehicle Parking Covenant: Registration of a covenant on Parcels 2 and 3 requiring that 20% of resident parking stalls that will be equipped with 120V electric plug-ins and that an additional 25% of the resident parking

stalls will be pre-ducted for future wiring to accommodate the future installation of electric vehicle charging equipment.

16. Shared Indoor Amenity Easement: Registration of an access easement and other legal agreements on Parcels 2 and 3 as shown on Attachment 2 to:
 - a) Ensure that not less than 3,458 ft² of shared indoor amenity space for the residential owners/occupants Parcels 2 and 3 (which includes a pool and exercise room) and 741 ft² of indoor amenity space for exclusive use of the residential owners/occupants of Parcel 2 (for a multi-purpose room) is constructed on Parcel 3;
 - b) Provides that neither a building permit nor a final inspection granting occupancy for a building on Parcel 3 be permitted unless the required shared and exclusive amenity space are provided as described above;
 - c) Ensure that appropriate mechanisms to allow for shared rights of access and use for the above-noted Parcels 2 and 3 shared and Parcel 2 exclusive amenity spaces, to the satisfaction of the City;
 - d) Provide that the final inspection granting occupancy for the building on Parcel 2 is prohibited until the 741 ft² of exclusive Parcel 2 indoor amenity space and 3,458 ft² of shared indoor amenity space within the building on Parcel 3 is completed and has been issued a final inspection granting occupancy, except as provided below;
 - e) Ensure that, if the exclusive and shared amenity spaces are not completed on Parcel 3 as provided above, a minimum of 1,076 ft² of indoor amenity space (multi-purpose room) is constructed within a building on Parcel 2 prior to issuance of a permit granting occupancy for such building on Parcel 2; and
 - f) Provide that the City is identified as a grantee to ensure that the agreements not be discharged and or changed without City approval.
17. Public Art: City acceptance of the developer's offer to voluntarily contribute \$0.79 per buildable square foot of residential floor area and \$0.42 per buildable square foot of commercial floor area under the proposed zoning to the City's public art fund, or provide a security for the design and installation of public art based on the same valuation in accordance with the City's Public Art Policy (Acct. #7750-80-00000-000) (e.g. \$53,180 for Parcel 2 and \$73,868 for Parcel 3 to be confirmed by the final DP Plans).
18. Area Plan Amenity Community Amenities: City acceptance of the developer's offer to voluntarily provide a contribution of \$49.50 per square meter of total residential floor area to a capital reserve fund to be established by the City for the community amenities specified under the Hamilton Area Plan. The contribution for Parcel 2 is estimated at \$285,205 (to be confirmed based on the final DP Plans). The total contribution for Parcel 3 is estimated at \$430,118. Part of this contribution (\$28,985) would not apply to the floor specified including within the proposed 18 memory ward units (to be confirmed on the final DP Plans) provided that they receive the necessary licencing from Vancouver Coastal Health (VCH) and comply with the "community care facility, major" use under the proposed zoning.
19. Affordable Housing: City acceptance of the developer's offer to voluntarily contribute \$4.00 per buildable square foot of total residential floor area permitted under the proposed rezoning (e.g. estimated at \$249,176 for 62,294 ft² for Parcel 2 and \$79,032 for 19,758ft² for the 30 market strata residential units plus associated common halls and other areas to be added on Parcel 3) to the City's Affordable Housing Reserve Fund. (Acct.#7600-80-000-90150-0000).
20. "Neighbourhood Public House" Use Covenant on Parcel 2: Register a restrictive covenant on the title of Parcel 2 that restricts this use to the ground floor, requires its outdoor public entrance on Gilley Road and advises other owners of this possible use within the building.
21. Riparian Management Areas: The developer is required to address the habitat loss within the Riparian Management Areas (RMAs) on Gilley Road and the Queen Canal as generally provided in the Memo from Pottinger Gaherty, Environmental Consultants Ltd. dated June 2, 2015 (Attachment 7) with regards to providing satisfactory habitat compensation within the Servicing Agreement works (including addressing transportation, civil and landscape works). These works and the impacted habitat are to be further reviewed by the developer's Qualified Environmental Professional (QEP) with a follow-up report confirming that the necessary habitat compensation has been provided to satisfaction of the Director, Engineering and Senior Manager, Parks.
22. Submission of a letter from a LEED certified consultant as a requirement of issuance of the development permits and building permits for Parcels 2 and 3 confirming that each building has been designed to achieve a sufficient score to meet the current Canadian Green Building Council LEED Silver score criteria. The submission of follow-up letter from a LEED certified consultant that confirms that buildings have been constructed to achieve LEED Silver

certification or equivalent is required. Consideration should be given to building design with higher energy efficiency ratings than required by the BC Building Code and utilizing geo-exchange energy systems.

23. The submission and processing of Development Permits* for the subject mixed-use building on Parcel 2 and seniors building on Parcel 3 completed to a level deemed acceptable by the Director of Development.
24. Enter into a Servicing Agreement and to be registered on title of Parcels 2 and 3 and submit security for the estimated value of the works to the satisfaction of the City for the design and construction of the engineering, transportation and parks/streetscape works described in Attachment 5 along with the necessary statutory right of ways and any easements that are required to be registered on title for such servicing works.
25. Ensure that the Construction, Phasing and Interim Design Measures in Appendix 1 of the Hamilton Area Plan (Schedule 2.14, Official Community Plan Bylaw 9000) are addressed, as applicable, in the Development Permit and Servicing Agreement included within Attachment 6.
26. Enter into a covenant to be registered on Parcel 3 that will prohibit stratification beyond 30 individual strata lots for the apartment units and one (1) strata lot for the 18 memory care units and 82 congregate housing units, along with any strata common property.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

1. Submit separate landscaping security Letters-of-Credit in amounts based on sealed estimates from the project registered Landscape Architect for the developments on Parcel 2 and Parcel 3 (including materials, labour & 10% contingency).
2. That notations be included on the Development Permit Plans stating that 44 of the 73 units in the mixed use building on Parcel 2 and 109 of the 130 units in the seniors building on Parcel 3 will meet the Basic Universal Housing provisions within Zoning Bylaw 8500. The remaining units within the buildings will include Ageing-In-Place elements as provided within the Official Community Plan Bylaw 9000.

Prior to Building Permit Issuance for Parcels 2 and 3, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Incorporation of the "Basic Universal Housing" provisions of Zoning 8500 and Ageing-in-Place elements as provided within the OCP for the residential units in the building on Parcels 2 and 3 as provided in the Development Permit.
3. Submission of a Dewatering Plan to the satisfaction the Manager, Engineering Planning and Manager, Sustainability.
4. If applicable, payment of latecomer agreement charges associated with eligible latecomer works.
5. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Division at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property developer but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

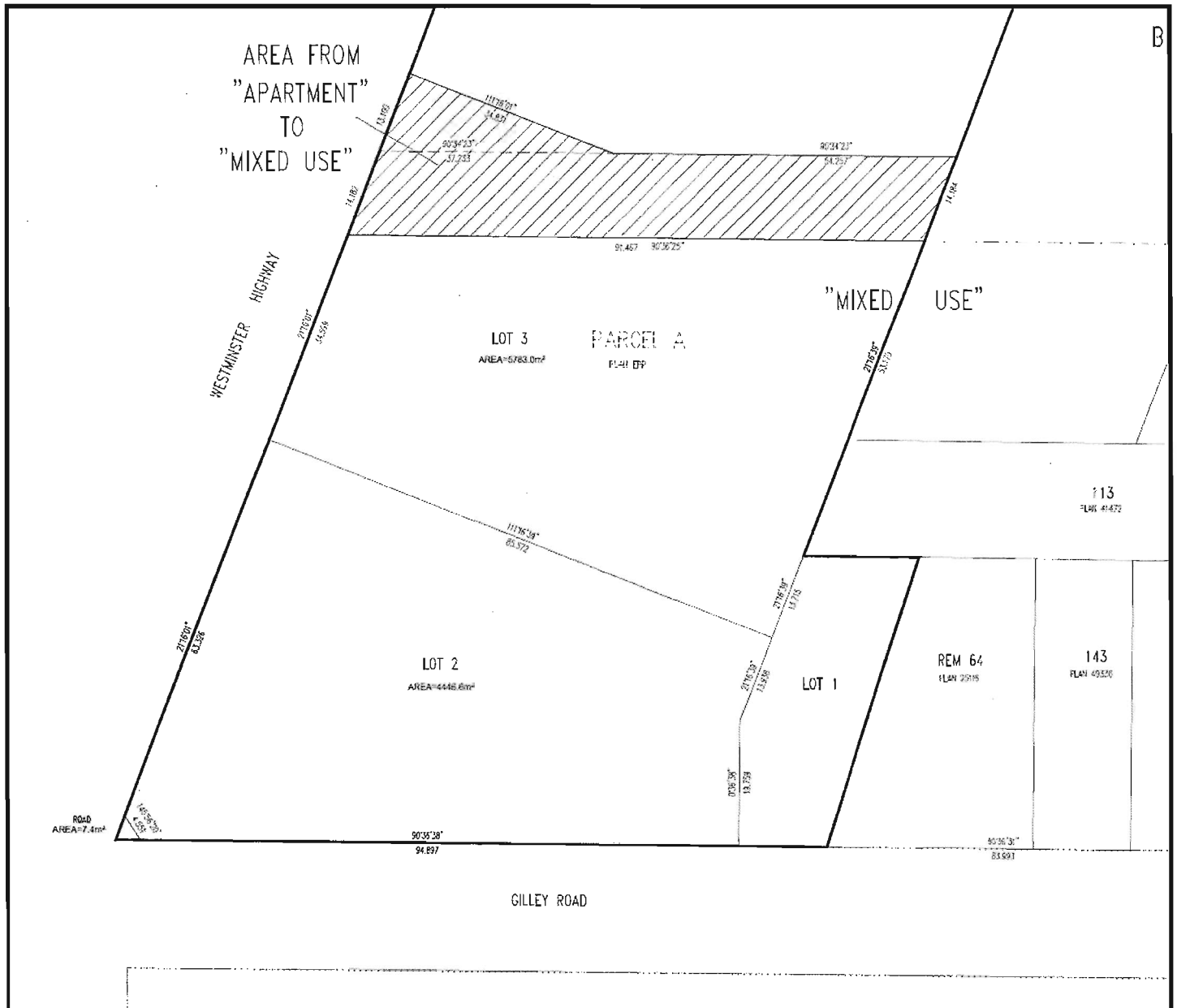
Signed Owner and Developer of Parcel 2

Date

Signed Owner and Developer of Parcel 3

Date

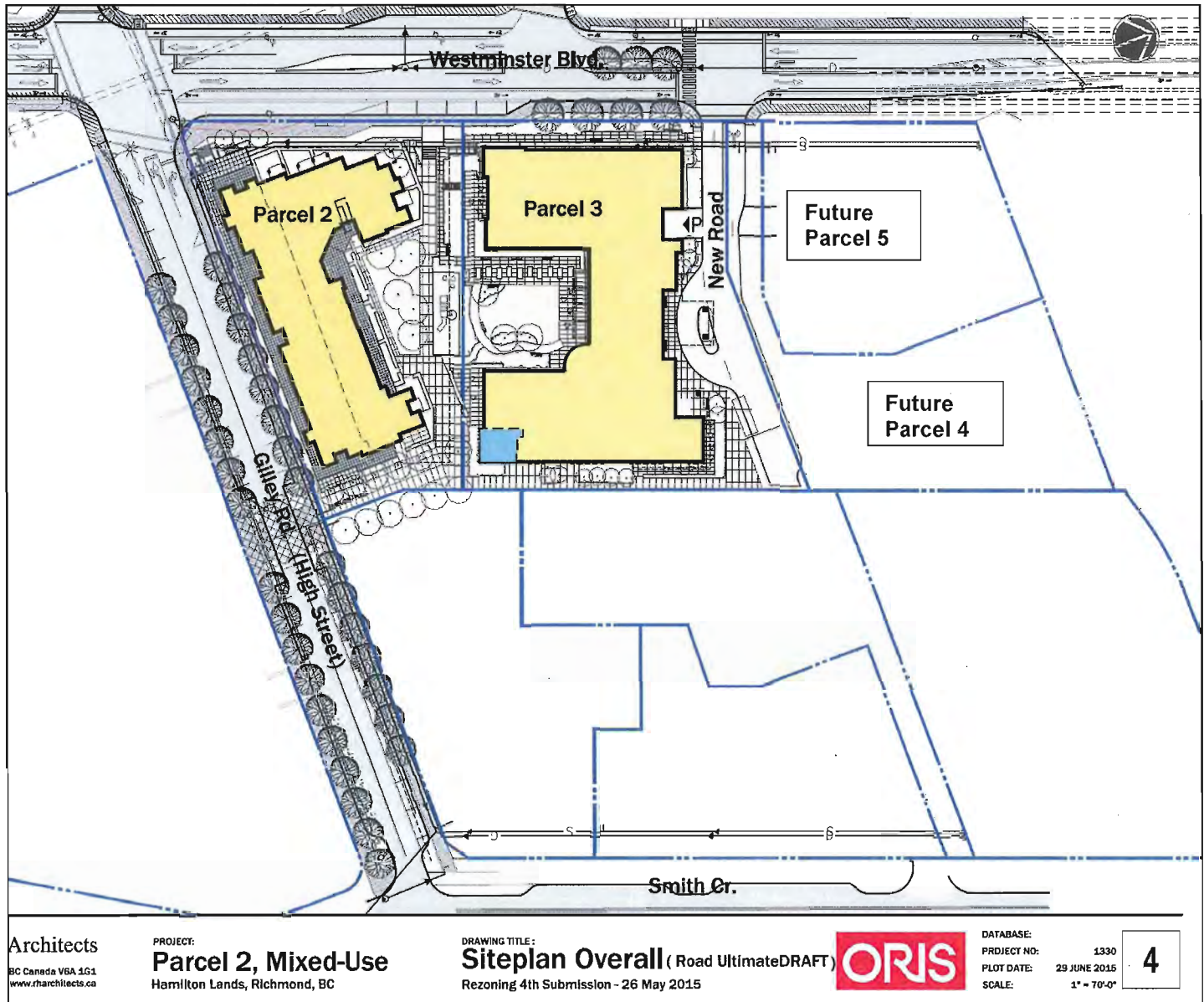
ATTACHMENT 1
DRAFT SUBDIVISION PLAN



CNCL - 364

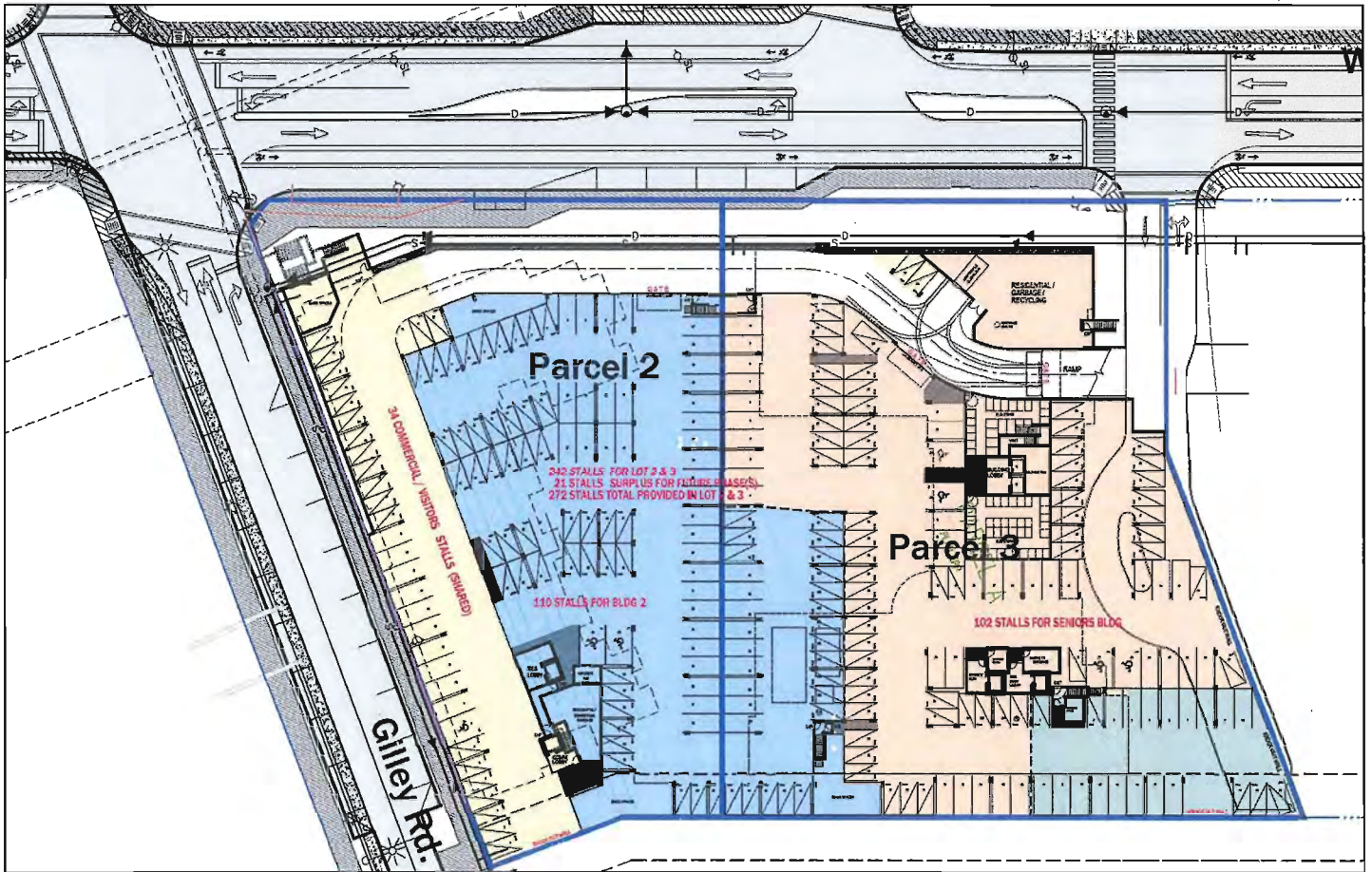
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ATTACHMENT 2
& PARKING PLANS



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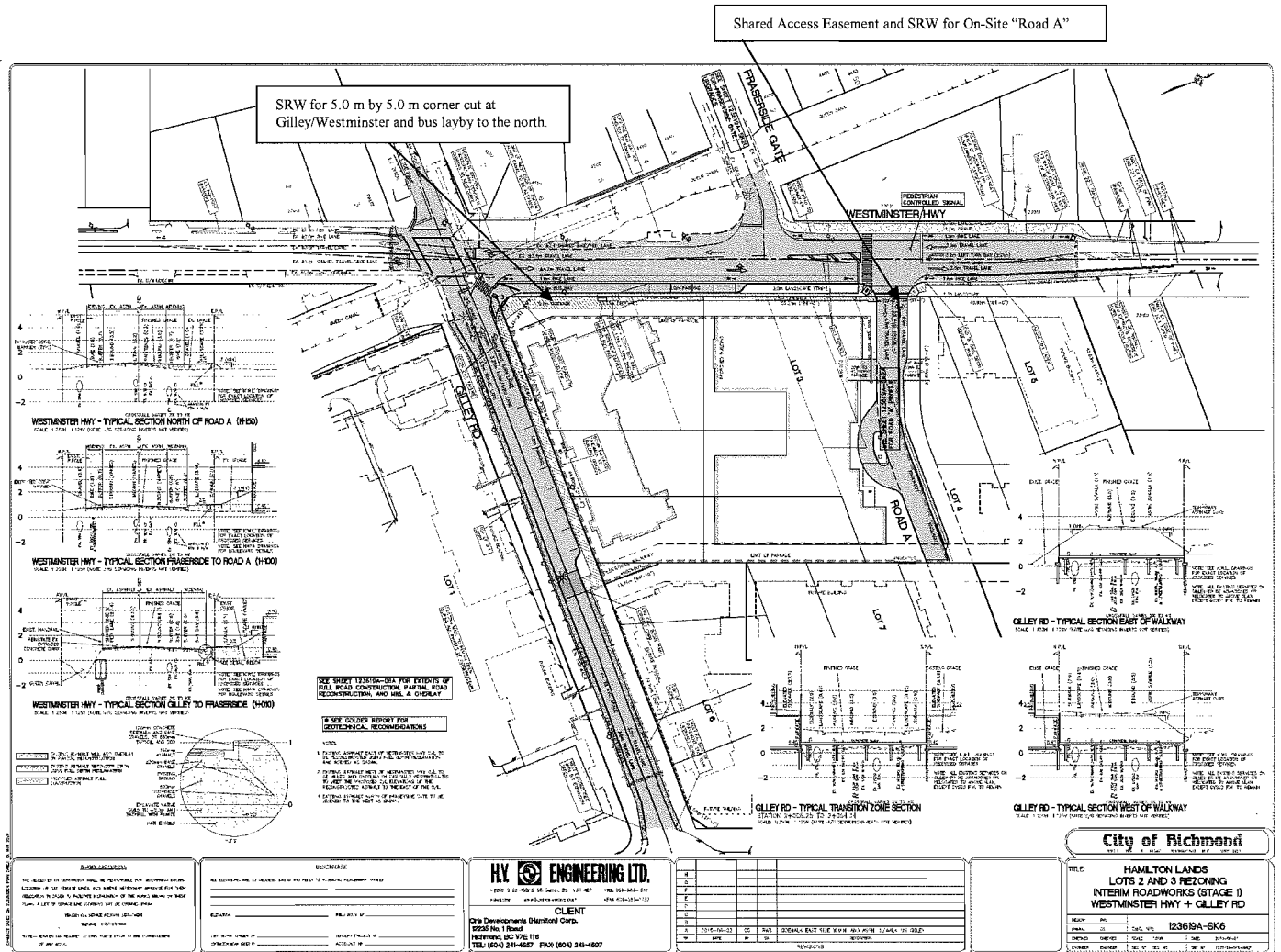
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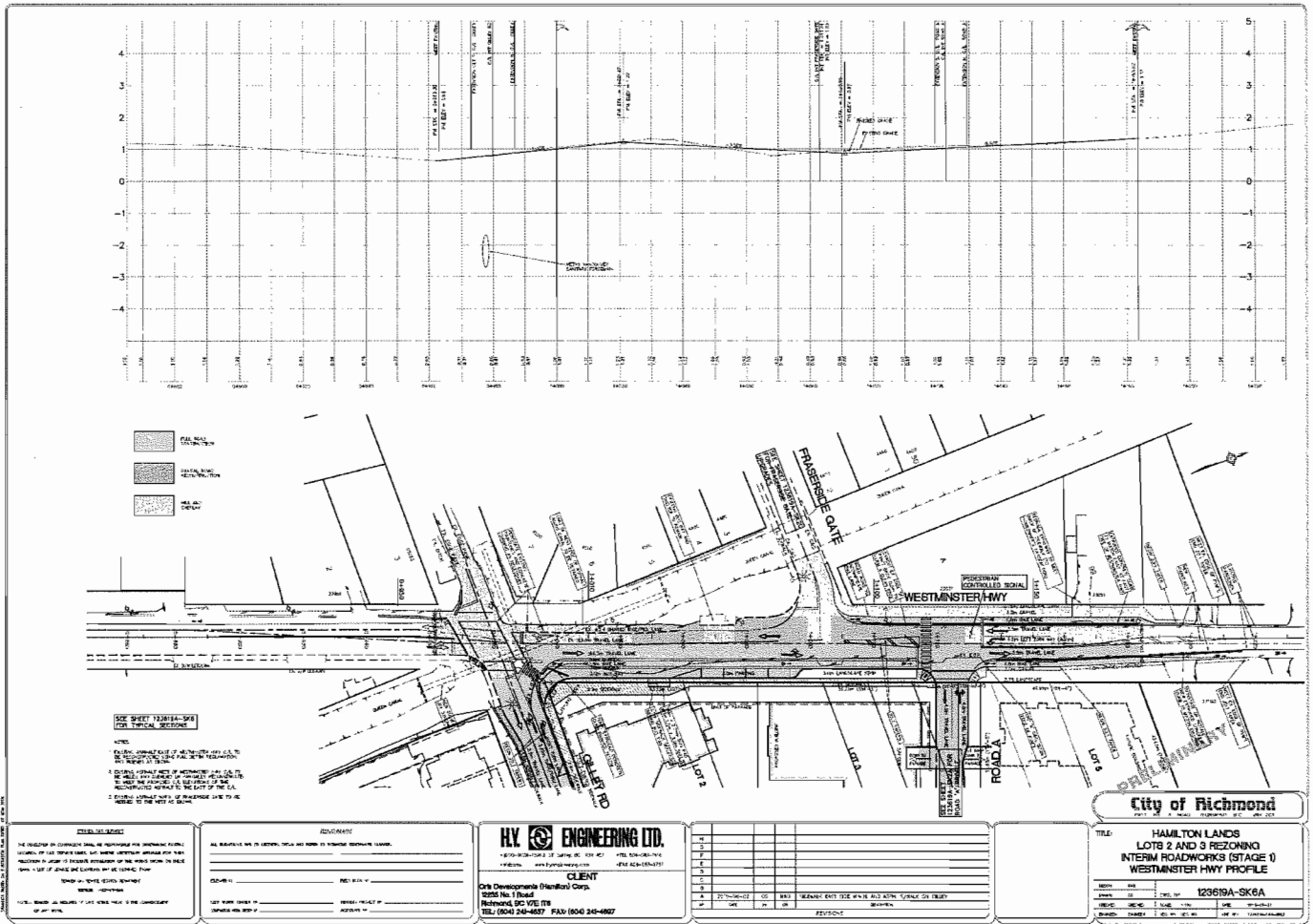
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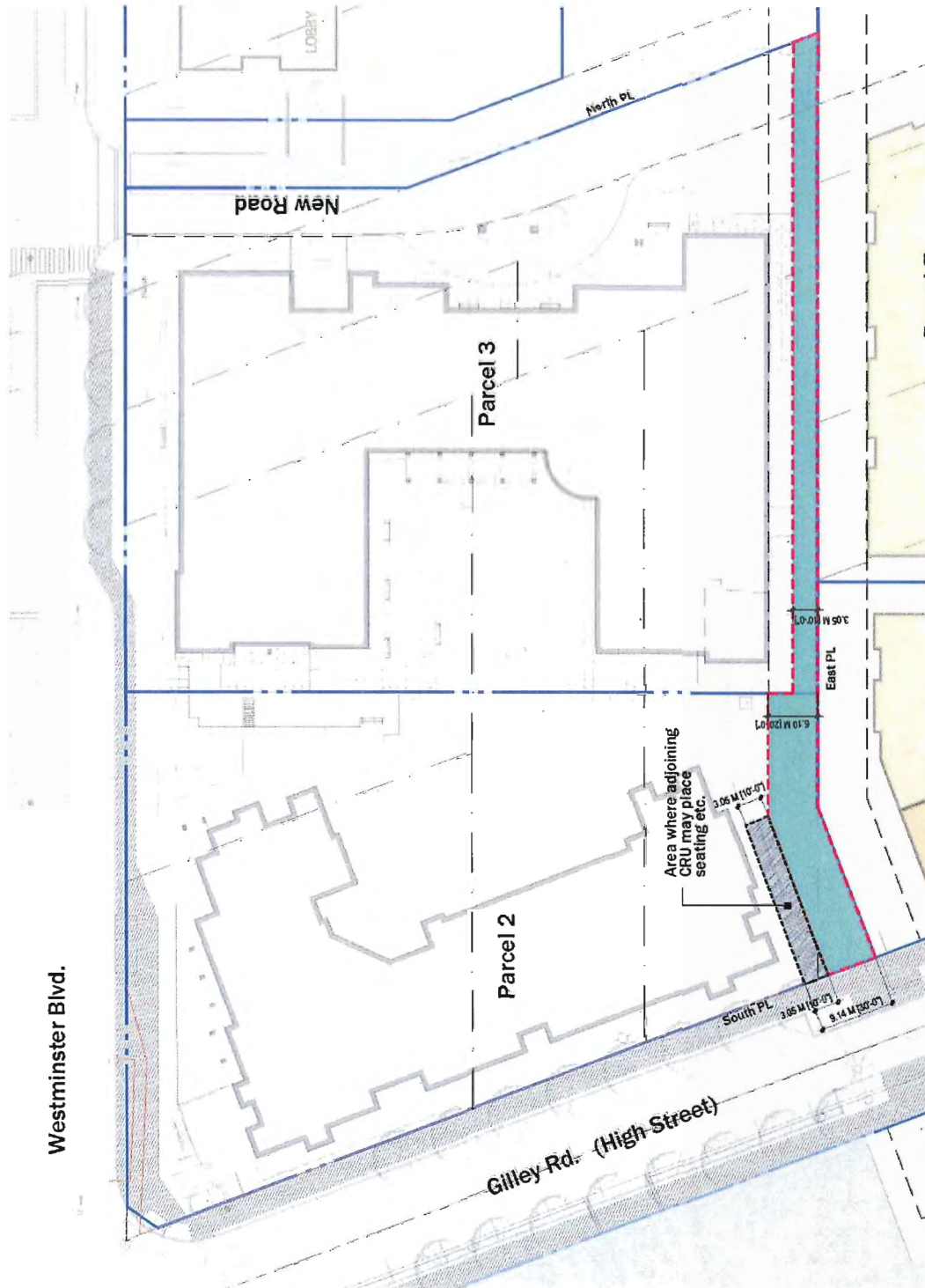
ATTACHMENT 3 PRELIMINARY ROAD FUNCTIONAL PLAN



Shared Access Easement and SRW for On-Site "Road A":



ATTACHMENT 4
SRW AREAS FOR HIGH STREET PLAZA & GREENWAY/STROLLWAY



ATTACHMENT 5

SERVICING AGREEMENT REQUIREMENTS

Enter into a Servicing Agreement for Parcels 2 and 3 for the design and construction of works that include, but may not be limited to the following:

1.0 Engineering Servicing Requirements:

Discussions with the developer have contemplated that the construction of off-site servicing works relating to RZ 14-660662 and RZ 14-660663 will be combined. All works described below shall therefore be completed under a single servicing agreement.

Utility servicing shall generally follow the concepts and layouts proposed in the Hamilton Area Serving Study (HASS) prepared for the City by KWL, dated Oct 29, 2014. Increased storm sewer diameters and other amendments to the HASS may be required to meet the City's minimum standards. The proposal to raise Gilley Road using piled concrete foundations will require the relocation of City and other utilities in ways generally, but not limited to, those described below, at the developers cost. All works and agreements will be to the satisfaction of the Director of Engineering.

a) Water Works:

The Developer is required to:

- Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
- Relocate approx 270m of 300mm diameter watermain along Gilley Road to accommodate road raising that would otherwise compromise the City's ability to access and maintain this asset. The new main shall be located above the proposed concrete slab. An air valve will be required.
- Install additional fire hydrants as required along the developments frontages to achieve the City's standard spacing requirements.
- Subject to the availability of funds in the City's Development Coordinated Works capital accounts and obtaining the required spending authority, replace the 300 mm diameter watermain along Westminster Hwy to the limits of the proposed road works.

At the Developer's cost, the City will complete all watermain tie-ins.

b) Storm Sewer Works:

The Developer is required to:

- Maintain existing drainage service to properties located east of the development by installing a temporary 1200mm diameter sewer along Gilley Road from the centre of Smith Crescent connecting into either the proposed or existing Queen's Canal culvert. Some elements of this sewer, such as the manhole in Smith Crescent, will be deemed as permanent and shall be designed as such, which will be determined through the servicing agreement process.
- Construct new storm sewers along the centre of the newly raised Gilley Road complete with permanent tie-in to the Queens Canal culvert and the proposed manhole in the centre of Smith Crescent (the latter may require additional manholes within the Smith Crescent and Gilley Road intersection).

- locate Parcel 2 and Parcel 3 storm connections along their Westminster Highway frontage by tying into the existing 750mm diameter storm sewer.
- Construct a new manhole on the existing Westminster Highway 750mm diameter storm sewer to connect the private storm system to be built on "New Road A" (north of Parcel 3).
- Install infrastructure on Gilley Road to provide stormwater best management practices (e.g rain gardens).
- Provide erosion and sediment control plans for all on-site and off-site works.

c) Sanitary Sewer Works:

The Developer is required to:

- Install new sanitary sewers along the development's Westminster Highway and Gilley Road frontages. Sewers must be designed to accommodate future development as per the HASS and accommodate any settlement caused by the development. Temporary sewers may be required fronting future development Parcel 6. A permanent gravity connection is required into manhole SMH6176 located adjacent to the Metro Vancouver sanitary pump station.
- Relocate the City's 150mm diameter and 200mm diameter forcemains located along Gilley Road to accommodate road raising between Westminster Hwy and Smith Crescent that would otherwise compromise the City's ability to access and maintain these assets. The new main shall be located above the proposed concrete slab. Solutions such as installing a single forcemain with appropriate clean-outs/valves/air valves or installing a gravity system should be considered through the servicing agreement process.
- Install works to protect and facilitate the maintenance of Metro Vancouver's 1m diameter forcemain, pump station and related infrastructure located within or adjacent to Gilley Road. Such measures include but are not limited to installing a piled concrete pad (as proposed by the developer) along the length of Gilley Road that includes removable sections to allow access to the forcemain and installing vertical pipes positioned along the main, and possibly other features, for monitoring and inspection purposes. The developer will coordinate with Metro Vancouver as part of the City's drawing approval process.

d) General Items:

- The City is aware of ongoing hydrocarbon contamination issues originating from a gas station located at 22490 Westminster Highway. At the developer's cost, the developer is required to manage any hydrocarbon contamination encountered during construction of the servicing agreement works in compliance with the Environmental Management Act.

The Developer is required to:

- Relocate or accommodate existing City and third party utilities affected by the Gilley Road raising and Westminster Highway road widening. Undergrounding and/or pre-ducting for future undergrounding may be required, at the developers cost, to be determined through the servicing agreement process.
- Complete asphalt resurfacing works as described in the proposed Interim Roadworks Plan (Attachment 3).
- Provide a SRW for utility installation along the properties Westminster Highway frontage wherever the proposed sidewalk crosses into the development site.
- Locate all above ground utility cabinets and kiosks required to service the proposed development within the development site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Coordination is required with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements and the locations for the above ground structures. If a private utility company does not require

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an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of SRWs that shall be shown in the functional plan and registered prior to SA design approval:

- BC Hydro PMT – 4mW X 5m (deep)
 - BC Hydro LPT – 3.5mW X 3.5m (deep)
 - Street light kiosk – 1.5mW X 1.5m (deep)
 - Traffic signal kiosk – 1mW X 1m (deep)
 - Traffic signal UPS – 2mW X 1.5m (deep)
 - Shaw cable kiosk – 1mW X 1m (deep) – show possible location in functional plan
 - Telus FDH cabinet - 1.1mW X 1m (deep) – show possible location in functional plan
- Assess streetlight levels along Westminster Highway and Gilley Road and areas of public rights-of-passage and install/upgrade lighting as required to meet City standards.
 - Assess the potential differential settlement between the proposed piled buildings and the surrounding un-piled areas and design City utilities and service connections to accommodate this movement, to the City's satisfaction.
 - Fill all abandoned utility pipes with low strength, flowable grout or similar to prevent future road subsidence.
 - Provide, prior to first SA design submission, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting or within the development site and proposed utility/road installations and provide mitigation recommendations. The mitigation recommendations (if required) shall be incorporated into the first SA design submission or if necessary prior to pre-load.
 - Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

2.0 Transportation Requirements:

The Developer responsible for the design and construction of the road infrastructure works. Works to include, but not limited to, providing the general road cross-sections described below as well as works shown schematically in the preliminary road functional plan (Attachment 3):

Westminster Highway:

- Along the development frontage, maintain existing northbound and southbound traffic lanes as well as the shared multi-use path on the west side. Widening on the east side of the road (east of the existing road centre line) to provide the following new road elements:
 - 1.8 m wide on-street bike lane
 - 0.6 m wide buffer on both sides of the on-street bike lane
 - 3.0 m wide bus bay/lay-by between Gilley Road and Fraserside Gate
 - 0.15 m wide barrier curb
 - 5.1 m wide concrete sidewalk (bus bay / lay-by area) and a 2.5m wide concrete sidewalk with a 1.75m wide treed boulevard (outside the bus bay/lay-by area)
 - A new accessible bus landing pad and a new accessible bus shelter
- North of the development frontage, provision of a new southbound-to-eastbound left-turn lane (min. 3.2m wide and min. 21m storage length) at the proposed development access while maintaining all existing road elements (traffic lanes, shoulders, on-street bike lanes and the multi-use pathway).

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- Installation of a new pedestrian signal at the proposed development access / Westminster Highway intersection to include but not limited to the followings: Signal pole, controller, base and hardware, pole base (decorative pole & street light fixture), detection, conduits (Electrical & Communications) and signal indications, and communications cable, electrical wiring and service conductors, APS (Accessible Pedestrian Signals) and illuminated street name sign(s) as necessary.
- Relocate / upgrade the existing full traffic signal at the Westminster Highway / Gilley Road intersection to accommodate the proposed road widening to include but not limited to the following: upgrade and/or replace signal pole, controller, base and hardware, pole base, detection, conduits (electrical & communications), signal indications, communications cable, electrical wiring, service conductors, APS (Accessible Pedestrian Signals) and illuminated street name sign(s) as necessary.
- Re-grade the Westminster Highway/Gilley Road intersection, which may involve removing and replacing/modifying existing channelized island.
- Complete asphalt resurfacing works as described in the Interim Roadworks (shown in Attachment 3).

Gilley Road:

- Along the development frontage, while maintaining existing eastbound and westbound traffic lanes (each at approximately 3.25m - 3.5m wide) and maintaining or providing equivalent or better to existing curb/gutter and concrete sidewalk along the south side of the road, widen the road to provide a new 3m wide parking lane on the north side, a new 0.15m wide barrier curb, and a 3.35m wide concrete sidewalk / landscaped boulevard.
- East of the development frontage, maintain or provide equivalent or better to all existing driving portion of the roadway as well as the existing curb/gutter and concrete sidewalk along the south side.

Note:

That the above as well as the preliminary road functional plan are to describe the general scope of the frontage works required but are subject to minor refinement as part of the SA process. That is, the detailed design elements, such as detailed intersection design including curb returns and channelized island, pavement markings, vehicle turning requirements, etc., would be carried out as part of the SA process when more info is provided. Roads DCC credits may be eligible for some road widening works along Westminster Highway if such works are within dedicated portion of the roadway, and if such works add new roadway elements and are completed to the ultimate standards. The exact value of the eligible road works on the DCC program would be assessed upon the completion of the SA process.

3.0 Parks / Streetscape Requirements:

The Servicing Agreement is to include a landscape plan with street trees and landscaping with Gilley Road and Westminster Highway, coordinated with any City RMA compensation, to the satisfaction of staff.

ATTACHMENT 6

Hamilton Area Plan

Appendix 1

Construction, Phasing and Interim Design Measures

Transitions to Existing Grade: Temporary and Permanent

The following need to be addressed where a new development is elevated above existing grades:

- address grade changes;
- address horizontal transitions;
- address half road requirements;
- maintain road access to adjacent properties as required;
- maintain satisfactory operation of Westminster Highway;
- design services and buildings to accommodate anticipated settlement and satisfactory long-term performance of structures and pavement;
- address drainage onto adjacent properties.

Servicing and Phasing

Mitigation of development impacts will be required wherever possible to the satisfaction of all governing agencies. Geotechnical and civil engineering reports are to be submitted to address; but are not limited to:

- site preparation and preload;
- protection of existing services;
- drainage management;
- maintaining services and access to neighbouring properties;
- long-term performance of roads and utilities; predicted settlement and a long-term maintenance program;
- preparing a construction staging and phasing plan outlining acceptable methodology for construction of all utilities (new and existing); road works; and neighbourhood accessibility;
- addressing all other mitigation for short and long-term impacts as may be required by the City of Richmond, the applicant's geotechnical and/or civil engineer, and any such other governing agencies having jurisdiction;
- liaison with utility providers such as Metro Vancouver, Fortis Gas, and BC Hydro;
- addressing drainage onto adjacent properties with regards to flooding and functioning of septic systems;
- addressing sanitary servicing in a manner that provides sanitary service to adjacent existing residential properties when necessary.

Underground Utilities

Over time, public and private utilities such as hydro, telephone, cable and gas, will be located underground in road or other rights-of-way in the Hamilton Area. At grade works such as kiosks, manholes, etc. should be located to minimize impact to open space and the public realm (e.g., sidewalks, greenways, etc.). Where it is not feasible to relocate overhead services to underground at the time of development, then the developer should provide works to facilitate future undergrounding such as pre-ducting.

Retaining Walls

The following retaining methods will be deployed:

- short-term temporary retaining walls (retention of pre-load) to be lock block;
- long-term temporary retaining walls to meet aesthetic requirements particularly adjacent to existing residential properties;
- permanent retaining wall types to be chosen to meet aesthetic requirements to accommodate long-term anticipated settlement.

Flood Protection and Mitigation

Flood construction levels and building setbacks from dikes must meet the City's Flood Plain Designation and Protection Bylaw 8204.

Dike upgrades must meet current City standards that include provisions for future dike raising.

Dikes upgrades must be approved under the Dike Maintenance Act by the Provincial Inspector of Dikes (Ministry of Forests, Lands and Natural Resource Operations). Refer to the 2041 OCP Development Permit Area Guidelines for further requirements.

ATTACHMENT 7



Pottinger Gaherty
Environmental Consultants Ltd.
1200 - 1185 West Georgia Street
T 604.682.3707
F 604.682.3497
Vancouver, BC Canada V6E 4E6
www.pggroup.com

Memo

PGL File #: 220-29.02

DATE: June 2, 2015

TO: Nathan Curran (Oris Consulting Ltd.)

FROM: Bruce Nidle

RE: HAMILTON NEIGHBOURHOOD PARCEL 2 & 3 REZONING – ENVIRONMENTAL ASPECTS

Pottinger Gaherty Environmental Consultants Ltd. (PGL) has prepared this summary of environmental aspects for the proposed rezoning of Parcels 2 & 3, Hamilton Neighbourhood in Richmond, BC. This summary deals with both the Oris Consulting Ltd. (Oris) development project and City of Richmond (City) culvert replacement and extension and widening of Westminster Highway project.

The proposed development of Parcels 2 & 3 has the objectives to preserve and improve the connected ecological network, minimize impacts to the Riparian Management Areas (RMA), and offset unavoidable losses with appropriate compensation. The two RMAs to be addressed are adjacent to the parcel of land – the 15m Queens Canal RMA and the 5m Gilley Road RMA.

The 15m Queen's Canal RMA will not be directly impacted by the proposed Parcel 2 & 3 development, but will be impacted by the City's plans to replace and extend a culvert and widen Westminster Highway to support new road alignments. These City works will impact an area of the Queen's Canal RMA from the southeast corner of Gilley Road and Westminster Highway to the bus bay on Westminster Highway. The impacts will result in losses of approximately 1,492m² and 256m² of Queen's Canal RMA riparian and instream habitat, respectively. It is our understanding that there have been recent revisions to the design of the Gilley Road/Westminster Highway intersection that will reduce impacts on Queens Canal. Revised impact and compensation numbers for this revision will be provided at a later date.

The 5m Gilley Road RMA between Westminster Road and Smith Crescent will be affected by the development of Parcel 2 & 3. The riparian and instream habitat losses are unavoidable given the proposed designs for Gilley Street and the adjacent parcels. However, the flow from the Gilley Street ditch will continue to discharge to Queen's Canal via the new (City) culvert. The stormwater design will use best-management practices to maintain recharge of Queen's Canal (from Gilley Road), and will include native grass, shrub and trees along the stormwater route. This will create a green/vegetated area of 96m² and a stormwater conveyance area of 96 lineal metres.

The impacts of the proposed Oris development on the Gilley Road RMA after taking into consideration the use of a variety of stormwater management measures, include the loss of an estimated 1,017m² of riparian habitat and an estimated 122m² of instream habitat from the north side of Gilley Road between Westminster Road and Smith Crescent. Additional "green" and stormwater conveyance areas will be created by Oris in the future on the south side of Gilley Road, along Westminster Highway, and at offsite locations (if necessary).

Impacts attributable to the City's culvert replacement and extension project and widening of Westminster Highway include the loss of an estimated 1,492m² and 256m² of riparian and instream habitat, respectively, from the Queen's Canal RMA. As noted above, recent revisions to the City project will reduce compensation required for that project.

Given the estimated habitat losses outlined above, the plan to compensate for habitat lost is as follows. The recommended location for compensatory works is the Queen's Canal RMA; this large area is currently characterized by significant human influence, and invasive plants dominate. The plan will restore the riparian area through implementation of a site-specific Invasive Plant Management Plan and a Revegetation Plan. The plan would also be developed with reference to the City's concept plan for the park/trail system in the Queen's Canal corridor.

Based on the amount of riparian habitat lost as a result of the City's projects ($1,492\text{m}^2$), and assuming a 1:1.5 compensation ratio for riparian habitat, the City's restored area would equal $2,238\text{m}^2$. The City's compensation habitat would start just south of the Westminster Highway bus layby and move north on both sides of the Canal to the extent required. The amount of riparian habitat owing from the proposed Oris development is equal to $1,526\text{m}^2$ assuming a 1:1.5 compensation ratio for riparian habitat. Oris' restored riparian habitat would start at the north end of the City's restored area and move north on both sides of the Canal to the extent required.

For the loss of instream habitat, the recommended location for compensation is also on the Queen's Canal. It is our understanding that the west side of Queen's Canal is unstable, therefore the widening of the east side of Queen's Canal to increase the wetted width is a concept which could easily be accommodated in the reach of Queen's Canal north and south of the Fraserside Gate crossing. Based on a 1:1 ratio for instream habitat loss, the amount of habitat owing from the City and Oris projects would be 256m^2 and 122m^2 , respectively. Details on (a) whether or not riparian compensation can occur on both sides of Queens Canal and (b) whether or not instream compensation can be created in Queens Canal will be the subject of future discussions with City environmental and engineering staff. If other locations for instream compensation are required, they will be sought in consultation with City staff.

The habitat losses and proposed compensation are summarized in the following table:

Project	Habitat Loss		Habitat Compensation	
	Riparian	Instream	Riparian (1:1.5)	Instream (1:1)
Oris Hamilton	1,017	122	1,526	122
City Culvert and Road Widening	1,492	256	2,238	256

After rezoning, PGL will prepare a detailed habitat compensation plan for both the City and Oris projects for riparian and instream compensation owing, which will include Invasive Plant Management, Revegetation and Instream Habitat Construction Plans. Detailed drawings of the impacted and compensation areas as well as the proposed stormwater design will be included. This plan will be checked with City staff to ensure compatibility with park/trail/road designs for the Queen's Canal corridor and Gilley – Westminster intersection. It will then be submitted to the City Environmental Review Committee for approval, prior to completion of the Servicing Agreements.



**Richmond Official Community Plan Bylaw 9000,
Amendment Bylaw 9260 (RZ14-660662)
23200, 23241, 23281, 23301, 23321, 23361 and 23381 Gilley Road;
23000, 23060, 23066, part of 23080 and part of 23100 Westminster
Highway; and part of 4651, 4671, 4691 Smith Crescent**

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

1. Richmond Official Community Plan Bylaw 9000 is amended at Schedule 2.14 – Hamilton Area Plan, to change the land use designation on the Land Use Map, from “Neighbourhood Village Centre (Residential 4 Storey 1.50 FAR)” to “Neighbourhood Village Centre (Retail and Office with Residential above 4 Storey 1.50 FAR)”, for the area outlined in bold on “Schedule A attached to and forming part of Bylaw 9260”.
2. Richmond Official Community Plan Bylaw 9000 is further amended at Schedule 2.14 – Hamilton Area Plan to amend by deleting Section 3.2, Objective 2, Policy a) in its entirety and replacing it with:
 - a) allow for the redevelopment of the current shopping mall and other properties designated as Neighbourhood Village Centre (Retail and Office with Residential Above 4 Storey 1.50 FAR) on the Land Use Map, as follows:
 - North Side of Gilley Road - Non-Residential Uses
have a minimum building depth of 10.0 m (33.0 ft.) back from the north edge of Gilley Road, and the ground floor of buildings shall be used for retail, restaurant, office, personal service, business, arts, culture, entertainment, recreational, institutional and community facility uses; and such uses may be permitted anywhere else;
 - South Side of Gilley Road - Non-Residential Uses
have a minimum building depth of 15.0 m (50.0 ft.) back from the south edge of Gilley Road, and the ground floor of buildings shall be used for retail, restaurant, office, personal service, business, arts, culture, entertainment, recreational, institutional and community facility uses; and such uses may be permitted anywhere else;

- Both Sides of Gilley Road - Residential Uses

beyond the areas above, residential apartments, including a range of assisted living residential uses, and private common amenity space may be located on the remaining portions of ground floor of any building and upper three floors of any building;

- the base density of 0.40 FAR may be increased to a maximum 1.5 FAR with the provision of amenities or amenity contributions as required under Objective 12;
- the maximum height is 4 storeys and 17.0 m (55.8 ft.) above the adjacent street grade;
- building setbacks from property lines are to be generally a minimum of 6.0 m (19.7 ft.) from Westminster Highway, with a minimum 1.5 m (5.0 ft.) setback and overall average 2.0 m (6.6 ft.) setback from the Gilley High Street, and between 3.0 m to 6.0 m (9.8 ft. to 19.7 ft.) setback from other streets;"

3. This Bylaw may be cited as **"Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9260"**.

FIRST READING

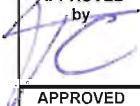

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND	
APPROVED	by
	
APPROVED	
by Manager or Solicitor	
	

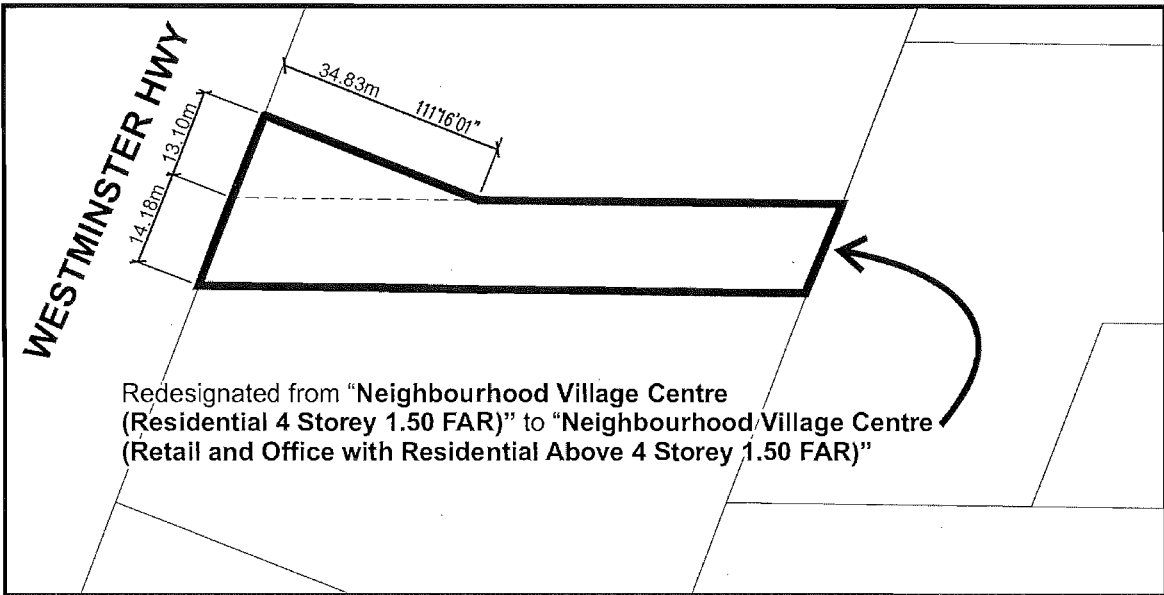
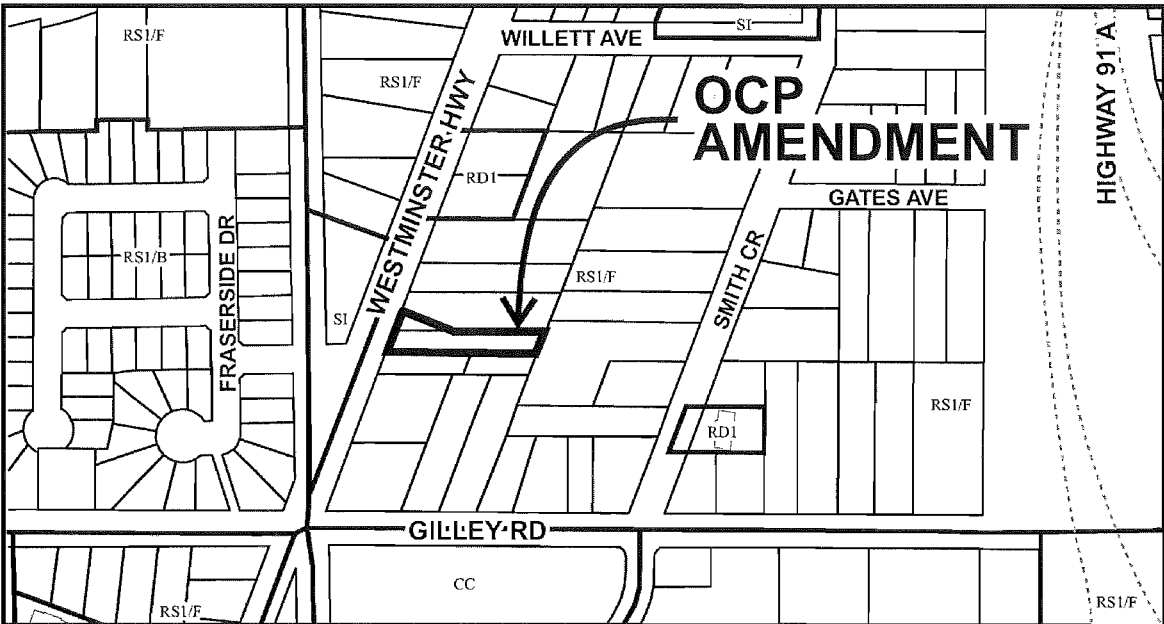
MAYOR

CORPORATE OFFICER

“Schedule A attached to and forming part of Bylaw 9260”



City of
Richmond



	<p>Schedule “A” OCP Amendment Bylaw 9260</p>	<p>Original Date: 06/01/15 Revision Date: 06/02/15 Note: Dimensions are in METRES</p>
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**Richmond Official Community Plan Bylaw 7100
Amendment Bylaw 9273**

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

1. Richmond Official Community Plan Bylaw 7100 is amended by deleting the existing “Schedule 2.14 – Hamilton Area Plan” in its entirety.
2. This Bylaw may be cited as “**Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9273**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Manager or Solicitor 



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9261 (RZ14-660662)
Parts of 23241 and 23281 Gilley Road;
Part of 23060, 23066, 23080 and part of 23100 Westminster Highway**

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

1. Richmond Zoning Bylaw 8500 is amended by:
 - a. Inserting in Section 3.4 (Use and Term Definitions) the following:

“Hamilton Area Plan community amenity capital reserve	means the statutory Capital Reserve Fund created by Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276.”
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- b. Inserting in alphabetical order the following into the table contained in Section 5.15.1 regarding Affordable Housing density bonusing provisions:

Zone	Sum Per Buildable Square Foot of Permitted Principal Building
“ZLR27	\$4.00”

- c. Inserting the following into Section 18 (Site Specific Residential (Low Rise Apartment) Zones), in numerical order:

2. Section 18.27 as follows:

“18.27 Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)

18.27.1 PURPOSE

This **zone** provides for a mixed-use **development** consisting of **apartment housing** and **congregate housing** with a maximum **floor area ratio** of 0.40 that may be increased to 1.5 with a **density bonus** that would be used for rezoning applications in order to help achieve the City’s affordable housing and **community amenity space** objectives.

18.27.2 PERMITTED USES

- **housing, apartment**
- **housing, congregate**
- **community care facility, major**

18.27.3 SECONDARY USES

- **boarding and lodging**
- **health service, minor**
- **home business**

18.27.4 PERMITTED DENSITY

1. The maximum **floor area ratio** is 0.40 with an additional 0.19 **floor area ratio** permitted provided that it is entirely used to accommodate **amenity space**.
2. Notwithstanding Section 18.27.4.1, the reference to “0.40” is increased to a higher **density** of “1.5” if, at the time **Council** adopts a zoning amendment bylaw to include the **owner’s lot** in the **ZLR27 zone**, the **owner**:
 - a) pays \$49.50 per square meter of total residential **floor area** into the **Hamilton Area Plan community amenity capital reserve**; and
 - b) pays into the **affordable housing reserve** the sum specified in Section 5.15 of this bylaw.

18.27.5 MAXIMUM LOT COVERAGE

1. The maximum **lot coverage** for **buildings** is 60%.

18.27.6 Yards & Setbacks

1. The minimum **setbacks** are:
 - a) 6.0 m for the **front yard**;
 - b) 6.0 m for the **rear yard**;
 - c) 10.0 m for an apartment **building** and 5.0 m for a canopy from the north **interior side yard**; and
 - d) 3.0 m for the south **interior side yard**.
2. Common entry features, staircases and unenclosed **balconies** may project into any **setback** for a maximum distance of 1.5 m.

3. Notwithstanding the above **setbacks**, an enclosed parking **structure** may project into the **setbacks** provided that the **structure** either is not visible from the exterior of the **building**, or is landscaped or screened by a combination of trees, shrubs, ornamental plants or lawn as specified by a Development Permit approved by the **City**, and is no closer than 6.0 m from Westminster Highway.

18.27.7 MAXIMUM HEIGHTS

1. The maximum **height** for **principal buildings** is 17.0 m (not to exceed four (4) storeys).
2. The maximum **height** for **accessory buildings** and **accessory structures** is 6.0 m.

18.27.8 SUBDIVISION PROVISIONS/MINIMUM LOT SIZE

1. The minimum **lot width** is 40.0 m and minimum **lot depth** is 80.0 m.
2. The minimum **lot area** is 5,000 m².

18.27.9 LANDSCAPING AND SCREENING

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0.

18.27.10 ON-SITE PARKING AND LOADING

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

18.27.11 OTHER REGULATIONS

1. There shall not be more than 30 **housing, apartment units** as permitted under Section 18.27.2.
2. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply.”
4. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**Low Rise Apartment (ZLR27) – Neighbourhood Village Centre (Hamilton)**”:

That area outlined in bold on “Schedule A attached to and forming part of Bylaw No. 9261”

5. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9261**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

MAYOR

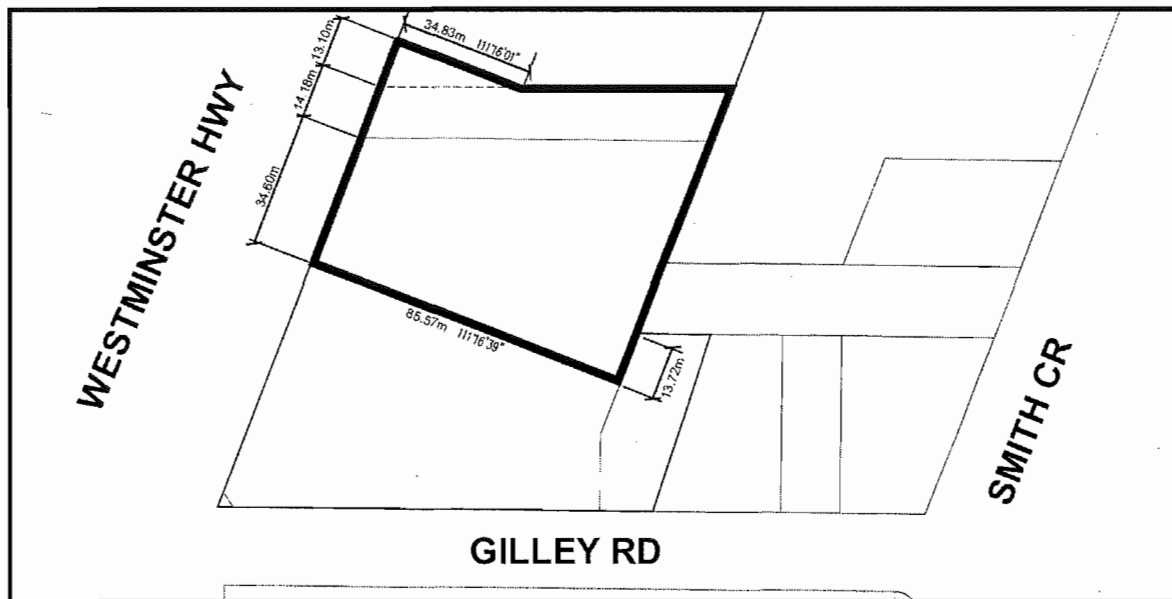
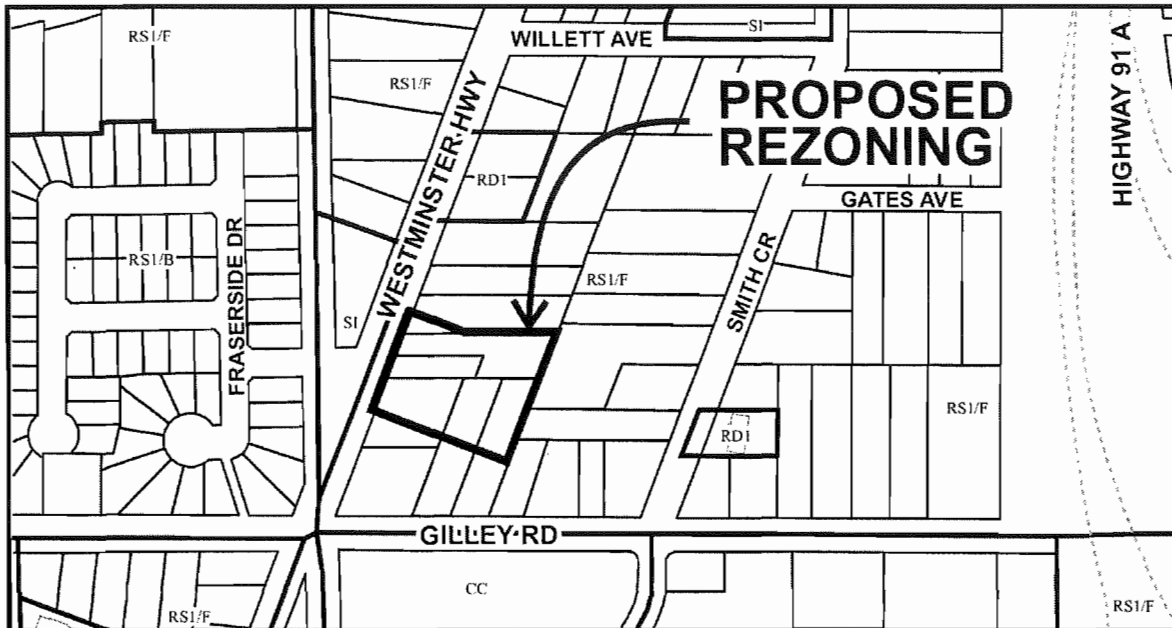
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by BK
APPROVED by Director or Solicitor <i>pl</i>

“Schedule A attached to and forming part of Bylaw No. 9261”



City of
Richmond



RZ 14-660662

Original Date: 06/01/15

Revision Date:

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9262 (RZ14-660663)
23241, 23281 and part of 23301 Gilley Road;
Part of 23060 and 23000 Westminster Highway**

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

1. Richmond Zoning Bylaw 8500 is amended by:
 - a. Inserting in alphabetical order the following into the table contained in Section 5.15.1 regarding Affordable Housing density bonusing provisions:

Zone	Sum Per Buildable Square Foot of Permitted Principal Building
"ZMU29	\$4.00"

- b. Inserting the following into Section 20 (Site Specific Mixed Use Zones), in numerical order:

"20.29 Residential / Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)

20.29.1 PURPOSE

This **zone** provides for a mixed-use **development** consisting of **apartment housing** and **commercial uses** with a maximum **floor area ratio** of 0.40 that may be increased to 1.5 with a **density bonus** that would be used for rezoning applications in order to help achieve the City's affordable housing and **community amenity space** objectives.

20.29.2 PERMITTED USES

- animal grooming
- child care
- education, commercial
- government service
- health service, minor
- housing, apartment
- library and exhibit
- neighbourhood public house
- office
- restaurant
- retail, convenience
- service, business support
- service, financial
- recreation, indoor

- **recycling drop-off**
- **retail, general**
- **service, business support**
- **service, financial**
- **service, household repair**
- **service, personal**
- **studio**
- **veterinary service**

20.29.3 SECONDARY USES

- **community care facility minor**
- **home business**

20.29.4 PERMITTED DENSITY

1. The maximum **floor area ratio** is 0.40.
2. Notwithstanding Section 20.29.4.1, the reference to “0.40” is increased to a higher **density** of “1.5” if, at the time **Council** adopts a zoning amendment bylaw to include the **owner’s lot** in the ZMU29 **zone**, the **owner**:
 - a) pays \$49.50 per square meter of total residential **floor area** into the **Hamilton Area Plan community amenity capital reserve**; and
 - b) pays into the **affordable housing reserve** the sum specified in Section 5.15 of this bylaw.

20.29.5 MAXIMUM LOT COVERAGE

1. The maximum **lot coverage** is 55%.

20.29.6 Yards & Setbacks

1. The minimum **setbacks** are:
 - a) 6.0 m for the **front yard**;
 - b) 1.5 m from Gilley Road;
 - c) 6.0 m for the **rear yard**; and
 - d) 3.0 m for the north **interior side yard**
2. Common entry features, staircases and unenclosed **balconies** may project into any **setback**, except that for Gilley Road, for a maximum distance of 1.5 m.

3. Notwithstanding the above **setbacks**, enclosed parking **structures** may project into the **setbacks** provided that the **structure** includes transparent glazing, or is not visible from the exterior of the **building**, or is landscaped or screened by a combination of trees, shrubs, ornamental plants or lawn as specified by a Development Permit approved by the **City**.

20.29.7 MAXIMUM HEIGHTS

1. The maximum **height** for **principal buildings** is 17.0 m (not to exceed four (4) storeys).
2. The maximum **height** for **accessory buildings** and **accessory structures** is 6.0 m.

20.29.8 SUBDIVISION PROVISIONS/MINIMUM LOT SIZE

1. The minimum **lot width** is 30.0 m and minimum **lot depth** is 80.0 m.
2. The minimum **lot area** is 4,000 m².

20.29.9 LANDSCAPING AND SCREENING

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0.

20.29.10 ON-SITE PARKING AND LOADING

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

20.29.11 OTHER REGULATIONS

1. With the exception of **housing, apartment**, the **uses** specified in Section 20.29.2 must be located on the **first storey** of the **building**.
 2. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply.”
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**Residential / Limited Commercial (ZMU29) – Neighbourhood Village Centre (Hamilton)**”:

That area outlined in bold on “Schedule A attached to and forming part of Bylaw No. 9262”

3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9262**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

MAYOR

_____ _____ _____ _____ _____ _____ _____

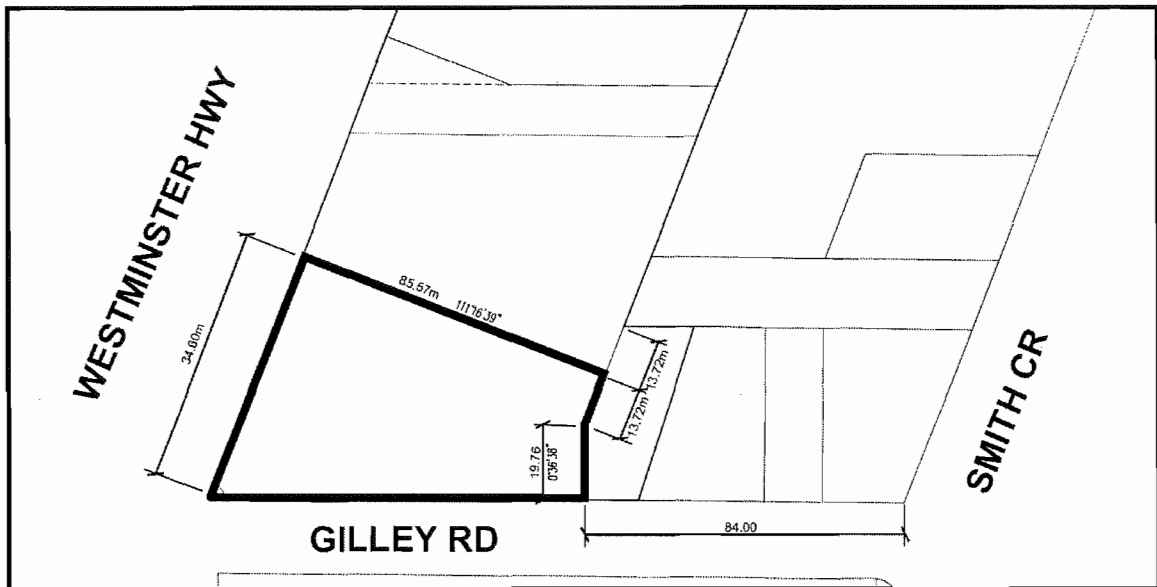
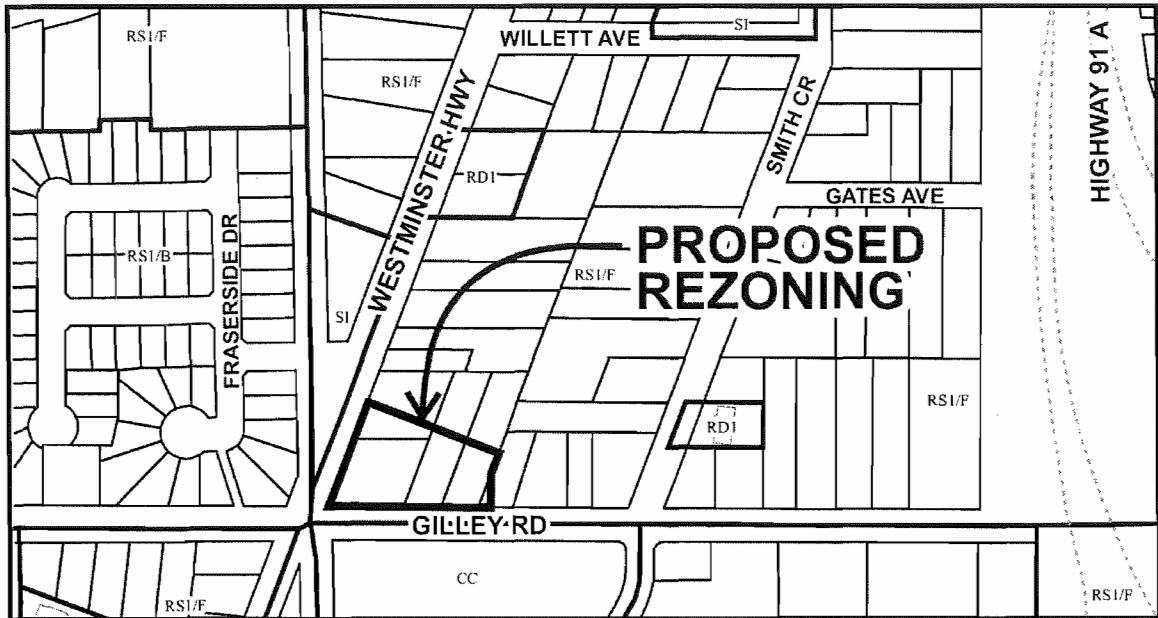
CORPORATE OFFICER

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

“Schedule A attached to and forming part of Bylaw No. 9262”



City of
Richmond



RZ 14-660663

Original Date: 06/01/15

Revision Date:

Note: Dimensions are in METRES



CITY OF RICHMOND

***HAMILTON AREA PLAN COMMUNITY AMENITY
CAPITAL RESERVE
FUND ESTABLISHMENT BYLAW NO. 9276***

BYLAW NO. 9276



**Hamilton Area Plan Community Amenity
Capital Reserve Fund
Establishment Bylaw No. 9276**

WHEREAS:

- A. Section 188(1) of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;
- B. Council wishes to establish a reserve fund for the purposes of supporting capital costs related to community amenities as specified under the Hamilton Area Plan;

The Council of the City of Richmond enacts as follows:

- 1. The Hamilton Area Plan Community Amenity Capital Reserve Fund is hereby established.
- 2. Any and all amounts in the Hamilton Area Plan Community Amenity Capital Reserve Fund, including any interest earned and accrued, may be used and expended solely for capital costs for community amenities located within the Hamilton Area and those specified in the Hamilton Area Plan (whether or not undertaken by the City).
- 3. If any section, subsection, paragraph, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 4. This Bylaw is cited as “**Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee Fast Track Application Planning and Development Department

To: Planning Committee
From: Wayne Craig
Director of Development

Date: June 17, 2015

File: RZ 15-694974

Re: Application by Jasdeep Mann and Harpreet Mann for Rezoning at
10291 No. 5 Road from Single Detached (RS1/E) to Compact Single
Detached (RC2)


Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9243, for the rezoning of
10291 No. 5 Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be
introduced and given first reading.



Wayne Craig
Director of Development

CL:blg
Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Item	Details				
Applicant(s)	Jasdeep Mann and Harpreet Mann				
Location	10291 No. 5 Road (See Attachment 1)				
Development Data Sheet	See Attachment 2				
Zoning	Existing: Single Detached (RS1/E)				
	Proposed: Compact Single Detached (RC2)				
OCP Designation	Neighbourhood Residential	Complies:	X	Yes	No
Lot Size Policy	Single-Family Lot Size Policy 5434 (See Attachment 3)	Complies:	X	Yes	No
Arterial Road Policy Designation	Compact Lot or Coach House	Complies:	X	Yes	No
Affordable Housing Strategy Response	Consistent with the Affordable Housing Strategy for single-family rezoning applications, the applicants propose to include a secondary suite in the dwelling on one (1) of the two (2) lots proposed. Prior to rezoning, the applicants are required to register a legal agreement on Title to secure the secondary suite. Details on the nature of the legal agreement are included in Attachment 4.	Complies:	X	Yes	No
Agricultural Land Reserve (ALR) Buffer Zone	Consistent with the Official Community Plan (OCP) guidelines, the applicants will be required to register a covenant on Title prior to rezoning to secure a 4 m wide landscaped buffer along the No. 5 Road frontage of both proposed subdivided properties.				
Floodplain Management Implementation Strategy	The proposed redevelopment must meet the minimum requirements of Richmond Flood Plain Designation and Protection Bylaw No. 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.				
Surrounding Development	North: Two (2) residential lots zoned "Single Detached (RS1/E)", which front on to Seacliff Road.				
	South: One (1) residential lot zoned "Single Detached (RS1/B)".				
	East: Directly across No. 5 Road, is the site of the Richmond Christian School on a large agricultural lot in the Agricultural Land Reserve (ALR), split-zoned "Assembly (ASY)" and "Agriculture and Golf Zones (AG1)".				
	West: Directly across the existing rear lane, are residential lots under Land Use Contract 014.				
Rezoning Considerations	See Attachment 4				

Analysis

The proposed rezoning would enable subdivision of the subject property into two (2) lots zoned "Compact Single Detached (RC2)" with vehicle access to and from the existing rear lane. A survey showing the proposed subdivision plan is provided in Attachment 5.

Existing Legal Encumbrances

There is an existing statutory right-of-way (ROW) on Title for utilities in the northwest corner of the subject site. Encroachment into the statutory right-of-way is not permitted.

There is also a Land Tax Deferment Act Agreement registered on Title. This agreement allows the property owner to defer payment of taxes. The deferred taxes must be paid and the agreement discharged from Title prior to the preparation and registration of any legal documents associated with this rezoning application.

Transportation Requirements and Site Access

In accordance with Residential Lot (Vehicular) Access Regulation Bylaw No. 7222, vehicle access to the proposed lots is to be from the existing rear lane only.

British Columbia Ministry of Transportation and Infrastructure (MOTI) Referral

The subject site is located within 800 m of a controlled access highway, and the rezoning application was referred to the BC Ministry of Transportation and Infrastructure (MOTI). Preliminary approval of the subject rezoning was granted on April 9, 2015 for a period of one (1) year pursuant to Section 52(3)(a) of the Transportation Act. Prior to final adoption of the rezoning bylaw, final approval from MOTI is required.

Tree Retention and Replacement

A Certified Arborist's Report was submitted by the applicants, which identifies on and off-site tree species, assesses their structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses 23 trees on the subject property and four (4) trees on the adjacent property to the south at 10311 No. 5 Road.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, conducted visual tree assessment, and provides the following comments:

- Two (2) trees are recommended for removal due to poor condition (Trees # 43 and # 37).
- Eight (8) trees are in fair condition, but are in conflict with proposed development such that the trees cannot be successfully retained (Trees # 30, 35, 36, 38, 39, 40, 41, 42).
- Seven (7) Black Locust trees in the front yard of the subject site are in good condition and must be retained and protected (Trees # 44, 45, 46, 47, 48, 49, 50).
- Six (6) trees in the rear yard of the subject site are in good condition and must be retained and protected (Trees # 28, 29, 31, 32, 33, 34).
- Three (3) of the trees on the adjacent property to the south at 10311 No. 5 Road must be retained and protected as recommended in the Arborist's Report (Trees A, C, D).
- Tree B on the adjacent property to the south at 10311 No. 5 Road is recommended for removal via a Permit because a significant portion of the canopy hangs over the subject site, which would become unbalanced with any pruning required to provide clearance for proposed building on the subject site. The property owner of the adjacent lot to the south

at 10311 No. 5 Road has requested that Tree B be removed at the applicants' cost. The applicants have agreed to obtain a Permit to remove Tree B at their cost at future development stage. The applicants are required to obtain written authorization from the neighbouring property owner prior to applying for a Tree Removal Permit.

Since Trees # 37 and 39 are located on shared property lines, the applicants have submitted a copy of written authorization from the adjacent property owners to the north at 11820 and 11840 Seacliff Road for the removal of the trees at future development stage.

Tree Protection

A total of 13 trees on-site are to be retained and protected. The proposed Tree Management Drawing is shown in Attachment 6.

To ensure tree protection, the applicants must complete the following items prior to final adoption of the rezoning bylaw:

- Submission of a contract with a Certified Arborist for supervision of all works conducted within close proximity to on-site and off-site tree protection zones at future development stage. The contract must include the scope of work, site monitoring inspections at specified stages of construction, and a provision for the Arborist to submit a post construction impact assessment report to the City for review.
- Submission of a survival security in the amount of \$13,000 for Trees # 28, 29, 31, 32, 33, 34, 44, 45, 46, 47, 48, 49, 50. The security will not be released until an acceptable impact assessment report is submitted by the Arborist and until a landscaping inspection has been passed by City staff.

Prior to demolition of the existing dwelling at the subject site, the applicants are required to install tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin TREE-03 and must remain in place until construction and landscaping on-site is completed.

Tree Replacement

The Official Community Plan (OCP) tree replacement ratio of 2:1 requires a total of 20 replacement trees. However, due to limited space available in the yards of the proposed lots and in recognition of the 13 trees on-site that are to be retained, staff recommend that a cash-in-lieu contribution to the City's Tree Compensation Fund in the amount of \$3,000 be required prior to final adoption of the rezoning bylaw for the planting of trees in the City. The value of the recommended compensation amount is based on the number of replacement trees that could be otherwise accommodated on the proposed lots [e.g., a total of six (6) replacement trees valued at \$500/tree].

Landscaping

Consistent with the guidelines in the Arterial Road Policy, the applicants are required to submit a Landscape Plan, Cost Estimate, and a Landscaping Security prior to final adoption of the rezoning bylaw to ensure that the front yards of the proposed lots are enhanced. The Landscape

Plan must be prepared by a Registered Landscape Architect to the satisfaction of the Director of Development, and the Landscaping Security must be based on 100% of the cost estimate provided by the Landscape Architect (including any fencing and hard surfaces proposed in the front yards, and installation costs).

Site Servicing and Frontage Improvements

There are no servicing concerns with the proposed rezoning. Prior to subdivision, the developer will be required to:

- Provide a cash-in-lieu contribution in the amount of \$22,790 for future lane drainage improvements.
- Pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, and Address Assignment Fees.
- Pay servicing costs associated with the water, storm, and sanitary works identified in Attachment 4.
- Enter into a Servicing Agreement for the design and construction of frontage improvements along No. 5 Road, to include: a 1.5 m wide treed/grass boulevard behind the existing curb/gutter, and a 1.5 m wide concrete sidewalk at the property line. This may trigger the need for a 0.1 m wide right-of-way for public-right-of-passage over the sidewalk along the development frontage (to be determined at the Servicing Agreement design review stage);

Financial Impact

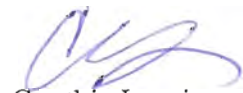
This rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

This rezoning application complies with the land use designations and applicable policies contained with the OCP for the subject site, and with Lot Size Policy 5434.

The proposed rezoning would enable subdivision of the subject property into two (2) lots zoned "Compact Single Detached (RC2)" with vehicle access to and from the existing rear lane.

It is recommended that Zoning Bylaw 8500, Amendment Bylaw 9243 be introduced and given first reading.



Cynthia Lussier
Planning Technician - Design
(604-276-4108)

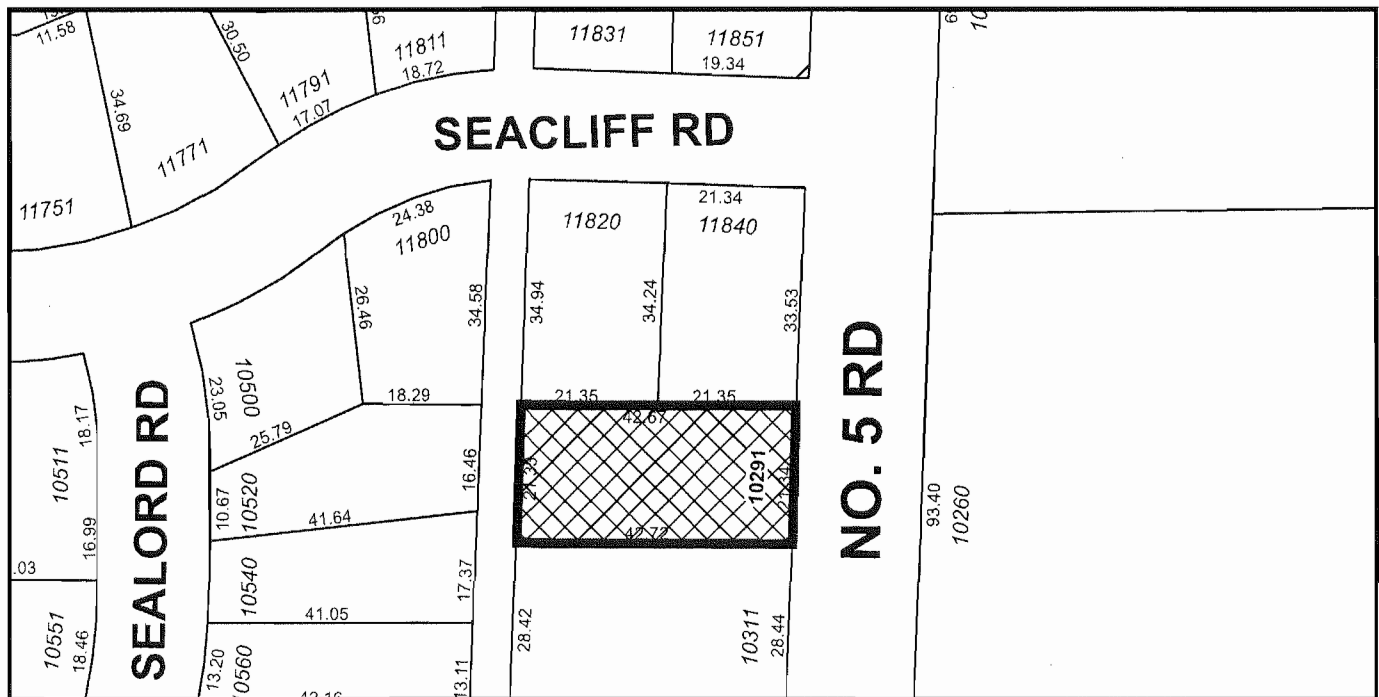
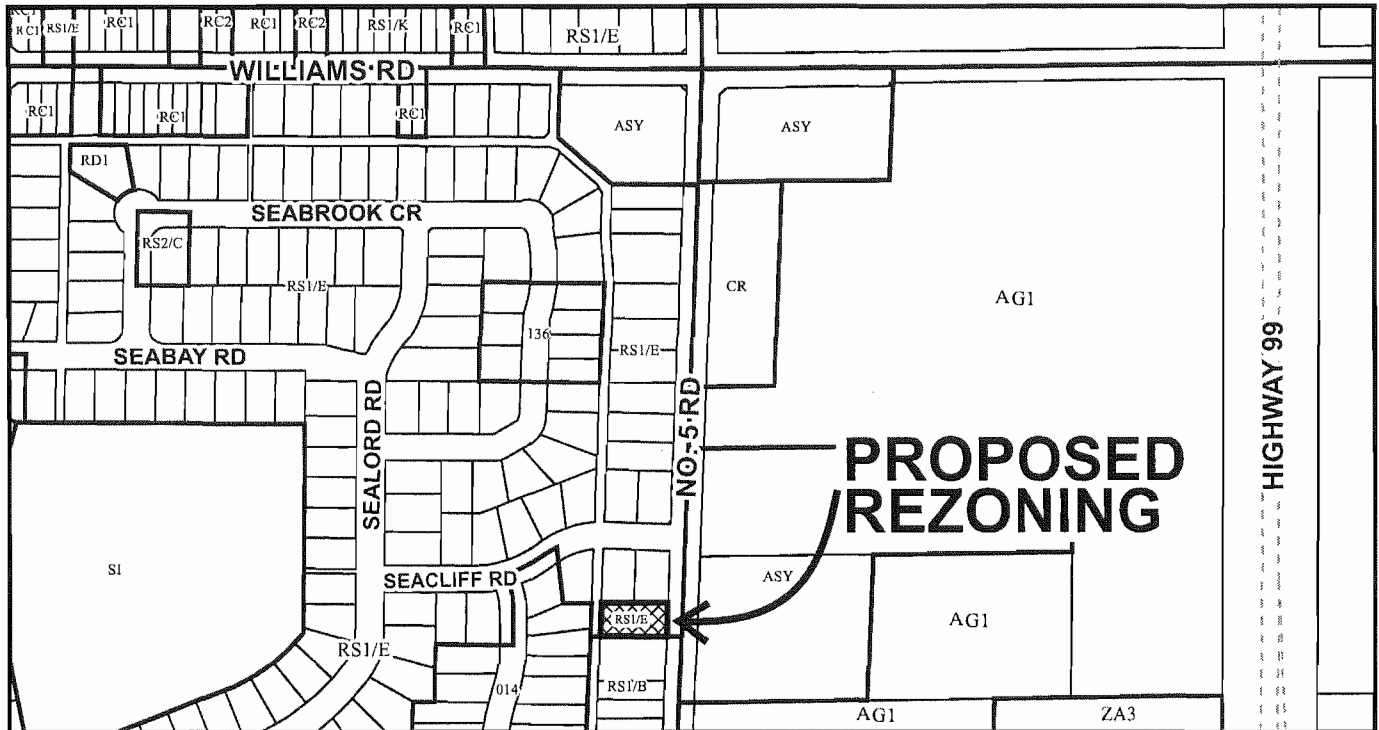
AY/CL:blg

Attachments:

- Attachment 1: Location Map/Aerial Photo
- Attachment 2: Development Application Data Sheet
- Attachment 3: Single-Family Lot Size Policy 5434
- Attachment 4: Rezoning Considerations
- Attachment 5: Survey and Proposed Subdivision Plan
- Attachment 6: Proposed Tree Management Drawing



City of Richmond



RZ 15-694974

Original Date: 03/19/15

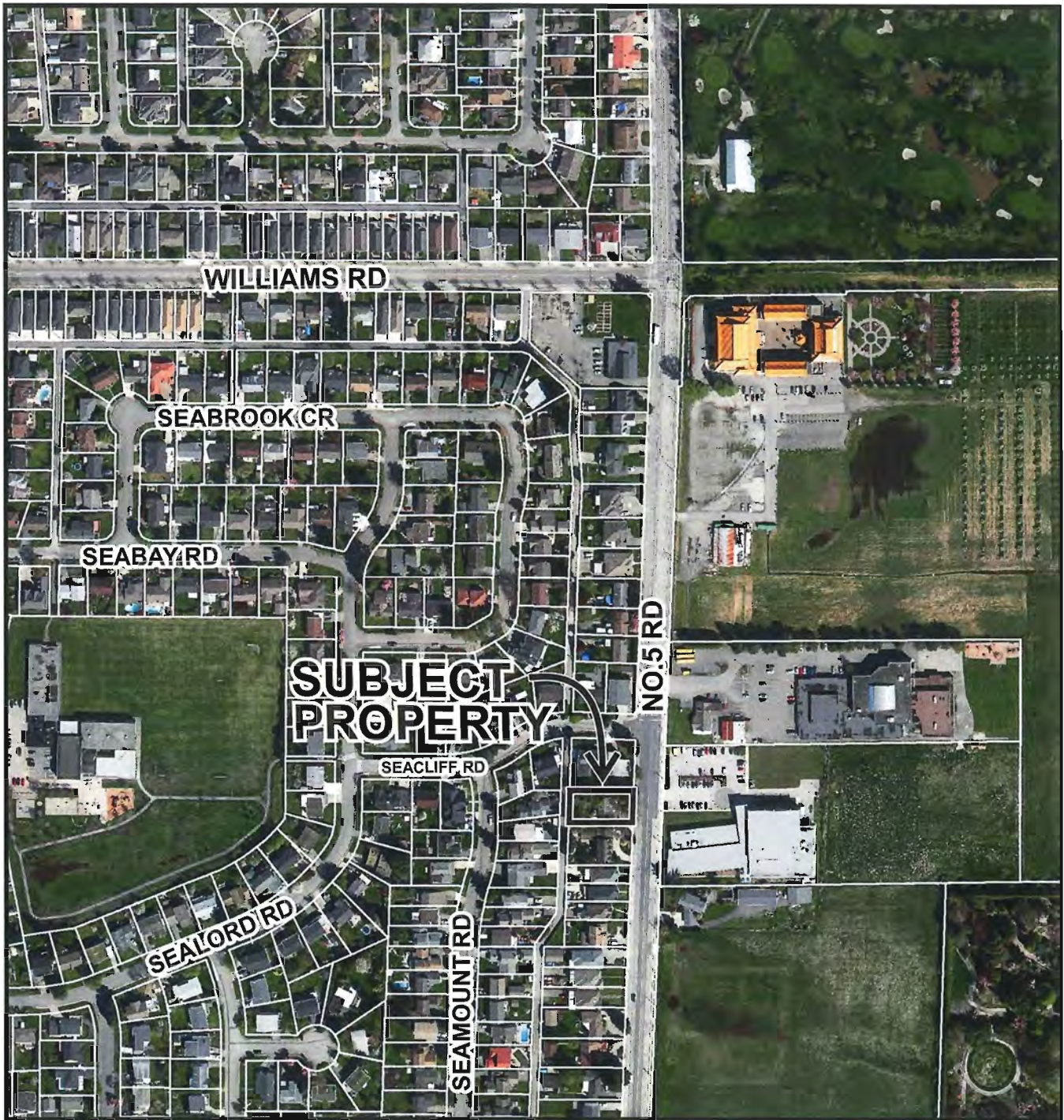
Revision Date:

Note: Dimensions are in METRES

CNCL - 401



City of
Richmond



RZ 15-694974

Original Date: 03/19/15

Revision Date:

Note: Dimensions are in METRES

CNCL - 402



City of Richmond

Development Application Data Sheet Fast Track Application Development Applications Division

RZ 15-694974**Attachment 2**

Address: 10291 No. 5 Road

Applicant(s): Jasdeep Mann and Harpreet Mann

Date Received: March 12, 2015 Fast Track Compliance: April 27, 2015

	Existing	Proposed
Owner	Elizabeth Ann Bates	To be determined
Site Size (m ²)	912 m ² (9,816 ft ²)	Two (2) lots, each 456 m ² (4,908 ft ²)
Land Uses	Single-family residential	No change
Zoning	Single Detached (RS1/E)	Compact Single Detached (RC2)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio	Max. 0.60	Max. 0.60	none permitted
Lot Coverage – Building	Max. 50%	Max. 50%	none
Lot Coverage – Building, structures, and non-porous	Max. 70%	Max. 70%	none
Lot Coverage – Landscaping	Min. 20%	Min. 20%	none
Setback – Front & Rear Yards (m)	Min. 6 m	Min. 6 m	none
Setback – Side Yards (m)	Min. 1.2 m	Min. 1.2 m	none
Height (m)	Max. 2 ½ storeys	Max. 2 ½ storeys	none
Lot Size	Min. 270 m ²	Two (2) lots, each 456 m ²	none
Lot Width	Min. 9 m	Min. 9 m	none

Other: Tree replacement compensation required for loss of bylaw-sized trees.



City of Richmond

Policy Manual

Page 1 of 2

Adopted by Council: February 19, 1990
 Amended by Council: November 18, 1991
 Amended by Council: October 16, 2006

POLICY 5434

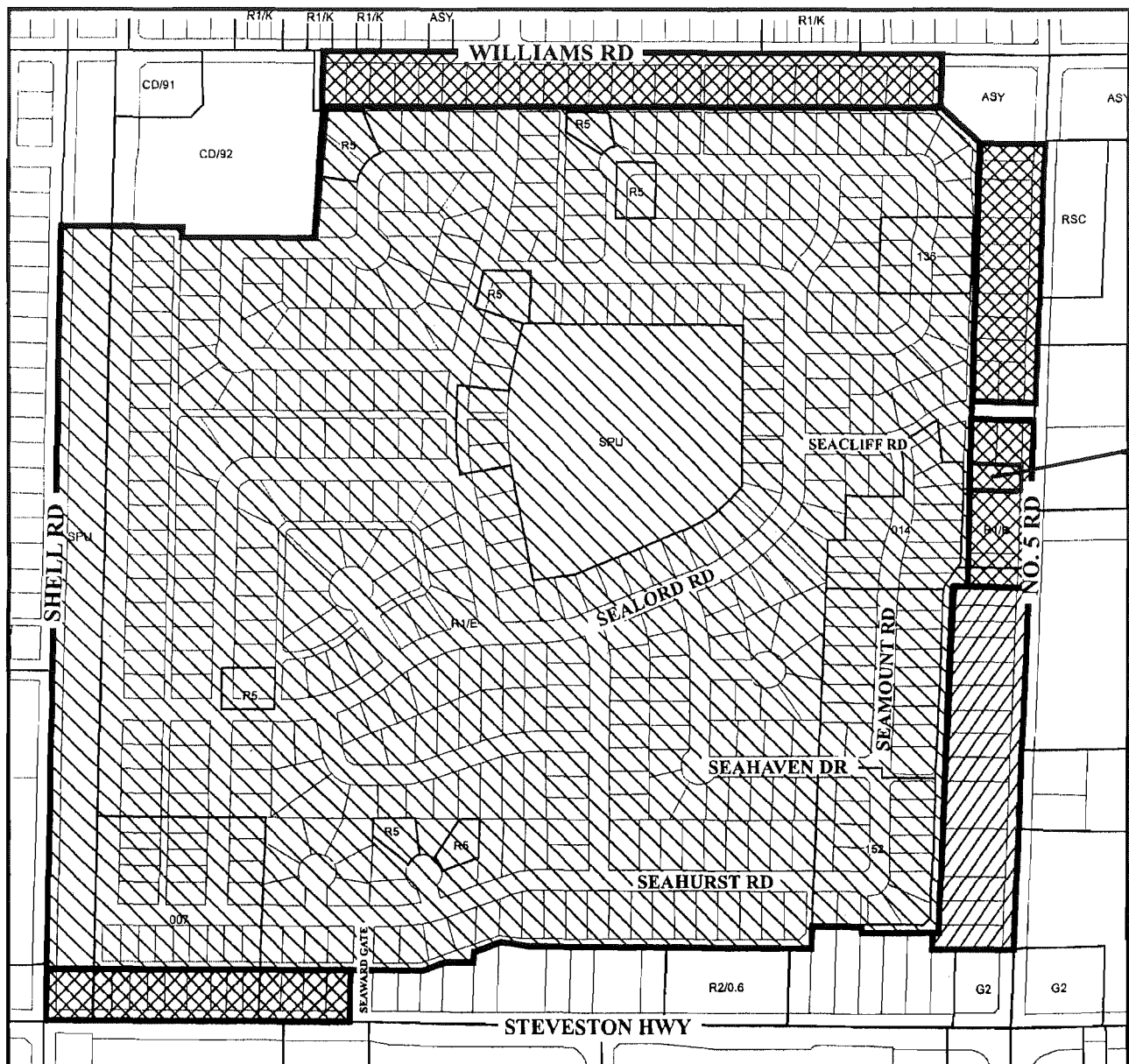
File Ref:

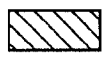


SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 36-4-6

POLICY 5434:

The following policy establishes lot sizes in a portion of Section 36-4-6, within the area bounded by **Steveston Highway, Shell Road, No. 5 Road, and Williams Road**:

1. That properties within the area bounded by Shell Road, Williams Road, No. 5 Road, and Steveston Highway, in a portion of Section 36-4-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District (R1/E), with the exception that:
 - a) Properties fronting on Williams Road from Shell Road to No. 5 Road, properties fronting on Steveston Highway from Seaward Gate to Shell Road, and properties fronting on No. 5 Road from Williams Road to approximately 135 m south of Seaclyff Road to rezone and subdivide in accordance with the provisions of Single-Family Housing District (R1-0.6) or Coach House District (R/9) provided that vehicle accesses are to the existing rear laneway only. Multiple-family residential development shall not be permitted in these areas.
 - b) Properties fronting on No. 5 Road from Steveston Highway to approximately 135 m south of Seaclyff Road be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area B (R1/B) provided that vehicle accesses are to the existing rear laneway only.
2. This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw.



-  Subdivision permitted as per **R1/E** (18 m wide lots)
-  Subdivision permitted as per **R1-0.6 or R/9**
(access to lane only) (No Multiple-family residential development is permitted.)
-  Subdivision permitted as per **R1/B**



Policy 5434 Section 36-4-6

Adopted Date: 02/19/1990
Amended Date: 11/18/1991
10/16/2006



Address: 10291 No. 5 Road

File No.: RZ 15-694974

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9243, the applicants are required to complete the following:

1. Provincial Ministry of Transportation & Infrastructure Approval.
2. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
 - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the front property line;
 - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
3. City acceptance of the developer's offer to voluntarily contribute \$3,000 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
4. Submission of a Contract entered into between the applicants and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained (on-site Trees # 28, 29, 31, 32, 33, 34, 44, 45, 46, 47, 48, 49, 50, and off-site Trees A, C, D). The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Submission of a Tree Survival Security to the City in the amount of \$13,000 for on-site Trees # 28, 29, 31, 32, 33, 34, 44, 45, 46, 47, 48, 49, 50.
6. Payment of deferred taxes and the submission of a title search demonstrating that the Land Tax Deferment Act Agreement (BB2018881) has been discharged from title. Note: this is required prior to the preparation of any legal documents associated with this rezoning application.
7. Registration of a flood indemnity covenant on title.
8. Registration of a legal agreement on title to ensure that landscaping planted along within the ALR buffer area along the east portion of the property (4.0 m wide, as measured from the east property line) is maintained and will not be abandoned or removed. The legal agreement is to identify the ALR buffer area and to indicate that the subject property is located across from active agricultural operations and is subject to impacts of noise, dust, and odour.
9. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on one (1) of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Note: Should the applicants change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$5,890) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on Title to secure a secondary suite.

At Demolition stage, the applicant(s) must complete the following requirements:

- install tree protection fencing around all trees to be retained (on-site Trees # 28, 29, 31, 32, 33, 34, 44, 45, 46, 47, 48, 49, 50, and off-site Trees A, C, D). Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin TREE-03 and must remain in place until construction and landscaping on-site is completed.

At Subdivision* stage, the applicant(s) must complete the following requirements:

- Provide a cash-in-lieu contribution in the amount of \$22,790 for future lane drainage improvements.
- Pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, and Address Assignment Fees.
- Enter into a Servicing Agreement for the design and construction of frontage improvements along No. 5 Road, to include (but is not limited to): a 1.5 m wide treed/grass boulevard behind the existing curb/gutter, and a 1.5 m wide concrete sidewalk at the property line. This may trigger the need for a 0.1 m wide right-of-way for public-right-of-passage over the sidewalk along the development frontage (to be determined at the Servicing Agreement design review stage).
- Pay servicing costs associated with the following water, storm, and sanitary works:

Water Works

- Using the OCP Model, there is 507.2 L/s of water available at a 20 psi residual at the No. 5 Road frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- The applicant is required to submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs. If adequate flow is not available, the Developer shall be required to upgrade the existing water system that may extend beyond the development site frontage.
- At the applicant's cost, the City is to cut and cap the existing water service connection at the watermain along the No. 5 Road frontage.
- Install two new 25 mm water service connections complete with meter and meter boxes along the No. 5 Road frontage (the meter boxes to be located within a new 1.5m wide utility right-of-way (refer to *General Items* below).

Storm Sewer Works

- The applicant is required to provide a cash-in-lieu contribution of \$22,790.00 for the design and construction of lane drainage upgrades in accordance with the Subdivision and Development Bylaw 8751.
- At the applicant's cost, the City is to cut and cap the existing storm service connections fronting the No. 5 Road frontage, and install a new 450 mm diameter Type II Inspection Chambers complete with two 100 mm diameter connections at the common property line within a new 1.5m wide utility right-of-way (refer to *General Items* below).

Sanitary Sewer Works

- At the applicant's cost, the City is to cut and cap the existing service connection at the property's northwest corner and install a new 450 mm diameter Type II Inspection Chamber complete with two 100 mm diameter connections at the common property line.

General Items

- The applicant is required to provide a 1.5 m wide utility right-of-way across the entire No. 5 Road frontage to accommodate storm inspection chambers and water meter boxes. No permanent structures such as fences, and storage sheds with concrete foundations, are allowed to be built on or across the utility right-of-way.
- The applicant may be required to provide a 0.1 m wide right-of-way for public-right-of-passage over the sidewalk along the No. 5 Road frontage (to be determined through the Servicing Agreement design review).
- The applicant is required to coordinate with BC Hydro, Telus and other private communication service providers:
 - To underground proposed Hydro service lines.

- When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
- To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc).
- Ensure driveway locations do not conflict with existing street lights and/or utility poles. Requests to relocate street lights and/or utility poles will not be considered other than under exceptional circumstances.
- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Prior to Building Permit issuance, the applicant must complete the following requirements:

- Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. The Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
- Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

[Signed original on file]

Signed _____

Date _____

**TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 392 SECTION 36
BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 45712**

#10291 NO. 5 ROAD,
RICHMOND, B.C.
P.I.D 003-480-631



LEGEND:

- (ca) denotes cedar
- (d) denotes deciduous
- ca denotes catch basin
- ca denotes power pole
- ca denotes round catch basin
- ca denotes water meter
- ca denotes cleanout
- ca denotes inspection chamber
- ca denotes manhole
- ca denotes north rim

NOTE:

Elevations shown are based on City of Richmond HPN Benchmark network.
Benchmark: HPN #191,
Control Monument 02H2453
Located at S edge traffic island @
Riverside Dr & Featherstone Way
Elevation = 1.664 metres

(Benchmark: HPN #190,
Control Monument 94H1624
Elevation = 2.353 metres)

copyright

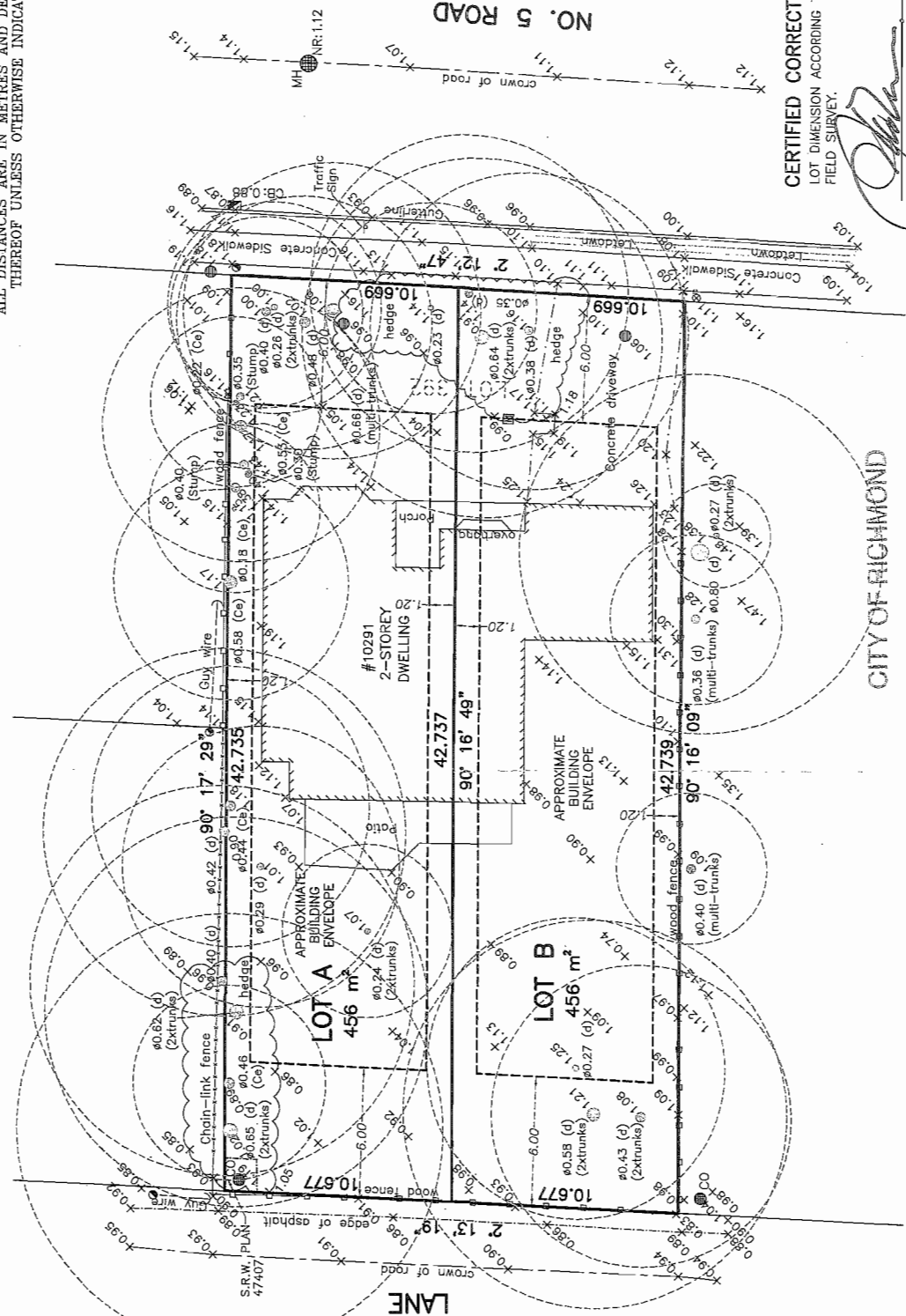
J. C. Tam and Associates
Canada and B.C. Land Surveyor
115 - 8833 Odlin Crescent
Richmond, B.C. V6X 3Z7
Telephone: 214-8928
Fax: 214-8929
E-mail: office@jctam.com
Website: www.jctam.com
Job No. 5887
FB-274 P58-62
Drawn By: MY

DWG No. 5887-TOP0

SCALE: 1:200



ALL DISTANCES ARE IN METRES AND DECIMALS
THEREOF UNLESS OTHERWISE INDICATED



CERTIFIED CORRECT:
LOT DIMENSION ACCORDING TO
FIELD SURVEY.

[Signature]
JOHNSON C. TAM, B.C.L.S.
February 3rd, 2015.

CITY OF RICHMOND

APR 21 2015

RECEIVED

TREE INVENTORY AND ASSESSMENT LIST:

- [illegible]

Tree #	DBH (cm)	Tree Type	Crown Observation	Action
76	46-15	Lance-oak hick	Asymmetrical crown due to proximity of adjacent tree, typically crown more inclined to left than right; dense foliage present over same area indicating loss, large dead limbs high in the crown.	Retain
77	43-49	L-A-Northern larch	Two stems at base, upper of the two crown <i>Asymmetrical crown due to proximity of adjacent trees, foliage mostly retained, no significant cuts, basal rot visible in the crown.</i>	Retain
80	32	Pine oak	Asymmetrical crown and second to third stem due to proximity of adjacent trees, basal rot visible in the crown.	Remove
81	35-32	Black locust	Northern larch attached at 1.5m, young overlooking crown and obscuring crown.	Retain
87	31	Western red cedar	<i>Minor crown loss due to the proximity of adjacent trees, exposed crown in center, adjacent black locust stems from below.</i>	Retain
93	41-37	Black locust	Asymmetrical crown due to proximity of adjacent trees, scaffold limb damaged and leaning, horizontal branch and dead in crown.	Retain
94	43	Black locust	Asymmetrical crown closest to the northeast, due to proximity of adjacent trees.	Retain
95	18-12	Holly	Northern larches attach at trunk, one of which with a longitudinal decayed stem, relatively healthy at its end resulting in irregular growth and an asymmetrical crown.	Not used
96	33	Sycamore hick	Irregular crown in center of adjacent trees, high crown with a series of gaps in the stem.	Remove
97	46	Sycamore maple	Northern larch located adjacent at 2m with long bark inclusion, high crown and asymmetrical crown due to proximity of adjacent trees.	Remove
98	61	Western red cedar	High, asymmetrical crown due to proximity of building and adjacent trees, historically pruned via hand cuts for clearing clearance.	Remove
99	62	Western red cedar	Asymmetrical crown due to proximity of existing building and historic clearance pruning, asymmetric crown not typical due to the growing space being restricted by the existing concrete foundations.	Remove
100	20	Sycamore cypress	Suppressed by adjacent trees, sub-terminal leader attached at 1 m with thin inclusion.	Remove
101	41	Western red cedar	Two stems attach at 5m with long bark inclusion, large rot hole at pruning wound at 1.5m on south side of crown, crown appears to have been cut off at the point of attachment, basal rot visible on the eastern sides of the stem - This is likely an infection stage, please consult.	Remove
102	24	Black locust	Entangled in the crown of the adjacent tree, and dependent on that tree for stability, some sweep to north due to proximity and suppression of adjacent trees.	Remove
103	22	Plum	Asymmetrical crown and leaves swept to north due to proximity and suppression of adjacent trees.	Remove
104	47	Black locust	Asymmetrical crown with <i>twelve</i> and bias to north due to proximity of adjacent trees.	Retain
105	48	Black locust	Longitudinal crack at base with decay. Asymmetrical crown due to proximity of adjacent trees.	Retain
106	30-32-31 129	Sycamore maple	Multipoint branch attach at the top crown with long bark inclusion, embedded in the crown of adjacent trees.	Retain
107	24	Black locust	Gravely asymmetrical crown with sweep to the east, due to proximity and suppression of adjacent trees.	Retain
108	40-42	Black locust	Two stems attach at the east crown, longitudinal inclusion wound on stem at base, asymmetrical crown will lean to the west due to proximity of adjacent trees.	Retain
109	41	Black locust	Asymmetrical crown biased to the east due to proximity of adjacent trees, scaffold limb pruned and leaning towards the east.	Retain
110	28	Black locust	Asymmetrical crown biased to the south due to the proximity of adjacent trees.	Retain
111	22-16	Holly	Two stems attach at the east crown with long bark inclusion, asymmetrical crown biased to the south due to proximity of adjacent trees, foot stem attached at 2m with long bark inclusion and decay, crown supported by the main stem, crown has been cut off at the point of attachment.	Protect
112	8	Black locust	Two leaders attach at 2m with long bark inclusion, crown pruned after the existing building.	Protect
113	11+10-6	Lilac	We were too cold during low peeling cut, multiple stems from base, historically crown once pruned to 2.5m above ground.	Protect
114	Est.	Holly	Multiple stems attach at 1m with bark inclusion, well maintained in the crown.	Protect

THE NEW PROJECTION TEST (NPT) (Figure 1) was designed to provide a valuable reference to ensure adequate NPT production to maintain knee health and knee stability. These alignment are based on the knee and foot conditions as determined by the physical therapist. The NPT is designed to be performed on a patient with a knee condition, a foot condition, or a combination of the two conditions, and may be considered a combination alignment measure (postural alignment, compensatory alignment, or a combination of the two). The NPT is designed to be performed on a patient with a knee condition, a foot condition, or a combination of the two conditions, and may be considered a combination alignment measure (postural alignment, compensatory alignment, or a combination of the two). The NPT is designed to be performed on a patient with a knee condition, a foot condition, or a combination of the two conditions, and may be considered a combination alignment measure (postural alignment, compensatory alignment, or a combination of the two).

environmentally sensitive or protected area, the contractor must undertake a survey of the location of those property lines such that the tree protection fence can be installed and inspected accurately.

parameters of the form clicking creos, and/or when certain trees within a 197 are specified for removal, it is strongly recommended that the forest clearing contractor avoid conflicts with the project objectives in advance to resolve their work plans and to identify relevant

For tendering purposes, the proponent should be required to provide unit costs for the following treatments (including disposal of sludge and ponding area) for the management programme:

- **Franchising** provides the entrepreneur with a ready-made business plan and a proven business model. The franchisor provides the entrepreneur with a proven business model and a ready-made business plan. The franchisor provides the entrepreneur with a proven business model and a ready-made business plan.

Installation may be acceptable, such as but not limited to:

- installing alternative demarcation at the IPZ such as survey stakes, painting lines on the ground, and/or placing rope and flagging.

not be damaged by construction activities). Except as approved and directed by the project biologist, activities within and access to the TPZ are restricted during the site preparation, construction and landscape installation phases of the project as follows:

- No storage or transport of soil, spoil, construction materials, waste materials, etc., excavation for building foundations, fill placement, or trenching for irrigation or conduit installation.

- No placement of temporary structures or services.
- No affixing lights, signs, cables or any other device to retained liner.

- Any excavations adjacent to the TPZ will require the attendance of the project architect and real pruning to be undertaken as under the direction of the Project Architect from this office, and,

the size and height of the crown of the tree accordingly. It is recognized that certain interactions can arise in conflicts with a tree may arise that could interfere with its resolution of the

considered by the project owner and the municipality, cannot be regarded as a hard constraint. The impact of the trees can be successfully mitigated by involvement of knowledgeable, motivated, and/or influential stakeholders. The impact of the trees can be successfully mitigated by involvement of knowledgeable, motivated, and/or influential stakeholders.

LANDSCAPING: The landscaping phase is when retained trees can be severely damaged. The operation of equipment, the placement of growing

subject to stresses for migration, drainage and drying, and the placemakers or fitters and other teaming works, all have a very high potential for fire and roof damage. It is vital that the landscape works respect the limitations on activities within the IPZ therefore the

TREE PROTECTION FENCE DETAIL - SAMPLE:
FENCES MUST EXCEED MUNICIPAL STANDARDS

Diagram illustrating the signpost dimensions:

- Vertical post height: 2.5m O.C.
- Sign arm length: 2.5m O.C.
- Sign width: MAX 3.0m

TREE PROTECTION AREA - NO ENTRY

	JUN 19, 2015	ADDITIONAL TREE RETENTION PER CITY REQUEST
0	MAR 2, 2015 <th>INITIAL SUBMISSION</th>	INITIAL SUBMISSION

100

PROJECT:	PROPOSED 2-LOT SUBDIVISION
----------	----------------------------

ADDRESS:	10291 NO.3 RD, RICHMOND
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1. VINE 0007 C 603 765 7130 ACI EIFF. 15123 SHEET: 1 OF 2



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9243 (RZ 15-694974)
10291 No. 5 Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**COMPACT SINGLE DETACHED (RC2)**”.

P.I.D. 003-480-631

Lot 392 Section 36 Block 4 North Range 6 West New Westminster District Plan 45712

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9243**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

MAYOR

CORPORATE OFFICER





City of Richmond

Report to Committee

To: General Purposes Committee **Date:** June 10, 2015
From: Jane Fernyhough **File:** 11-7000-09-20-202/Vol
Director, Arts, Culture and Heritage Services 01
Re: Minoru Complex Public Art, Entries and Arrivals Concept Proposal

Staff Recommendation

That the concept proposal and installation for the Minoru Complex Entries and Arrivals public artwork by artist Sheila Klein, as presented in the report titled "Minoru Complex Public Art, Entries and Arrivals Concept Proposal" from the Director, Arts, Culture and Heritage Services, dated June 10, 2015, be endorsed.

Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Recreation & Sport Services Parks Planning and Design Capital Buildings Project Development	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the October 14, 2014 Council meeting, Council formally endorsed the Minoru Civic Precinct Public Art Plan as the guiding plan for public art opportunities in the Minoru Civic Precinct, including the proposed Minoru Complex.

This report presents the recommended artwork concept proposal for the Entries and Arrivals commission, a significant artwork to be integrated into the main east entrance plaza of the Minoru Complex.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, service, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

Analysis

Minoru Civic Precinct Public Art Plan Vision for Entries and Arrivals

The vision for the Minoru Complex is to be exceptional, sustainable, accessible, synergistic, connected and a centre of excellence for active living and wellness. The public artwork for Entries and Arrivals supports the broader project goals and guiding principles by

- contributing to a sense of place;
- reinforcing the sense of entry and orientation for the complex;
- creating artworks of the highest quality;
- reflecting the principles of sustainability; and
- achieving synergies between the design team, the artists and the community.

Terms of Reference – Minoru Complex Entries and Arrivals Artwork

The Public Art Terms of Reference for the Minoru Complex Entries and Arrivals public artwork (Attachment 1) describes the art opportunity, site description, scope of work, budget, selection process, design schedule and submission requirements. The Terms of Reference were reviewed and endorsed by the Public Art Advisory Committee on September 16, 2014. An artist call for submissions was issued on November 3, 2014, with a deadline of December 1, 2014. Eligibility was for professional artists residing in British Columbia, Alberta, Oregon, Washington and Alaska.

Minoru Complex Entries and Arrivals Artwork - Public Art Artist Selection Process

On December 16, 2014, following the Public Art Program's administrative procedures for artist selection for civic public art projects, the selection panel reviewed the artist qualifications of the 42 artists who responded to the Open Call to Artists and shortlisted four artists.

Members of the selection panel included:

- Bruce Grenville, Senior Curator, Vancouver Art Gallery
- Christine McLaren, Urban Design Journalist
- George Rammell, Artist/Educator
- Shengtian Zheng, Artist/Independent curator
- Thomas Xue, Community Representative, Richmond Rapids Swim Club

Recommended Artist

Following the presentations and interviews of the four shortlisted artists, the Public Art Selection Panel reached a majority vote of four to one and recommended artist Sheila Klein for the Minoru Complex Entries and Arrivals public artwork. The Public Art Advisory Committee supports the selection panel's artist recommendation. The artist and City staff engaged a group of twenty staff and community stakeholder representatives in a consultation meeting on February 11, 2015. The consultation was utilized to introduce the artist, discuss the artist's past work, and engage community representatives and staff in identifying key thematic words and programmatic considerations for the artist to consider while developing the artwork concept in concert with staff and design team consultants.

Recommended Public Art Concept Proposal

The proposed exterior location for the artwork will be in the east entrance plaza and integrated into the landscape design to welcome visitors and signal entry and arrival adjacent to the main vehicle pick-up and drop-off point for the Minoru Complex (Attachment 2). The artwork is entitled "Multipole" and is marked out by a 40 foot diameter circular ground plane pattern and pavement treatment. Set in the centre of the circular pavement pattern is a customized 60 foot metal pole, with a decorative base. At the top of the pole sits a finial and light beacon that will animate the day and night sky and sightlines to and from the building. Flags, banners and other temporary elements will be attached to the pole for special occasions. Further opportunities exist at the base of the artwork for special gatherings and event programming.

The artist describes the artwork as follows:

"Multipole supports the role of Minoru Park as a signature park, signalling entry and arrival. The artwork establishes a unique identity for the Minoru Complex working in concert with the site architecture and urban realm design. The artwork respects and builds upon the history of the park, creating a strong visual and physical link to the main entrances from the north, east, and south areas of the civic precinct."

A technical review and coordination phase with the architect-led design team will be included with the design development phase of the artwork. A scaled mock-up of the artwork, including a portion of the pavement pattern will be created in order to assess the colours and pattern prior to authorization to proceed with fabrication and installation. The artist, City staff and design consultants will continue to meet to review construction coordination and implementation budgets. Any repairs or maintenance required for the artwork will be the responsibility of the Public Art Program.

On May 19, 2015, the Public Art Advisory Committee reviewed the concept proposal and enthusiastically endorsed the “Multipole” project, noting that the addition of elements on the pole will be simple to operate and provide opportunities for seasonal change and participation by the entire community.

Financial Impact

There is no new financial impact for this project.

The total public art budget for the Minoru Complex Entries and Arrivals public artwork is \$250,000 funded out of the approved Major Facilities Phase I Projects. For this project, a budget of up to \$50,000 is provided to the artist for design services. The balance of \$200,000 will be used for fabrication and installation of the artwork including all related artist expenses. Any repairs required to the artwork will be the responsibility of the Public Art Program. City funds for maintenance would be allocated out of the Public Art Program’s annual operating budget.

Conclusion

The new Minoru Complex facility represents an opportunity to integrate public art to enhance the identity and vibrancy of the Minoru Civic Precinct. This initiative also supports the Council Term Goals to develop public spaces that reflect Richmond's demographics, rich heritage, diverse needs and connected communities, through a commitment to strong urban design, investment in public art and place making.

Staff recommend that Council endorse the proposed concept and installation of the Minoru Complex Entries and Arrivals public artwork entitled “Multipole”, by artist Sheila Klein, as presented in this report.



Eric Fiss
Public Art Planner
(604-247-4612)

- Att. 1: Public Art Terms of Reference for the Minoru Complex Entries and Arrivals
2: “Multipole” Concept Proposal

REQUEST FOR QUALIFICATIONS

MINORU MAJOR FACILITY PUBLIC ART COMMISSIONS

- ENTRIES & ARRIVAL ZONE
- AQUATIC CENTRE

TWO SIGNIFICANT SITE-RESPONSIVE COMMISSIONS. ARTISTS OR ARTIST TEAMS MAY APPLY FOR ONE OR BOTH; HOWEVER, GEOGRAPHIC ELIGIBILITY IS DIFFERENT FOR EACH OPPORTUNITY.

BUDGET | ENTRIES & ARRIVAL: \$250,000, PLUS APPLICABLE CONSTRUCTION CREDITS

BUDGET | AQUATIC CENTRE: \$100,000, PLUS APPLICABLE CONSTRUCTION CREDITS

[BUDGETS ARE INCLUSIVE OF DESIGN, FABRICATION, INSTALLATION, TRAVEL AND RELEVANT TAXES; A 15% TAX WILL BE WITHHELD FOR US-BASED ARTISTS FOR WORK PERFORMED WITHIN CANADA.]

ELIGIBILITY | ENTRIES & ARRIVAL: OPEN COMPETITION FOR PROFESSIONAL ARTISTS RESIDING IN BRITISH COLUMBIA AND ALBERTA, CANADA AND OREGON, WASHINGTON AND ALASKA, UNITED STATES.

ELIGIBILITY | AQUATIC CENTRE: OPEN COMPETITION FOR PROFESSIONAL ARTISTS RESIDING IN CANADA.

APPLICATION: SUBMISSION OF AN ONLINE APPLICATION IS REQUIRED FOR THIS OPPORTUNITY

DEADLINE: 5:00 PM PST ON MONDAY, DECEMBER 1, 2014

OPPORTUNITIES

The City of Richmond Public Art Program, in partnership with the Minoru Civic Precinct development team and design consultants, is seeking artists/artist teams to create site-responsive artwork for two significant areas within the new Minoru Major Facility (MMF) multi-purpose complex: the Entry & Arrival Zone and the Aquatic Centre.

ENTRY & ARRIVAL ZONE: There are several opportunities related to the entry and arrival zones where public art can welcome and contribute to the sense of place. Because the MMF is a multi-purpose facility, it is important to develop a strong aesthetic that signals entry and provides clarity of the building's internal functions at the entrances. Public art, working in concert with architectural and landscape design, can invite building users towards the services and activity areas they are seeking.

Sequential siting of artwork can create a sense of journey and linked narratives that define each entry as its own unique place and express a visual connection for the visitors and staff who will use the variety of services in the new building. Positioning artworks within the entry plazas, the selected artist will need to be mindful of the full range of activities and events that need to be accommodated at various times.

One artist/artist team will be awarded the commission with the expectation that artwork elements will be integrated throughout the entry and arrival zones, both exterior and interior. The selected artist/team will determine the concepts for the artwork and how and where to best locate and integrate the art elements, including determining how best to allocate the commission budget.

AQUATIC CENTRE: Many of Richmond's residents learned to swim at the existing Minoru Aquatic Centre and many more generations to come will develop this life skill at the new Minoru Complex Aquatic Centre. The Minoru Complex is a city-wide amenity serving all of Richmond and the Learn-to-Swim program attracts residents, both locally and city-wide.

The aquatic programs involve residents across the life spectrum, from infants and toddlers learning to swim to older adults relaxing in the spa areas that include hot pools, sauna and whirlpool baths. The pool natatorium will be an important architectural space. This environment is all about water, from rainwater collected from the large roofscape, to interactive play features and sparkling reflections from still, deep pools. The public art in this location can help to define a distinct aesthetic between the meditative, soothing environment of the spa and the fun, exciting environment designed for the little learners.

One artist/team will be awarded the commission. The selected artist/team will work with City staff and the design team consultants to determine the best location(s) for artwork elements within the Aquatic service area.

BACKGROUND

The City of Richmond, British Columbia has launched an exciting and ambitious capital building program in the Minoru Civic Precinct to address current and future needs for recreation, sport and other community activities. The Minoru Civic Precinct, in Richmond's City Centre neighborhood, incorporates green space in the form of Minoru Park, as well as a variety of cultural attractions including the Richmond Public Library, Art Gallery and Cultural Centre. The Civic Precinct is also home to sports fields and existing facilities for aquatics and older adult activities.

Embracing the city's vision to build a Centre of Excellence for Active Living and Wellness, the Minoru Civic Precinct capital program will add:

- Construction of a new integrated, multi-purpose complex to house an aquatic centre, older adult centre
- and space for other recreation and community needs. This 110,000 square foot complex will replace and
- expand services currently available at existing facilities.
- Construction of a Brighthouse Fire Hall No. 1 that, in addition to being Richmond's central fire hall and
- headquarters, will also house Richmond Fire-Rescue's administrative offices.
- An upgrade and relocation of playing fields and tennis courts in Minoru Park.

The Guiding Principles adopted by the City Council for the Minoru Civic Precinct reflect the high expectations and will inform forward-thinking design, public art and community-building possibilities: Be Exceptional, Be Sustainable, Be Accessible, Be a "Centre of Excellence for Active Living and Wellness", Be Synergistic and Be Connected.

The design team consultants include Hughes Condon Marler Architects (HCMA) and PWL Partnership.

RESEARCH THE CLIENT**RESEARCH THE MINORU CIVIC PRECINCT DEVELOPMENT****RESEARCH THE CITY OF RICHMOND****READ THE MINORU CIVIC PRECINCT ART PLAN****ARTIST SELECTION SCHEDULE***

Deadline for Entry	Monday, December 1, 2014
Selection Panel	Tuesday, December 16, 2014
Finalist Notification	Wednesday, December 17, 2014
Finalist Orientation	Thursday, January 8, 2015
Finalist Interviews	Friday, January 9, 2015

PROJECT DESIGN SCHEDULE*

Design Contracts Issued	January 2015
Research/Conceptual Design	February 2015
Conceptual Design Presentation	March 2015
Final Design/Documentation	March –April 2015 * elements of art integrated into phased tender packages and documentation
Building Construction and Artwork Implementation	Fall 2017

In January 2015, the selected artists or artist teams will receive an initial design contracts equal to 20% of the total commission budget: \$50,000 design for the MMF Entries & Arrival and \$20,000 design for the Aquatic Centre. Following design approvals, the artists or teams will receive an implementation contract. Implementation contract amounts may be augmented by applicable construction credits that will be determined during design development.

*Schedules are subject to change

ARTIST SELECTION PROCESS

One panel will select the artists/teams for both commissions through an open call process coupled with finalist interviews. A selection panel comprised of three art or design professionals, one representative from the Aquatic Centre staff, and one representative from the Older Adult Centre staff will review the applicant's materials. Representatives from the design team will serve as advisors to the panel. Based on the selection criteria listed below, the panel will select three finalists to interview for each of the opportunities.

The finalists will be invited to an orientation session and interview to discuss past approaches and working methods with the panel and answer questions relating to this type of project. On the basis of the interviews, the selection panel will then choose one artist or artist team for each of the commissions.

The panel reserves the right to make no selection from the submitted applications or finalist interviews.

Out-of-town finalists will be reimbursed for travel and lodging expenses to attend the interview and orientation in Richmond, British Columbia, Canada. If applying as a team, the allowance for travel may not fully reimburse all team members.

SELECTION CRITERIA

The artists/teams will be selected based on the following qualifications/criteria:

- Quality and strength of past work as demonstrated in submitted application materials;
- Strong conceptual skills and an ability to reflect or reveal site context, history and story of place in compelling ways;
- A command of dynamic spatial relationships and an ability to activate high use public spaces;
- Interest in and experience with an integrated approach to developing artworks within architecture or landscape, including coordination and collaboration with project representatives and a mission-driven client;
- Availability to begin work in January 2015.

Additional consideration will be given to submissions from artists who have not received commissions from the City of Richmond in the past three years.

ELIGIBILITY

Each of the two opportunities have different geographic eligibility areas. Applicants may submit for both opportunities, but must meet the geographic eligibility.

- MMF Entries & Arrivals is open to artists or artist teams residing in British Columbia and Alberta,
- Canada and Oregon, Washington and Alaska, United States.
- MMF Aquatic Centre is open to artists or artist teams residing Canada.

Qualified artists will have proven experience developing integrated artworks, specifically for civic projects. City of Richmond staff and its Public Art Advisory Committee members, selection panel members, project personnel and immediate family members of all of the above are not eligible.

APPLICATION MATERIALS **See application checklist and detailed list below for specific requirements.*

- Statement of interest
- Current professional resume
- Digital work samples

ARTISTS APPLYING FOR THIS OPPORTUNITY MUST SUBMIT THE FOLLOWING



MATERIALS ONLINE VIA 4CULTURE'S APPLICATION SYSTEM.

VISIT WWW.4CULTURE.ORG/APPLY AND FOLLOW THE APPLICATION-SPECIFIC LINK.

PROFILE — Applicant contact information.

RESUMÉ — Two-page (maximum) current professional resume. Teams should include two-page resumes for all members as one document. PDF format is preferred; Text (.txt) files will also be accepted.

STATEMENT OF INTEREST — 300 words (or less) that explain why the artist/team is interested in one or both of these opportunities and how their practice relates to this project and the posted selection criteria. If applying as a team please address how team members work together in the statement of interest. Please include clearly on a separate line at the beginning of your Statement of Interest: “ENTRIES”, “AQUATIC” or “BOTH”.

DIGITAL IMAGE WORK SAMPLES — Applicants must submit 12 samples of past work that best illustrate their qualifications for this project. Upload JPG files only; images must be under 2MB, exactly 1920 pixels on the longest side and at least 72 dpi. If applying as a team, the team submits no more than 12 images.

Applicants will be required to list the title, date of completion, medium, and dimensions of each work sample. Applicants are encouraged to fill out the optional fields that include commissioning entity, budget, and project partners. Please provide a brief description (75 words or less) of each work sample.

DEADLINE: REQUIRED MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. PST ON MONDAY, DECEMBER 1, 2014.

QUESTIONS?

For questions regarding the project and City of Richmond Public Art Program, please contact:

Eric Fiss	Elisa Yon
<u>Efiss@richmond.ca</u>	<u>eyon@richmond.ca</u>
604.247.4612	604.204.8671

For questions regarding the application process please contact:

Cath Brunner	Ryan Feddersen
<u>Cath.brunner@4culture.org</u>	<u>Ryan.feddersen@4culture.org</u>
206.296.4137	206.205.8024

IF YOU NEED HELP WITH YOUR APPLICATION OR HAVE QUESTIONS, PLEASE CONTACT US.
PLEASE DO NOT WAIT UNTIL THE DEADLINE TO CALL OR START THE APPLICATION PROCESS.



Minoru Complex occupies an important position in the cultural precinct and is an active site for local residents. Many types of activities are present here for a variety of age groups that provide the framework for a rich tradition of creating lasting memories and celebrations for Richmond residents. The east entry plaza is the location for the artwork, a new cultural artifact.



Finial and Light



Examples from my past projects that relate to *Multipole*. Specific components to be determined during Design Development.



Graphic Pole



Decorative Base



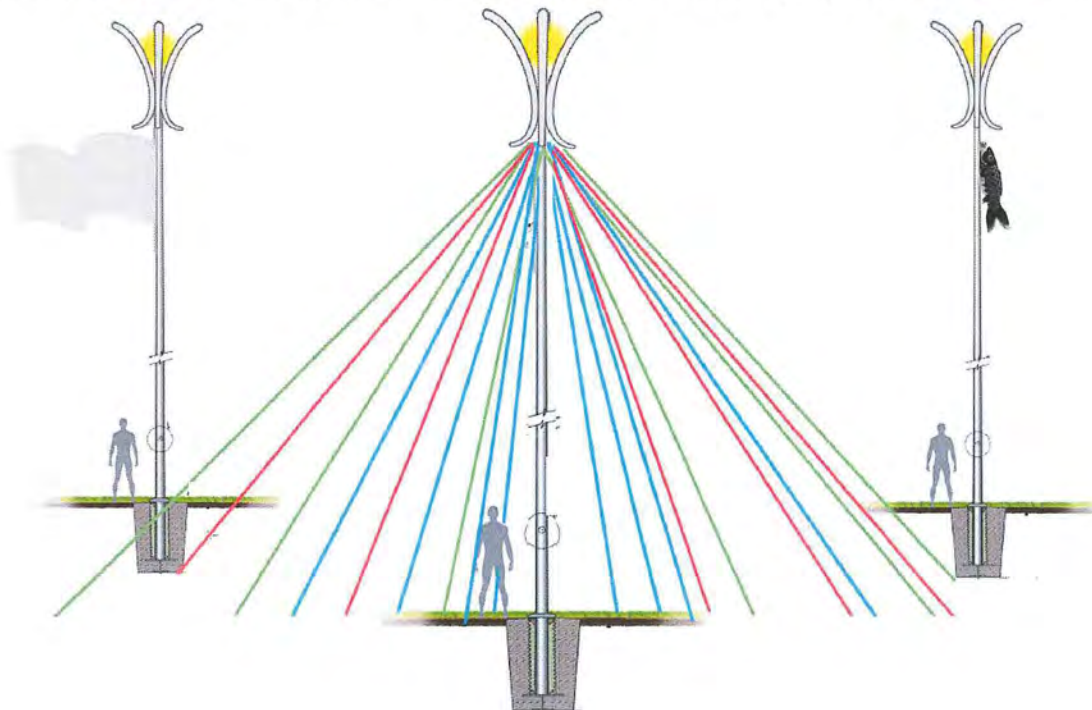
Multipole supports the role of Minoru Park as a signature park signaling entry/arrival. The artwork establishes a unique identity for the Minoru Complex working in concert with the site architecture and urban realm design. The artwork respects and builds upon the history of the park, creating a strong visual and physical link to the main entrances from the north, east, and south areas of the cultural precinct.



A circular plaza is delineated by a ground plane pattern and pavement treatment. The *Multipole* greets users from all directions. The artwork consists of two elements plus accessories. Pavement patterns in a circular formation 40' in diameter create a plaza around the pole base. A customized 60' pole is in the centre, occupying a small footprint on the ground plane, however the presence of this piece extends throughout the facility in the sky. The *Multipole* plaza can act as a gathering space for events or meetings.

The project allows all types of vehicles to move through the space. At the bottom of *Multipole* is a unique base 6'-8' tall. The pole has a custom painted graphic which gives it a shapely appearance. At the top of the pole sits a finial and light beacon.

Details to be determined in Design Development include material and pattern of circular plaza, height of pole based on foundation, lighting, graphic, and accessories. *Multipole* may incorporate functional lighting and other site amenities.



Additionally the pole is an armature, and a group of accessories would be made for special events. I am considering add-ons such as maypole, flag, mirror pole, lantern, fish, pennants or special lights for seasonal interest. A system of hosting these seasonal elements would be integral to the pole. Maintenance, accessories, and operations to be determined with stakeholders in Design Development.

Logistics and schedule

Design Development Summer 2015

Final Design Fall 2015

Implementation in schedule with construction anticipated 2016

Fees

Artist fee \$50,000

Insurance and taxes \$5,000

Engineering \$10,000 for pole foundation and accessory attachments

Fees total \$65,000

Fabrication

Customized 60' aluminum pole including internal halyard, custom base, paint finish, beacon light, finial (this does not include plaza functional lighting) \$75,000

Flag \$10,000

Mirror ball 30,000

Maypole 30,000

Foundation \$5,000

Fabrication subtotal, \$150,000

Installation

Trucking \$2,500

Packing \$1,000

Rentals \$1,500

Labor \$5,000

Installation Subtotal \$10,000

Contingency \$25,000

Total Budget \$250,000.00

Assumptions include that ground plane and any elements that Multipole provides functionally will be either provided by the contractor or credited to the artist budget.





Business Licence Bylaw 7360, Amendment Bylaw 9255

The Council of the City of Richmond enacts as follows:

1. Business Licence Bylaw No. 7360, as amended, is further amended by deleting subsection 2.1.27.3 (a) and (b) and substituting the following;

 (a) for use as Class A taxicabs is 109; and
 (b) for use as Class N taxicabs is 43.
2. This Bylaw is cited as **"Business Licence Bylaw 7360, Amendment Bylaw 9255"**.

FIRST READING

SECOND READING

THIRD READING


ADOPTED

JUN 08 2015

JUN 08 2015

JUN 08 2015

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor


MAYOR

CORPORATE OFFICER

Comment/Compliment/Question:

REGARDING KIMBER CABS BASED IN CITY OF RICHMOND WITH FEET SIZE OF 18 WHEELCHAIR CABS AND NOW PTB HAS APPROVED 4 MORE INCLUDING 2 WHEELCHAIR AND 2 SEDANS. MY CONCERN IS THAT WITH 18 WHEELCHAIR CABS IN RICHMOND AND STILL DISABLE PEOPLE WAITS FOR THE SERVICE, CHECK THE PREVIOUS COMPLAINTS MADE BY SOME CUSTOMERS ON WHEELCHAIR AND THEY HAD NEVER BEEN SERVED BY KIMBER CABS. AND NOW WITH 4 ADDITIONAL CABS I DONT THINK THEY CAN SERVE. KIMBER CABS HAS A VERY BAD REPUTATION. BY ALLOWING THEM WITH THIS 4 PERMITS, NOTHING WILL CHANGE IN THERE SERVICE. THOSE CABS WILL BE WORKING IN DOWNTOWN ENTERTAINMENT DISTRICT. AND PEOPLE ON WHEEL CHAIR WILL BE STILL LOOKING FOR SERVICE OR THEY WILL LOSE THERE DOCTORS APPOINTMENTS. CONSIDER THIS AND PLEASE CHECK THERE PREVIOUS COMPLAINTS BEFORE CITY GIVE THEM A GREEN SIGNAL. THANK YOU

Personal Information:

HARNESH TREHAN

604-366-7227

yuritrehn@yahoo.ca

Tech Information:

Submitted By: 199,175,130.61

Submitted On: Jun 03, 2015 05:48 PM

[Click Here](#) to open this message in the case management system. You should immediately update the Case Status either to Received to leave the case open for further follow-up, or select the appropriate status based on your activity and work protocols. Click Save to generate the standard received message to the customer, add any additional comments you wish to and click Save & Send Email. Close the browser window to exit.



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9184 (RZ 14-667490)
3920 Lockhart Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

P.I.D. 010-118-454

Lot 37 Except: Part Subdivided by Plan 48377, Section 15 Block 4 North Range 7 West
New Westminster District Plan 15447

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9184"**.

FIRST READING

DEC 17 2014

A PUBLIC HEARING WAS HELD ON

JAN 19 2015

SECOND READING

JAN 19 2015

THIRD READING

JAN 19 2015

OTHER CONDITIONS SATISFIED

JUN 22 2015

ADOPTED



MAYOR

CORPORATE OFFICER



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9187 (RZ 14-669571)
9751 Steveston Highway & 10831 Southridge Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"COMPACT SINGLE DETACHED (RC2)"**.

P.I.D. 004-311-515

Lot 36 Section 34 Block 4 North Range 6 West New Westminster District Plan 15745

P.I.D. 004-036-816

Lot 37 Section 34 Block 4 North Range 6 West New Westminster District Plan 15745

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9187"**.

FIRST READING

JAN 26 2015

A PUBLIC HEARING WAS HELD ON

FEB 16 2015

SECOND READING

FEB 16 2015

THIRD READING

FEB 16 2015

OTHER CONDITIONS SATISFIED

JUL 07 2015

ADOPTED

MAYOR

CORPORATE OFFICER





**Richmond Zoning Bylaw 8500
Amendment Bylaw 9245 (ZT 15-694669)
5600 Parkwood Crescent**

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

1. Richmond Zoning Bylaw 8500, section 10.7 entitled "Vehicle Sales (CV)", is amended by:

(a) Inserting the following subsection 10.7.4.1 c) after subsection 10.7.4.1 b):

c) 0.78

5600 Parkwood Crescent

P.I.D. 029-514-029

Lot 2 Section 5 Block 4 North Range 5 West New Westminster District Plan

EPP47268

2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9245**".

FIRST READING

MAY 25 2015

PUBLIC HEARING

JUN 15 2015

SECOND READING

JUN 15 2015

THIRD READING

JUN 15 2015

MINISTRY OF TRANSPORTATION APPROVAL

JUN 23 2015

ADOPTED

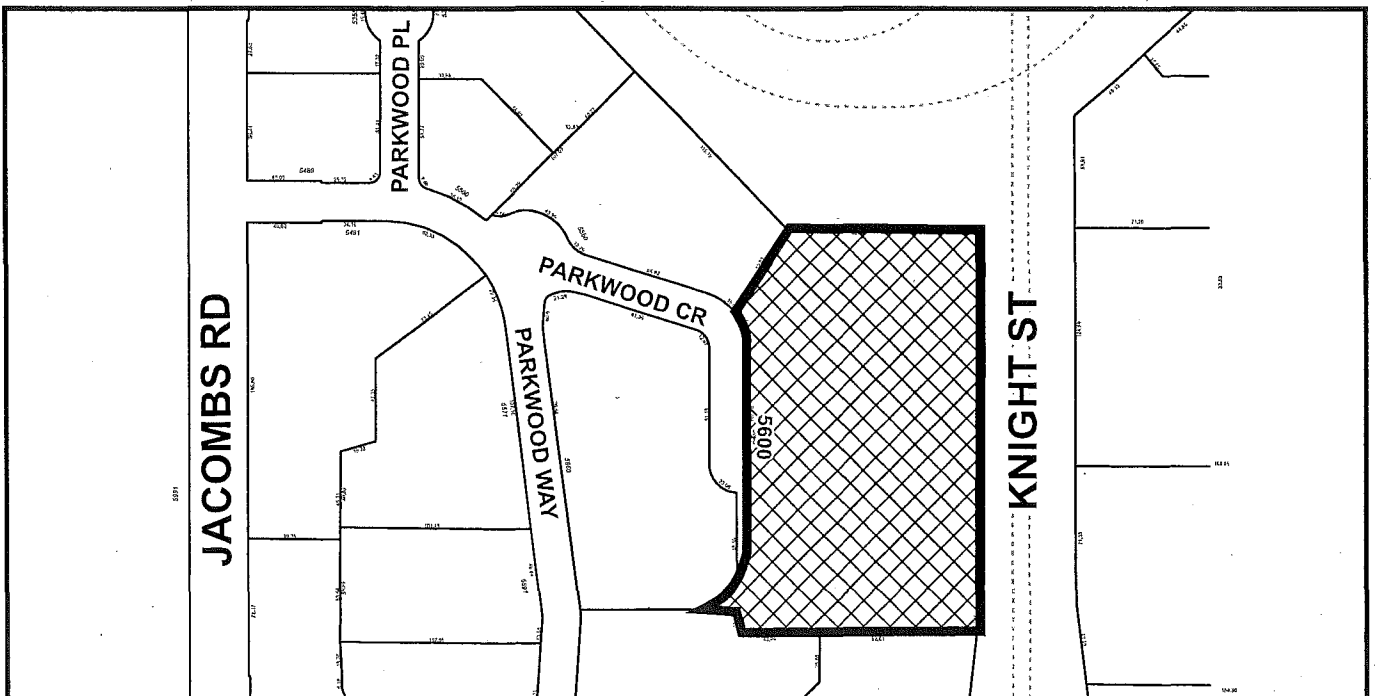
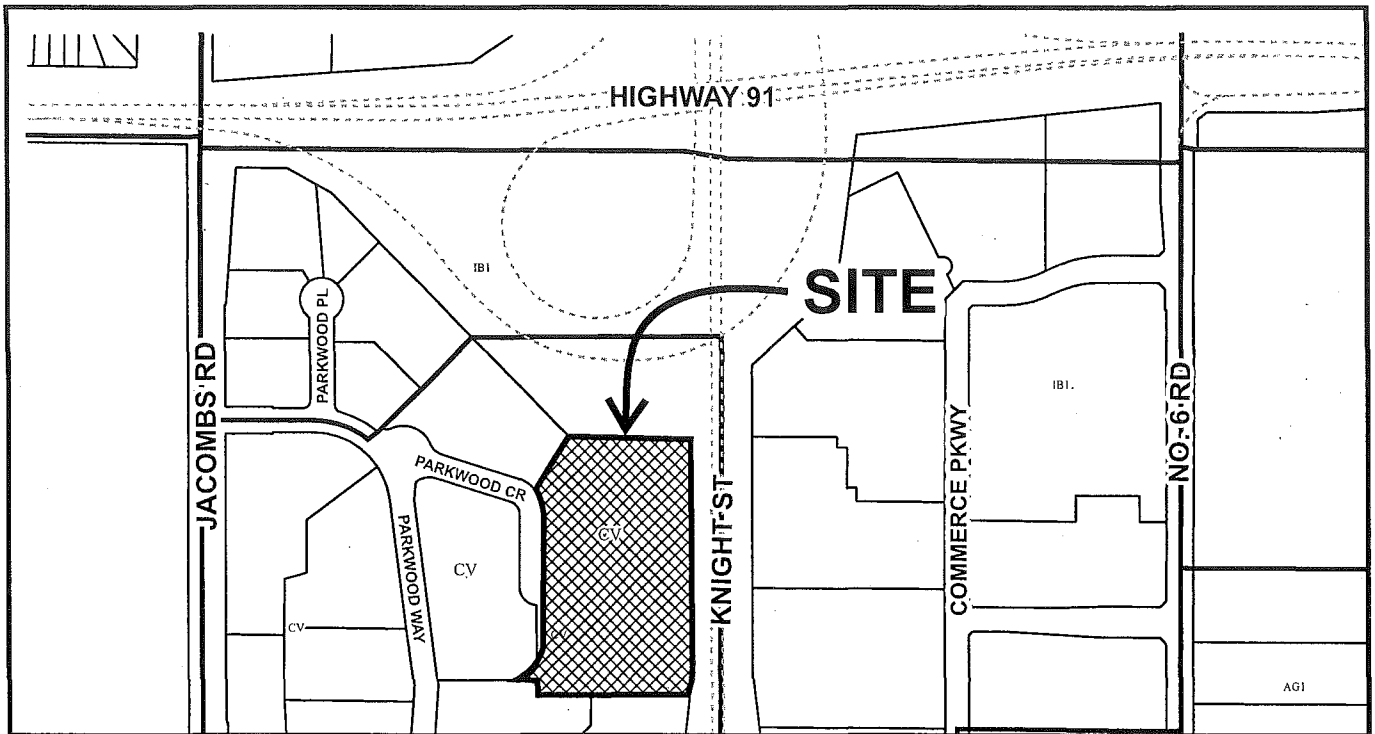


MAYOR

CORPORATE OFFICER



City of Richmond



ZT 15-694669

Original Date: 04/07/15

Revision Date: 05/04/15

Note: Dimensions are in METRES

CNCL - 432



**Development Permit Panel
Wednesday, June 24, 2015**

Time: 3:30 p.m.
Place: Council Chambers
Richmond City Hall
Present: Joe Erceg, Chair
Cathryn Volkering Carlile, General Manager, Community Services
John Irving, Director, Engineering

The meeting was called to order at 3:30 p.m.

Minutes

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on Wednesday, June 10, 2015, be adopted.

CARRIED

1. Development Variance Permit 15-694988
(File Ref. No.: DV 15-694988) (REDMS No. 4588527)

APPLICANT: Maybog Farms Ltd.

PROPERTY LOCATION: 2620 No. 6 Road

INTENT OF PERMIT:

Vary the provision of Richmond Zoning Bylaw 8500 to increase the maximum setback from a constructed public road abutting the property to the rear of a single detached housing building permitted in the "Agriculture (AG1)" from 50 m (164 ft.) to 130 m (426.5 ft.) in order to allow construction of a new house at 2620 No. 6 Road.

Development Permit Panel

Wednesday, June 24, 2015

Applicant's Comments

Todd May, Maybog Farms Ltd., briefed Committee on the proposed variance and spoke on the history of farming on the subject site. He noted that the proposed variance would facilitate the construction of the primary dwelling on-site, and added that the current dwelling on-site would be used for farm employees.

Mr. May referred to a map of the subject site, (attached to and forming part of these minutes as Schedule 1) and provided information on the different farm service areas that are critical to the farming operations. He noted that the proposed dwelling would be located south of the crop loading area and north of the gravel storage area, where soil conditions are poor. He added that the layout of the different farm service areas are critical to farm operations and must remain intact in order to maintain functionality, and as a result, Mr. May has advised that the proposed area for the dwelling is the optimal location within the farm.

Panel Discussion

Discussion ensued with regard to protecting farmland in the city and the potential to set precedence should the proposed variance proceed.

In reply to queries from the Panel, Mr. May noted that keeping the relationship of the farm service areas intact is critical to farm operations and as a possible consequence, relocating said areas could encroach onto the farmed areas and displace cranberry fields. He added that all possible alternatives were examined when deciding on the location for the proposed dwelling and that the proposed location minimizes the impact on farming operations and farmed land.

Discussion ensued regarding other possible options for the proposed dwelling, and in reply to queries from the Panel, Mr. May noted that the western portion of the farm that includes the farm services areas have relatively poor soil conditions for cranberries.

In reply to queries from the Panel, Dave Melnychuk, Agrologist for Maybog Farms Ltd., noted that the farm service areas and proposed house location are located in areas of less productive soil, where impact to cranberry production is minimized.

Staff Comments

In reply to queries from Committee, Wayne Craig, Director, Development, noted that should the proposed application proceed, a covenant on title will be secured to restrict the construction of the dwelling to the proposed location. He added that the City's Agricultural Advisory Committee reviewed and endorsed the proposed variance.

Correspondence

None.

Development Permit Panel

Wednesday, June 24, 2015

Gallery Comments

Anne Lerner, 12633 No. 2 Road, inquired on the location of the current and proposed dwellings and expressed satisfaction with the 50 metre setback requirement. Also, she expressed satisfaction with the farm operations and that the proposed dwelling would not displace farmed fields.

Panel Discussion

Discussion ensued with respect to the precedent setting nature of the proposed application and protecting farmland.

Panel Decision

It was moved and seconded

That a Development Variance Permit be issued which would vary the provision of Richmond Zoning Bylaw 8500 to increase the maximum setback from a constructed public road abutting the property to the rear of a single detached housing building permitted in the "Agriculture (AG1)" from 50 m (164 ft.) to 130 m (426.5 ft.) in order to allow construction of a new house at 2620 No. 6 Road.

CARRIED

2. Development Variance Permit 14-658670

(File Ref. No.: DV 14-658670) (REDMS No. 4590741 v. 2)

APPLICANT: Habitat for Humanity Society of Greater Vancouver Inc.

PROPERTY LOCATION: 8180 Ash Street

INTENT OF PERMIT:

1. Vary the provisions of Richmond Zoning Bylaw 8500 to:
 - a) vary the minimum lot width from 12 m to 8.3 m for proposed Lot 5; and
 - b) vary the minimum lot frontage from 6 m to 0.38 m for proposed Lot 4, to 2.7 m for proposed Lot 5 and to 0.60 m for proposed Lot 6; and
2. Permit subdivision of 8180 Ash Street into six (6) lots zoned "Single Detached (RS1/B)" for the purpose of developing single-family dwellings.

Applicant's Comments

Aaron Urion, Abbarch Architecture Inc., briefed the Panel on the proposed application and the design modifications proceeding the March 25, 2015 Development Permit Panel meeting, and highlighted the following:

- there is space on-site for vehicles to turn around;
- one visitor vehicle parking space was added for the lots fronting Dayton Court;
- vehicles may enter and exit the lots fronting Dayton Court in a forward direction;

3.

Development Permit Panel

Wednesday, June 24, 2015

- architectural elements in the surrounding neighbourhood were incorporated into the proposed design;
- the project will use high quality building materials;
- roofs will be triangulated to match the architectural character of adjacent homes;
- the height of the proposed buildings will be below permitted levels; and
- the lot's grading was lowered; however, will meet the City's flood protection standards.

David O'Sheehan, Abbarch Architecture Inc., advised that the applicant has made adjustments to the proposed development in response to feedback from the community.

Stephani Samaridis, Habitat for Humanity Society of Greater Vancouver Inc., noted that the applicant has made an effort to address vehicle parking concerns by adding marked visitor vehicle parking on-site. Also, she advised that based on experience with Habitat for Humanity's other properties, it is anticipated that partner families with multiple vehicles will be unlikely. She added that the proposed development is not a duplex and is considered to be single-family homes with secondary suites.

Staff Comments

In reply to queries from the Panel, Mr. Craig noted that staff have reviewed the proposed application and are satisfied with the proposed modifications to the proposed development. He added that should the application proceed, a registration of a covenant on title will be secured at the subdivision stage to ensure that the future buildings will comply with the architectural designs presented to the Panel.

Gallery Comments

Harvey Schwarzbauer, 8426 Dayton Court, expressed concern with regard to the proposed development. He read from his submission and submitted a petition from neighbourhood residents opposing the proposed development (attached to and forming part of these minutes as Schedule 2).

Joseph Yang, 8440 Dayton Court, expressed concern regarding the proposed development and was of the opinion that the proposed development does not comply the zoning bylaw and that the number of proposed dwellings will negatively impact the neighbourhood.

Anna Mcalpine, 8415 Dayton Court, expressed concern with respect to garbage collection and emergency vehicle access to the proposed development.

In reply to queries from the Panel, Mr. Urion noted that there are designated areas to store garbage and recycling carts in each unit. Mr. Craig added that Environmental Programs staff are satisfied with the proposed garbage and recycling collection plans. Also, Mr. Craig noted that there is a secondary emergency access to Dayton Court from Ash Street.

Development Permit Panel

Wednesday, June 24, 2015

Teresa Wong, 8471 Dayton Court, expressed her concern regarding the proposed development with respect to the potential increase in traffic and the community consultation process.

Sunny Shum, 8320 Dayton Court, expressed his concern regarding the proposed development with respect to the (i) the potential for an increase in traffic, (ii) the need for visitor parking on-site, (iii) the projected number of resident vehicles on-site, and (iv) the dimensions of the visitor parking spaces.

Bradley Dowdall, 8455 Dayton Court, expressed his opposition to the proposed development and commented on the potential impact to traffic in the area. Also, he was of the opinion that the proposed development is too cramped and does not integrate well with the neighbourhood.

Marshall Ching, 8466 Dayton Court, expressed his opposition to the proposed development and was of the opinion that the potential increase in traffic would be a safety hazard for neighbourhood residents.

Doug Hamming, Habitat for Humanity Society of Greater Vancouver Inc., noted that vehicles will be able to enter and exit the site in a forward direction. Also, he was of the opinion that the architectural form and character of the proposed development was revised to be consistent with the neighbourhood.

Judy Rea, 8435 Dayton Court, expressed her opposition to the proposed development and was of the opinion that the proposed development would increase traffic in the area.

Candice Chan, 8080 Ash Street, expressed concern that the proposed development would negatively impact pedestrian safety and traffic. Also, she made a suggestion that flashing lights at the entrance of the site be added to alert pedestrians of vehicles entering and exiting.

Kenny Wong, 8380 Dayton Court, expressed concern with regard to the potential negative effect of additional traffic on the safety of children in the neighbourhood.

Brian Dagneault, 8435 Dayton Court, spoke in opposition to the proposed development and expressed concern with regard to the interpretation of the zoning bylaw to define the proposed development as single-family dwellings.

Ms. Lerner spoke on the proposed secondary suites, noting that the proposed secondary suites may have a similar effect to a duplex-type of development.

In reply to queries from the Panel, Mr. Craig advised that staff have reviewed the proposed development and they are considered to be single-family dwellings with a secondary suite. He added that the City's zoning bylaw provisions for secondary suites include measures such as, limiting the area to a maximum of 90 m² and 40% of the total floor area of the dwelling. Also, secondary suites cannot be subdivided or stratified. He further noted that the proposed development's secondary suites comply with all zoning bylaw requirements and this would be reconfirmed at the Building Permit stage.

Development Permit Panel

Wednesday, June 24, 2015

Harikrishna Upath, 8360 Dayton Court, expressed his opposition to the proposed development and commented on the current lack of street parking in the neighbourhood and possible traffic from the proposed development.

Janet Yeung, 8211 McBurney Court, expressed her opposition to the proposed development and was of the opinion that the proposed development should exceed the minimum technical requirements.

Mei Au, 8160 Ash Street, expressed concern with regard to the parking and emergency vehicle access requirements of the proposed development.

Mr. Dagneault, further expressed concern with regard to the interpretation of the proposed development as single-family dwellings and the potential impact of the proposed development on street parking in the neighbourhood.

Correspondence

Harikrishna Upath, 8360 Dayton Court (Schedule 3)

Orest and Shelly Smysnuik, 8226 Ash Street (Schedule 4)

Shawn Hawkins, 9260 McBurney Drive (Schedule 5)

Joseph Yang and Tina Yen, 8440 Dayton Court (Schedule 6)

Benjamin Lin and Beverly Chang, 8040 Ash Street (Schedule 7)

Doug and Catherine Clark, 8200 McBurney Court (Schedule 8)

Eddie and Nazneed Parakh, Jenangir and Rita Parakh, 8491 Dayton Court (Schedule 9)

Panel Discussion

Discussion ensued with regard to (i) the fact that the same variance was previously granted to the site, (ii) historical ownership of the subject site, (iii) design improvements to the proposed development, (iv) access to the site, (v) visitor vehicle parking, (vi) the potential to further enhance the neighbourhood by adding more families, (vii) encouraging the applicant to continue discussions with their neighbours, and (viii) the limited impact the proposed development would have on traffic in the neighbourhood.

Panel Decision

It was moved and seconded

1. *That a Development Variance Permit be issued which would vary the provisions of Richmond Zoning Bylaw 8500 to:*
 - (a) *vary the minimum lot width from 12 m to 8.3 m for proposed Lot 5; and*
 - (b) *vary the minimum lot frontage from 6 m to 0.38 m for proposed Lot 4, to 2.7 m for proposed Lot 5 and to 0.60 m for proposed Lot 6; and*

Development Permit Panel
Wednesday, June 24, 2015

2. *To permit subdivision of 8180 Ash Street into six (6) lots zoned "Single Detached (RS1/B)" for the purpose of developing single-family dwellings.*

CARRIED

3. **New Business**

4. **Date of Next Meeting: Wednesday, July 15, 2015**

5. **Adjournment**

It was moved and seconded

That the meeting be adjourned at 5:27 p.m.

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the
Development Permit Panel of the Council
of the City of Richmond held on
Wednesday, June 24, 2015.

Joe Erceg
Chair

Evangel Biason
Auxiliary Committee Clerk

City of Richmond Interactive Map

Schedule 1 to the Minutes of the
Development Permit Panel
meeting held on Wednesday,
June 24, 2015.

Proposed Residential Site



67.7 0 33.85 67.7 Meters

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

CNCL - 440

June 20, 2015

Development Permit Panel
City of Richmond
6911 No. 3 Road
Richmond, B.C.
V6Y 2C1

- 1201021 10780001

ATT: DEVELOPMENT PERMIT PANEL

RE: 8180 ASH STREET, HABITAT FOR HUMANITY SOCIETY OF GREATER VANCOUVER

The Habitat for Humanity Society of Greater Vancouver is requesting to vary the minimum lot width from 12 m to 8.3 m for proposed Lot 5; and to vary the minimum lot frontage from 6 m (19.7 feet) to 0.38 m (1.25 feet) for proposed Lot 4, to 2.7 m (8.9 feet) for proposed Lot 5 and 0.60 m (2 feet) for proposed Lot 6. These are not minor variances - they are virtually eliminating the need for a residential lot to have any kind of frontage. These massive reductions by variance will not be minor to the residents of Dayton Court who will be most negatively affected by the variances, subsequent subdivision and construction of the proposed homes.

Section 922 of the Local Government Act requires that persons deemed affected by a Development Permit application be advised of the particulars of that application and have the opportunity to make any concerns known to the Development Permit Panel. We would expect that when such a process is required that the opinions and concerns of the local residents would be carefully considered and play a significant role in the review and approval - or denial - of the application.

The updated report presented here today does not include the copies of the comment sheets completed by the residents who attended the May 14, 2015 meeting as did the original report with the comment sheets from the October 1, 2014 meeting. We believe that the Panel should have the opportunity to review all of the unedited comment sheets submitted by the residents and not just the sanitized version of those comments presented in the report in front of you today.

It is the expressed opinion of by far and away the majority of residents in the surrounding neighbourhood (as witnessed by the number of signatures attached hereto) that this proposed variance will result in the inappropriate development of the site and will have a significant negative affect on the use and enjoyment of the adjacent land and the properties well beyond the subject property.

We also believe that the proposed variance is at odds with the City's normal and articulated policy against variances that would vary the lot width of a property.

Upon inquiry of City staff we received a response regarding the City's normal policy for variances related to lot width and were advised that:

"City staff will only consider an application for a Development Variance Permit in very unique site-specific circumstances. For example, if significant trees must be retained on a site and the zoning needs to be varied to accommodate redevelopment of the site to enable tree retention. Another example might be where a site is next to an existing undeveloped road and there are no plans to open the road, so we would consider a variance to allow a regular side yard setback instead of a road setback. These are some examples that I'm familiar with where a Development Variance Permit has been considered by City Council.

City staff will not consider an application for a Development Variance Permit to vary the required lot width for subdivision so that additional lots can be achieved beyond what the zoning would allow outright."

It would appear that while the permitted density of the property is not being altered by the variance the number of lots being permitted is as there is no way this property could be developed into six lots outright without the proposed variance of lot width.

It is also the opinion of the undersigned residents that the applicant has not really seriously addressed the issue of form and character of the buildings. While the elevation of the buildings have been altered slightly this has been accomplished by tacking on elements that don't significantly change the appearance of the buildings or address the concerns expressed earlier by the neighbourhood. The applicants have been dismissive and the residents do not feel their concerns have been taken seriously by the applicant as no other element of the project has been altered to address other concerns.

The materials used remain dramatically different from the existing neighbourhood and the entire concept of the homes is at odds with the existing neighbourhood. The new buildings are not new homes with a secondary suite they are purpose designed to be a duplex pretending to be a single family home.

It is also our firm belief that that not only do these homes look like duplexes they are duplexes according to the City of Richmond Zoning Bylaw. The bylaw defines a duplex as:

"Housing, two-unit means a building commonly referred to as a duplex designed exclusively to accommodate two separate dwelling units living independently above, below or beside each other, designed and constructed as two dwelling units at initial construction, and where each dwelling unit in the two-unit housing may include one room that, due to its design plumbing, equipment and furnishings, may be used as a secondary kitchen (e.g., a wok kitchen), provided that no more than two kitchens are located in one dwelling unit in the two-unit housing, but does not include a secondary suite."

A secondary suite is defined as:

"Secondary Suite means an accessory, self-contained dwelling within a single detached housing, exclusively used for occupancy by one household."

By purposely misdesignating these buildings as a single family home with a secondary suite instead of more accurately and appropriately as a duplex the applicant has purposely abused the Zoning Bylaw to avoid providing the parking that would be required under Section 7.7 Table 7.7.2.1 of the Zoning Bylaw which would normally require two parking stalls per housing unit.

We also believe the bylaw was purposely misinterpreted to allow the development. The proposed buildings are being characterized as single family homes with a secondary suite. In fact, these are duplexes – designed as two separate units and constructed as two dwelling units at initial construction, which the City Zoning Bylaw defines as a duplex. Duplexes are not allowed in the R1B residential zone that is designated for this property and all of the surrounding properties. Duplexes are required to provide 2 parking stalls per unit for a total of 4 stalls. This development would be required to provide 12 parking stalls instead of the 6 being proposed. Since parking is a major concern of the residents we believe that Habitat for Humanity has purposely identified these buildings as single family homes with a secondary suite to circumvent the parking requirement and the need to rezone the property for the proposed use.

As a result of these duplex homes being proposed the two parking stalls per home the parking is going to be woefully inadequate. The design of the homes and site plan does not allow for parking in the driveway if the carport is being used for other uses (which is quite likely to be the case as the housing units are very small) as is the case in a typical single family home. The driveway will be shared with six units. With the potential for at least twelve cars (as supported by Zoning Bylaw standard for duplex parking) in this incredibly confined space the vehicles will have no place to go but onto the street. And, since these units are located at the end of a cul-de-sac where there is no opportunity for street parking the vehicles will be spread down the length of Dayton Court imposing on the existing home owners forever.

The study to determine that cars within the development off Dayton can turn around to drive out of the driveway was never a concern of the residents. The concern as clearly stated on a number of occasions

is the number of cars likely to occupy a vary restricted space, the likely overflow of those vehicles onto Dayton for parking and the additional traffic that will use Dayton seriously impacting the quiet enjoyment of the street and safety of the many young children who regularly play on this quiet cul-de-sac.

The residents signed below oppose this variance application in the strongest possible manner because of the following reasons:

- The proposed buildings have been misrepresented as single family homes with a secondary suite when in fact they are, by the City of Richmond's Zoning Bylaw definition, a duplex or more accurately "Two Unit Housing";
- In order to develop the buildings as proposed the City needs to require the applicant to rezone the property to RD1, RD2 which is the appropriate zone for a duplex;
- The proposed variance is at odds with the City's stated policy of not supporting variances to lot frontages that would vary the required lot width for subdivision so that additional lots can be achieved beyond what the zoning would allow outright;
- The form and character of the proposed buildings do not conform to the typical architectural standard that exists within the surrounding neighbourhood;
- Because of the erroneous designation of the type of building unit, the parking proposed is legally and practically inadequate and will create significant problems for the surrounding residents

The undersigned local residents respectfully request that the application by the Habitat for Humanity Society of Greater Vancouver for the said variances be denied.

Thank you for considering the concerns of existing residents in the neighbourhood.

Signature	Print Name	Address
	KANG LAI	8420 Dayton Court Richmond
	DANNY LAI	8406 DAYTON COURT, Richmond BC
	ZANOL WAJTI	8391 DAYTON COURT, Rmd, BC
	Leung Sze Wan	8386 DAYTON CRT
	Henry Leung	8386 Dayton Court. Richmond. BC.
	IRENE LEUNG	8386 Dayton Ct. Rmd. B.C.
	FONG YUET WAI	8386 Dayton Ct. Rmd BC
	JERRY MIAOCHI	8326 DAYTON COURT RICHMOND
	ELYNNE CHENG	8346 DAYTON CRT, Richmond
	SHE NENG KUANG	8371 DAYTON CRT. Richmond
	NAZNEEN BARAKH	8491 DAYTON CRT RICHMOND
	EDDIE BARAKH	8491 DAYTON CRT RICHMOND
	Hui Yip Leung	8288 Ash St Richmond
	Linda Yuen	8271 Ash Street, Rmd. BC V6Y 2S4
	Pui Tak So	8138 Ash Street
	Beverly	8040 Ash St.

Signature

Print Name

Address

	DOUG CLARK	8200 McBURNEY COURT
	Catherine Clark	8200 McBurney Court Richmond
	SANNY CHAN	8160 McBURNEY COURT RICHMOND
	STEVEN MA	8160 McBURNEY COURT RICHMOND
	CHIU HUI	8331 ASH ST RICHMOND
	KU POO CHUA	8331 ASH ST RICHMOND
	OLIVIA DU	8377 ASH ST
	LI QING WANG	8377 ASH ST
	K.W. LEE	8411 ASH ST RICHMOND BE
	Peter Lee	8451 ASH ST RICHMOND
	ELDIKO SKELDON	8380 ASH ST RICHMOND BE
	HARVEY SCHWARZBACH	8426 DAYTON COURT
	T.H. SCHWARZBACH	8426 DAYTON COURT
	KUE JUNG	8460 DAYTON CRT.
	HSIU-CHUAN CHANG	8446 DAYTON CRT.
	CHIA-YU YEN	8460 DAYTON CRT.
	SONGTING LU	8480 DAYTON CRT.
	HENRY HAN	8480 DAYTON CRT.
	GUO LI	8480 DAYTON CRT.
	XIANG LU	8480 DAYTON CRT.
	MAXWELL PEKING	8480 DAYTON CRT.
	JOANNE ANDERSON	8495 DAYTON CRT.
	JAMES ANDERSON	8595 DAYTON CRT.
	TREVOR ANDERSON	8595 DAYTON CRT.
	CHRISTINE CHEN	8366 DAYTON CRT.
	HO KIM WAI	8366 DAYTON CRT.
	HARIKRISHNA UPATH	8360 DAYTON COURT.
	PETER VOETMANN	9266 McBURNEY DRIVE
	ERIC BOYCOTT	8306 DAYTON COURT
	SUNNY SHUM	8330 DAYTON COURT

SIGNATURE

PRINT NAME

ADDRESS

~~FENG LI~~
M. J. J.
Lisa Liu
~~[Signature]~~
S. J. J.
[Signature]
[Signature]
[Signature]
[Signature]

~~DANNY CHAI~~
FENG LI
Zhang Ying Liu
Midor Geo
Emily Geo
Yoichi Geo
Peter Xie
Mellie Ang
PAK KI CHAN (Candice)

~~8406 DAYTON COURT, RICHMOND~~
8406 Dayton Court, Richmond
8371 Ash St.
8431 Ash St
" " "
" " "
9571 Dayton AV
9571 Dayton Ave
8080 Ash St.

M

Dayton Ash
8400 8120
8400 8030

8. Residential Zones

8.1 Single Detached (RS1/A-H, J-K; RS2/A-H, J-K) [Bylaw 8672, Jan 24/11]

8.1.1 Purpose

The zone provides for single detached housing with a range of compatible secondary uses. Subdivision standards vary by sub-categories (A-H; J-K). The zone is divided into sub-zones: RS1 for traditional single detached housing; RS2 which provides for a density bonus that would be used for rezoning applications in order to help achieve the City's affordable housing objectives [Bylaw 8672, Jan 24/11].

8.1.2 Permitted Uses

- housing, single detached

8.1.3 Secondary Uses

- boarding and lodging
- community care facility, minor
- home business
- secondary suite
- bed and breakfast

8.1.4 Permitted Density

1. The maximum density is one principal dwelling unit per lot.
2. For single detached housing zoned RS1/A-H, J-K [Bylaw 8672, Jan 24/11], the maximum floor area ratio is 0.55 applied to a maximum of 464.5 m² of the lot area, together with 0.30 applied to the balance of the lot area in excess of 464.5 m².
3. For single detached housing zoned RS2/A-H, J-K, the maximum floor area ratio is 0.40 applied to a maximum of 464.5 m² of the lot area, together with 0.30 applied to the balance of the lot area in excess of 464.5 m².
4. Notwithstanding Section 8.1.4.3, the reference to "0.4" is increased to a higher density of "0.55" if:
 - a) the building contains a secondary suite; or
 - b) the owner, at the time Council adopts a zoning amendment bylaw to include the owner's lot in the RS2/A-H, J-K zone, pays into the affordable housing reserve the sum specified in Section 5.15 of this bylaw.
5. Further to Section 8.1.4.4, the reference to "0.4" in Section 8.1.4.3 is increased to a higher density of "0.55" if:
 - a) an owner subdivides bare land to create new lots for single detached housing; and
 - b) at least 50% of the lots contain secondary suites.

8.1.5 Permitted Lot Coverage

1. The maximum lot coverage is 45% for buildings.
2. No more than 70% of a lot may be occupied by buildings, structures and non-porous surface.

201. - 42

Housing agreement	means an agreement in a form satisfactory to the City that limits the occupancy of the dwelling unit that is subject to the agreement to persons, families and households that qualify for affordable housing based on their household income level, that restricts the occupancy of the dwelling unit to rental tenure, and that prescribes a maximum rental rate and rate of increase of rental rate for the dwelling unit.
Housing, apartment	means a building consisting of two or more dwellings in which the dwellings are arranged in any horizontal or vertical configuration and have access from a common interior corridor.
Housing, manufactured	means a detached building containing only one dwelling exclusively for occupancy by one household, whether ordinarily equipped with wheels or not, and may be moved from one place to another by being towed or carried.
Housing, single detached	means a detached building containing only one dwelling unit, designed exclusively for occupancy by one household, and may include one room that, due to its design, plumbing, equipment and furnishings, may be used as a secondary kitchen (e.g., a wok kitchen) provided that no more than two kitchens are located in one single detached housing dwelling unit, and includes modular homes that conform to the CSA A277 standards, but does not include a manufactured home designed to CSA Z240 standards or town housing.
Housing, town	means a building or group of buildings containing three or more ground-oriented dwelling units with a separate exterior entrance directly accessible (i.e. without passing through a common lobby or corridor) from a road or an open space or a common roof deck landscaped as an amenity space, and which may share walls with adjacent dwelling units, may be arranged two deep, either horizontally so that dwellings may be attached at the rear as well as the side, or vertically so that dwellings may be placed over each other, and may also contain detached town housing with individual dwelling units on the strata lot.
Housing, two-unit	means a building commonly referred to as a duplex designed exclusively to accommodate two separate dwelling units living independently above, below or beside each other, designed and constructed as two dwelling units at initial construction, and where each dwelling unit in the two-unit housing may include one room that, due to its design, plumbing, equipment and furnishings, may be used as a secondary kitchen (e.g., a wok kitchen), provided that no more than two kitchens are located in one dwelling unit in the two-unit housing, but does not include a secondary suite.
Housing, waterborne	means single-detached housing that floats on water.

RS 1/3

Secondary suite

means an accessory, self-contained dwelling within a single detached housing, exclusively used for occupancy by one household.

Service, business support

means a facility that provides services to businesses and which are characterized by one or more of the use of minor mechanical equipment for printing, duplicating, binding or photographic processing, secretarial services, the provision of office maintenance or custodial services, the provision of office security, and the sale, rental, repair or servicing of office equipment, office furniture and office machines, which includes but is not limited to printing establishments, testing laboratories, film processing establishments, janitorial firms and office equipment sales, repair establishments and sign shops.

Service, financial

means the provision of financial and investment services by a bank, trust company, investment dealer, credit union, mortgage broker or related business.

Service, funeral

means the preparation of dead people for burial or cremation and the holding of memorial services, which includes funeral homes and undertaking establishments, but does not include a cemetery and interment facility.

Service, household repair

means the repair of goods, equipment and small appliances normally found within the home which includes but is not limited to radio, television, computer and appliance repair, chainsaws, lawnmowers, furniture refinishing, and upholstery shops, but does not include personal services.

Service, massage

means the providing or furnishing of a massage involving application of physical external manipulation of the soft tissues of the human body by another person, but does not include a body rub studio, body painting studio, massages administered as part of a skin care treatment by an aesthetician (where the massage is for the purpose of product application and is a minor or incidental part of the treatment) or minor health service.

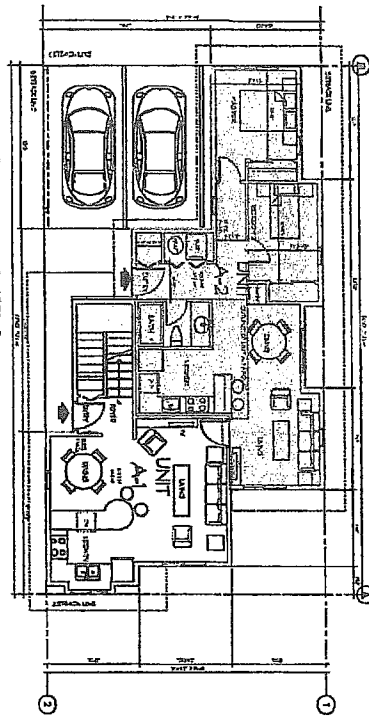
Service, personal

means services to an individual that are related to the care and appearance of the body or the cleaning and repair of personal effects, which includes but is not limited to services provided by barber shops, hairdressers, manicurists, acupuncture clinics, tailors, dress makers, shoe repair shops, dry cleaning establishments and laundries, and includes service, massage but does not include body rub studio or body painting studio. [Bylaw 8684, Jan 17/11]

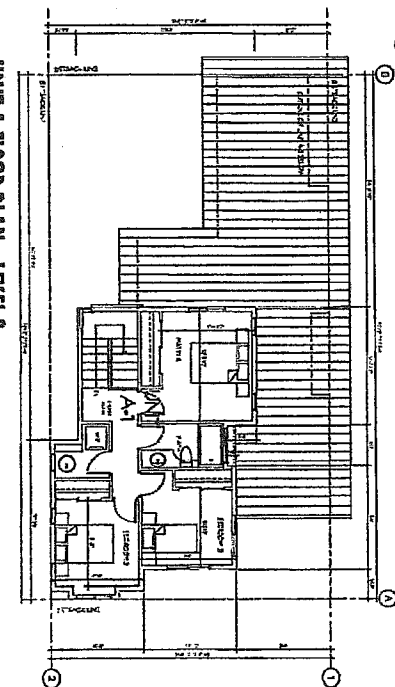
Service station

means the servicing or repair of vehicles (excluding vehicle body repair or paint shop) within a building and the sale of batteries, tires and automotive products, but does not include the sale of gasoline and is distinct from vehicle repair.

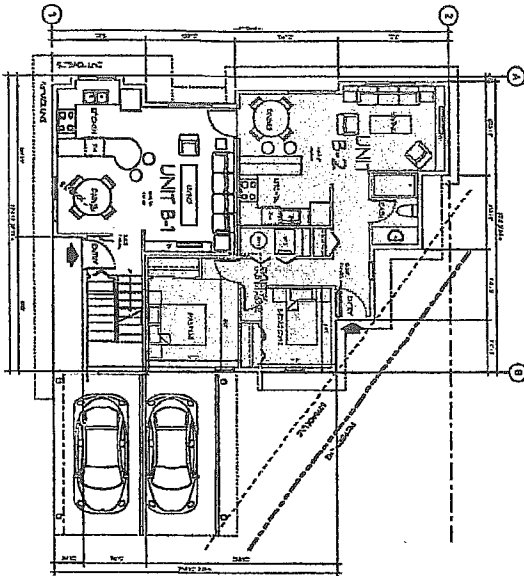
PLAN #5.2 UNIT PLANS



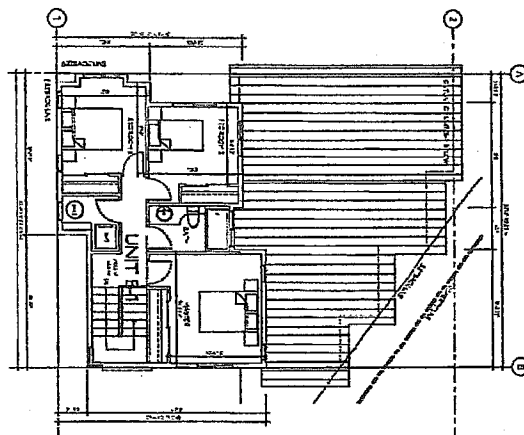
UNIT A FLOOR PLAN - LEVEL 1



UNIT A FLOOR PLAN - LEVEL 2



UNIT B FLOOR PLAN - LEVEL 1



UNIT B FLOOR PLAN - LEVEL 2

UNIT A
FLOOR PLAN

UNIT A	UNIT B
1. LIVING AREA	1. LIVING AREA
2. KITCHEN	2. KITCHEN
3. DINING AREA	3. DINING AREA
4. BEDROOM	4. BEDROOM
5. BATHROOM	5. BATHROOM
6. HALLWAY	6. HALLWAY
7. CLOSET	7. CLOSET
8. TERRACE	8. TERRACE
9. PORCH	9. PORCH
10. GARAGE	10. GARAGE
11. STAIRS	11. STAIRS
12. ENTRY	12. ENTRY
13. BALCONY	13. BALCONY
14. PATIO	14. PATIO
15. LAUNDRY	15. LAUNDRY
16. STORAGE	16. STORAGE
17. BREAKFAST ROOM	17. BREAKFAST ROOM
18. OFFICE	18. OFFICE
19. GYM	19. GYM
20. SWIMMING POOL	20. SWIMMING POOL
21. TENNIS COURT	21. TENNIS COURT
22. PLAYGROUND	22. PLAYGROUND
23. PARKING LOT	23. PARKING LOT
24. TRASH ROOM	24. TRASH ROOM
25. JANITORY	25. JANITORY
26. ELEVATOR	26. ELEVATOR
27. STAIRWELL	27. STAIRWELL
28. LOBBY	28. LOBBY
29. RECEPTION	29. RECEPTION
30. SECURITY	30. SECURITY
31. MAINTENANCE	31. MAINTENANCE
32. STORAGE	32. STORAGE
33. OFFICE	33. OFFICE
34. GYM	34. GYM
35. SWIMMING POOL	35. SWIMMING POOL
36. TENNIS COURT	36. TENNIS COURT
37. PLAYGROUND	37. PLAYGROUND
38. PARKING LOT	38. PARKING LOT
39. TRASH ROOM	39. TRASH ROOM
40. JANITORY	40. JANITORY
41. ELEVATOR	41. ELEVATOR
42. STAIRWELL	42. STAIRWELL
43. LOBBY	43. LOBBY
44. RECEPTION	44. RECEPTION
45. SECURITY	45. SECURITY
46. MAINTENANCE	46. MAINTENANCE
47. STORAGE	47. STORAGE
48. OFFICE	48. OFFICE
49. GYM	49. GYM
50. SWIMMING POOL	50. SWIMMING POOL
51. TENNIS COURT	51. TENNIS COURT
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59. RECEPTION	59. RECEPTION
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71. ELEVATOR	71. ELEVATOR
72. STAIRWELL	72. STAIRWELL
73. LOBBY	73. LOBBY
74. RECEPTION	74. RECEPTION
75. SECURITY	75. SECURITY
76. MAINTENANCE	76. MAINTENANCE
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86. ELEVATOR	86. ELEVATOR
87. STAIRWELL	87. STAIRWELL
88. LOBBY	88. LOBBY
89. RECEPTION	89. RECEPTION
90. SECURITY	90. SECURITY
91. MAINTENANCE	91. MAINTENANCE
92. STORAGE	92. STORAGE
93. OFFICE	93. OFFICE
94. GYM	94. GYM
95. SWIMMING POOL	95. SWIMMING POOL
96. TENNIS COURT	96. TENNIS COURT
97. PLAYGROUND	97. PLAYGROUND
98. PARKING LOT	98. PARKING LOT
99. TRASH ROOM	99. TRASH ROOM
100. JANITORY	100. JANITORY
101. ELEVATOR	101. ELEVATOR
102. STAIRWELL	102. STAIRWELL
103. LOBBY	103. LOBBY
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Dear Neighbour,

You recently received in the mail from the City of Richmond a notification about the Development Permit Panel meeting regarding the application by Habitat for Humanity to develop the vacant property that has access from Ash Street and the end of Dayton Court.

The application previously went to the Development Permit Panel for review on March 25, 2015. At that time a group of your neighbours attended the meeting and presented a petition and a number of letters opposing the application. Those neighbours felt that the development of this property as proposed will result in the land being overbuilt and with the very poor limited access on Dayton Court will create significant parking and traffic problems. In addition the architecture of the buildings was considered jarring and completely out of place for our existing neighbourhood. The neighbourhood group was successful in having the application tabled and Habitat was requested to amend their development to satisfy the local concerns.

After several months Habitat for Humanity held an information meeting on May 14, 2015 which was unfortunately poorly attended by local residents. In that time period only minor changes were made to the buildings by tacking on a few exterior elements which did nothing to address the concerns expressed by the local residents. Nothing else on the plan was changed.

We also believe the bylaw was purposely misinterpreted to allow the development. The proposed buildings are being characterized as single family homes with a secondary suite. In fact, these are duplexes – designed as two separate units which the City Zoning Bylaw defines as a duplex. Duplexes are not allowed in the residential zone that is designated for this property or any of the surrounding properties. Duplexes are required to provide 2 parking stalls per unit for a total of 4 stalls. This development would be required to provide 12 parking stalls instead of the 6 being proposed. Since parking is a major concern of the residents we believe that Habitat for Humanity has purposely identified these buildings as single family homes with a secondary suite to circumvent the parking requirement and the need to rezone the property for the proposed use.

The application is again going to the Development Permit Panel this coming Wednesday June 24th at 3:30 pm at the Richmond City Hall. If approved at this meeting and constructed as planned this development will cause significant parking problems on Dayton Court and possibly on Ash Street as well. In addition because of the density and horrible architecture it will affect your property values and ability to sell your home.

If this application is to be stopped we will need the help and participation of all the residents in the neighbourhood. You can write letters or emails to the City objecting to the application in the strongest possible way. Most importantly we would like you to attend the meeting on Wednesday June 24th at 3:30 at the City hall to voice your objections in person.

For more information or help with your comments to Richmond please call

Joseph:
Sunny:
Brian:

We will not defeat this application and horrible development without your help.



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CNCL - 451

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HARIKRISHNA UPATH N
8360 DAYTON COURT
RICHMOND BC V6Y3H6

Schedule 3 to the Minutes of the
Development Permit Panel
meeting held on Wednesday, June
24, 2015.

June 16th 2015

THE DIRECTOR
CITY CLERKS OFFICE, RICHMOND

To Development Permit Panel	
Date:	June 24/15
Item #	2
Re:	8180 Ash Street DV 14-658670

SUB: DV 14-658670 PROPERTY LOCATION 8180 ASH STREET

APPLICANT: HABITAT FOR HUMANITY SOCIETY OF GREATER VANCOUVER INC.

Since we may not be able to attend the proposed development permit panel meeting proposed for June 24, 2015 at 3.0pm at council chambers, Richmond, we are herewith submitting written response for consideration before proceeding with any permits on the property at 8180 Ash Street.

It has been quite disappointing to note that despite voicing serious concerns with the below issues earlier, there have been no efforts to address them other than to state clarifications of a traffic study and a reference to onsite parking.

First concern is that with the proposed 6 lots – each being sublet with a tenant, there will be total 12 families residing at the property. This would mean at least 12 cars @ 1 car/family as a minimum. We have seen from experience and normal practice that even with a garage and an open car port, resident's park on the street in front of their respective homes. With 12 families packed into a lot with a very small frontage, it is obvious that there is going to be a lot of cars parked at the cul-de-sac on Dayton Court. Given peoples normal driving behaviour and attitude, it is a given that cars will be parked on the street, in this case at the cul-de-sac which has several pie shaped lots where even the existing cars are overflowing onto the street. It is just not possible to change people habits of parking on the street and walk into the homes – it is just sheer convenience and everyone does it. We completely object to the idea of having car access from Dayton court to this development on Ash Street, hence please remove proposed resident's car access from Dayton court.

Secondly, the number of cars on Dayton court, is going to be too many with 12 families residing at the end on the cul-de-sac. This cul-de-sac and road has several small kids playing around and elderly people using it for daily walks. It is a serious safety concern if so many residents and thereby cars are added to this street. Again, we object to having any access to the property from Dayton Court and request to consider alternate access.

Thirdly, looking at the existing lot sub-divisions at the cul-de-sac, on Dayton Court it is very clear that there was no plan to have access to this property on Ash Street from Dayton court, given the small frontage that it has been left with. Please do not squeeze something, when it was not pre-planned. It will be a nightmare for everybody – new and existing. Simply put, it just does not make sense to have the access to the property fronting Ash Street, from a narrow width entry on Dayton Court.

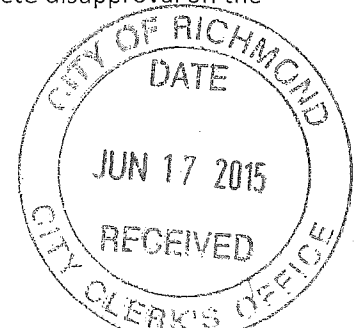
While the cause of building affordable housing is understood and commended, it should not be at the cost of introducing concerns, discomfort and unsafe conditions to existing residents. We do not want any changes to the current character, traffic pattern and car parking in this neighbourhood and voice our complete disapproval on the current development plan.

Thanking you and hopeful of a positive change to this proposal.

Regards

Harikrishna Upath

CNCL - 452



Schedule 4 to the Minutes of the
Development Permit Panel
meeting held on Wednesday,
June 24, 2015.

To Development Permit Panel
Date: <u>June 24, 2015</u>
Item # <u>2</u>
Re: <u>8180 Ash Street</u>
<u>DV 14-658670</u>

From: Shelley Smysnuik [mailto:shellor@me.com]
Sent: Tuesday, 23 June 2015 09:54
To: Nikolic, Diana
Subject: Habitat for Humanity Development

Ms. Nikolic, we are homeowners on Ash Street, while we support the development, we are vehemently opposed to the size of the homes, specifically that they would be duplexes for all intents and purposes. Single family homes without income suites, we support, anything more than that we do not. Have you visited our neighbourhood? Neither Dayton Court nor Ash Street could support the added traffic.

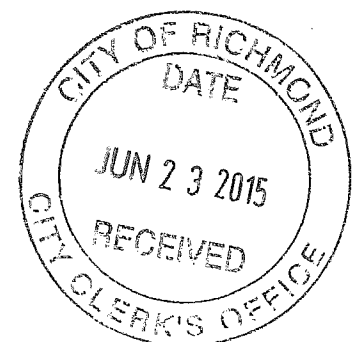
We hope you take our comments into consideration.

Another point, we are a neighbourhood of families, mostly 2 income families, why is the Development Permit Panel meeting at 3:30 on a work day?

Regards

Orest and Shelley Smysnuik
8226 Ash Street

Sent from my iPad



Schedule 5 to the Minutes of the
Development Permit Panel
meeting held on Wednesday,
June 24, 2015.

To Development Permit Panel	
Date:	June 24, 2015
Item #	2
Re:	B180 Ash Street DV 14-658670

From: Shawn Hawkins [mailto:shawn.hawkins@me.com]
Sent: Tuesday, 23 June 2015 11:10
To: Nikolic, Diana
Subject: Development Permit - Habitat for Humanity Ash St.

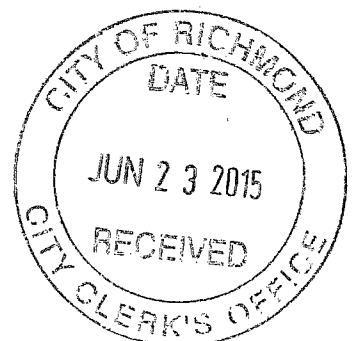
I will be travelling and unfortunately not able to attend the Permit Panel meeting on June 24. Although I am not familiar with the details of the Habitat plan, I am supportive of the concept. I was discouraged at the tenor of objections to the proposed development on that site several years ago, and based on the "Dear Neighbour" letter I received several days ago I am just as disappointed with the NIMBY-esque comments circulating today.

As a matter of interest, I am disappointed that despite the proximity of my residence to the development site, I have not received any notice prior to this "Dear Neighbour" letter that a proposal was being considered and there was community opposition. The fact of signage on the property in my view is not sufficient notice, particularly given signage has gone up and down several times over a period of years.

I can be reached today at 778/995-4336. Thanks.

Shawn Hawkins
9260 McBurney Dr. Richmond

CNCL - 454



From: Shawn Hawkins [mailto:shawn.hawkins@me.com]
Sent: Tuesday, 23 June 2015 21:17
To: Nikolic, Diana
Subject: Re: Habitat for Humanity Development Permit Panel

To Development Permit Panel
Date: <u>June 24, 2015</u>
Item # <u>2</u>
Re: <u>1120 Ash Street</u>
<u>DV 14-100865-0</u>

I will be travelling and unfortunately not able to attend the Permit Panel meeting on June 24. Although I am not familiar with the details of the Habitat plan, I am supportive of the concept.

Thinking back, I was discouraged at the tenor of objections to the proposed development on that site several years past, and based on the "Dear Neighbour" letter I received several days ago I am just as disappointed with the NIMBY-esque comments circulating today.

If I was present at the meeting, I would strongly encourage incorporating enhanced sustainability measures into the design, landscape and construction. As with all projects with a social values component, there are likely to be financial constraints. Nevertheless, creative design and active solicitation of ideas and new approaches might serve to make this a showcase project. Solid communications could serve to educate by example a generation of students who will pass by.

On a separate matter, I suggest that McBurney Drive residences be acknowledged for being unique in that homes are not demolished to make way for new home construction. Instead the homes are well kept, both indoor and outdoor renovations are common, additional landscaping is planted, etc. This neighbourhood is a modest example of the kind of colourful and inclusive neighbourhood Richmond can and should aspire to.

Thank you for the opportunity to contribute to your deliberations.

Shawn Hawkins
Executive Director
pm-volunteers.org

CNCL - 455



Schedule 6 to the Minutes of the
Development Permit Panel
meeting held on Wednesday, June
24, 2015.

From: Joseph Yang [mailto:josephyang0517@hotmail.com]
Sent: Tuesday, 23 June 2015 22:42
To: Nikolic, Diana
Subject: RE: Objection to the Development at 8180 Ash St

To Development Permit Panel
Date: <u>June 24, 2015</u>
Item # <u>2</u>
Re: <u>8180 Ash Street</u>
<u>DV 14-125767-0</u>

Hi Diana,

I am writing to the City today to express my concern towards the Habitat for Humanity development at 8180 Ash St. My family and I strongly **disagree** with the proposed plan and variance. It is the City's own policy that variances should not be granted for the sole purpose of creating more properties, but that is exactly what Habitat for Humanity is asking for.

Habitat for Humanity has also clearly stated each house will house two separate families, which in reality means these single family dwellings are really duplexes in disguise. The current zoning for 8180 Ash St is strictly for single family dwellings. The City would be setting precedents if they allow this development to happen. The City should then allow all the properties nearby to be developed into duplexes.

Lastly, based on my experience in the last few information sessions with Habitat for Humanity, they do not appear the least interested in what the residents have to say. Instead, they are proceeding with their plan regardless of what we think. Does it make sense the existing residents have to make sacrifices and compromises to satisfy the need of Habitat? If children and family are what the City and Habitat truly cares about, they would not have proposed the type of development they have.

In conclusion, we strongly **OPPOSE** the proposed development and variance relating to 8180 Ash St. I hope the City will really listen to what the residents have to say and make the right decision.

Regards,

Joseph Yang
Tina Yen



Schedule 7 to the Minutes of the
Development Permit Panel
meeting held on Wednesday,
June 24, 2015.

From: B [mailto:ben99ya@yahoo.ca]
Sent: Tuesday, 23 June 2015 23:08
To: Nikolic, Diana
Subject: Objection to the Development at 8180 Ash St

To Development Permit Panel
Date: June 24, 2015
Item # 2
Re: 8180 Ash Street
DV 14-658670

Hi Diana,

I am writing to the City today to express my concern towards the Habitat for Humanity development at 8180 Ash St. My family and I strongly disagree with the proposed plan and the proposed variance. It is the City's own policy that variances should not be granted for the sole purpose of creating more properties, but that is exactly what Habitat for Humanity is asking for.

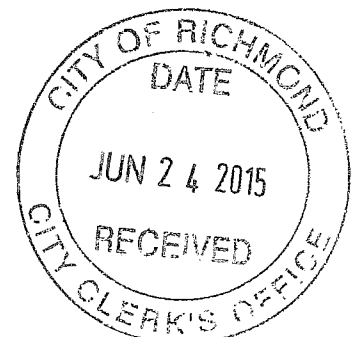
Habitat for Humanity has also clearly stated each house will house two separate families, which in reality means these single family dwellings are really duplexes in disguise. The current zoning for 8180 Ash St is strictly for single family dwellings. The City would be setting precedents if they allow this development to happen. The City should then allow all the properties nearby to be developed into duplexes.

Lastly, based on the last few information sessions with Habitat for Humanity, they do not appear the least interested in what the residents have to say. Instead, they are proceeding with their plan regardless of what we think. Does it make sense the existing residents have to make sacrifices and compromises to satisfy the need of Habitat? If children and family are what the City and Habitat truly cares about, they would not have proposed the type of development they have.

In conclusion, we strongly OPPOSE the proposed development and variance relating to 8180 Ash St. I hope the City will really listen to what the residents have to say and make the right decision.

Sincerely,

Benjamin Lin
Beverly Chang



Schedule 8 to the Minutes of the
Development Permit Panel
meeting held on Wednesday,
June 24, 2015.

To Development Permit Panel
Date: June 24, 2015
Item # 2
Re: 8180 Ash Street
DV 14-65816-7P

From: Doug and Catherine Clark [mailto:drclark1@shaw.ca]

Sent: Wednesday, 24 June 2015 08:56

To: Nikolic, Diana

Subject: Development Permit for vacant property at Ash Street/Dayton Court

Hi Diana:

In regards to the planning meeting scheduled for today, as concerned Richmond voting taxpayers, we believe this project should not be approved as presently proposed. The bylaws are not being followed with respect to the definition of duplexes versus single units with a secondary suite. Then of course the number of parking stalls are also negatively impacted by allowing too few (6 instead of 12). We have also signed the petition opposing this development as currently proposed. In addition the architecture is out of place for our neighbourhood.

Doug and Catherine Clark
8200 McBurney Court



Schedule 9 to the Minutes of the
Development Permit Panel
meeting held on Wednesday, June
24, 2015.

To Development Permit Panel
Date: June 24, 2015
Item # 2
Re: 8180 Ash Street - DV 14-658670

From: Eddie [mailto:eddieparakh@yahoo.ca]
Sent: Wednesday, 24 June 2015 12:45
To: Nikolic, Diana
Subject: Safety concerns with Habitat for Humanity

June 23rd, 2015.

Ms. Diana Nikolic,
Staff Planner,
Richmond City Hall

Dear Diana,

I am writing to you to express my concerns and dissatisfaction with the proposed development of the Habitat for Humanity on Dayton Court and Ash Street.

As you are well aware by now, this development is being strongly and overwhelmingly opposed by the residents of the local area.

The increased car traffic, and inadequate parking will result in a serious parking problem on Dayton Court and Ash Street. This is a family-oriented neighbourhood with lots of kids who frequently play and recreate outdoors. Their safety will clearly be jeopardised by the unacceptable increase in traffic on an already small and confined street - Dayton Court. As parents and grandparents, we find it highly negligent on the part of City Hall to even entertain this development. The developers have clearly mischaracterised and misrepresented this project as "single family" to circumvent the issue of parking.

The proposed units are also completely out of place within the neighbourhood in terms of structure, architecture and looks, in comparison to the surrounding homes.

The City should not turn a blind eye to the safety and well being of its community for the sake of the profits of the developers. Without a doubt, this development should not be allowed to go ahead under the present circumstances. The local residents need to come first and their concerns need to be respected.

We would greatly appreciate your assistance in this regard.
Thank you.

Eddie and Nazneen Parakh
Jehangir and Rita Parakh

8491 Dayton Court
Richmond, B.C. V6Y 3H6





City of Richmond

Report to Council

To:	Richmond City Council	Date:	July 7, 2015
From:	Joe Erceg Chair, Development Permit Panel	File:	01-0100-20-DPER1- 01/2015-Vol 01
Re:	Development Permit Panel Meetings Held on June 24, 2015, April 15, 2015, March 25, 2015 and July 16, 2014		

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of:

1. A Development Variance Permit (DV 14-658670) for the property at 8180 Ash Street; and
2. A Development Permit (DP 14-657502) for the property at 11380 Steveston Highway;

be endorsed, and the Permits so issued.

Joe Erceg
Chair, Development Permit Panel

SB:blg

Panel Report

The Development Permit Panel considered the following items at its meetings held on June 24, 2015, April 15, 2015, March 25, 2015 and July 16, 2014.

DV 14-658670- HABITAT FOR HUMANITY SOCIETY OF GREATER VANCOUVER INC.
- 8180 ASH STREET
(March 25, 2015 and June 24, 2015)

The Panel considered a Development Variance Permit application to vary the provisions of Richmond Zoning Bylaw 8500 to vary minimum lot width and minimum lot frontage to permit subdivision into six (6) lots zoned "Single Detached (RS1/B)".

The application was reviewed at both the March 25, 2015 and June 24, 2015 Development Permit Panel meetings. At the March 25, 2015 meeting, Architect, Aaron Union, of Abbarch Architecture Inc. and Landscape Architect, Jeffrey Philips, of PWL Partnerships, provided a brief presentation, noting that: (i) Three (3) residences would front onto Ash Street and three (3) would front onto Dayton Court with a shared driveway; (ii) The residences would share common walkways, gardens, a barbeque area and a children's' play area; and (iii) One (1) residence is fully accessible.

Staff supported the Development Variance Permit application and advised that: (i) the applicants engaged in public consultation; (ii) the applicants worked with Transportation staff to facilitate shared access to Dayton Court; and (iii) the proposed variances were consistent with an application that was approved by Council in 2011 and lapsed.

A number of neighbourhood residents addressed the Panel expressing concerns, including:

- Opposition to the proposal and proposed variances.
- The public consultation process.
- Emergency access, site access, on-site parking, street parking and increased traffic.
- Proposed building height and privacy for adjacent properties.
- Site density, townhouse appearance and conforming to the character of the neighbourhood.
- The ownership of the units, maintenance and conflict resolution avenues.

Correspondence, including a petition, was submitted to the Development Permit Panel meeting regarding the Development Variance Permit application.

In response to Panel queries, Tim Clark, of Habitat for Humanity, advised:

- Habitat for Humanity intends to register private cross-access easement agreements to allow individual homeowners to have access to the shared amenity areas.
- The applicant will discuss perimeter privacy options with adjacent property owners.
- Habitat for Humanity is an international organization that helps low income families attain home ownership.

- Partner families must have an annual income of \$35,000 to 65,000 and contribute approximately 500 work hours or “sweat equity” towards construction of their home. Housing costs are reviewed and calculated with each partner family.
- Partner families are responsible for maintenance to Habitat for Humanity standards.
- The homes cannot be sold in the open market. Partner families that wish to relocate receive the balance of equity payments once the homes are returned to Habitat for Humanity.

In response to Panel queries, staff advised:

- BC Housing was the previous applicant for the site, the permit lapsed and options for selling were limited due to BC Housing’s affordability requirements for the site.
- The proposed building height conforms to the Zoning Bylaw and is similar to neighbours.
- The on-site parking complies with the Zoning Bylaw, and that Dayton Court fronting lots provide space for vehicles to manoeuvre on-site even when all carports are occupied.
- Prior to subdivision, a legal agreement is required; specifying design elements.

As a result of discussion, the application was referred back to staff to review: (i) community feedback and additional community consultation for the proposed development; (ii) the proposed architectural design of the proposed development; (iii) on-site vehicle visitor parking, site manoeuvring within the site and access to the site from Dayton Court; and report back to the Wednesday, April 29, 2015 Development Permit Panel meeting.

At the April 29, 2015 Development Permit Panel meeting, the application was referred to a future meeting.

At the June 24, 2015 Development Permit Panel meeting, Mr. Urion and Mr. David O’Sheehan, of Abbarch Architecture Inc., provided a brief presentation, including:

- Vehicles may enter, turn around and exit the lots fronting Dayton Court in a forward direction.
- One (1) visitor vehicle parking space was added for the lots fronting Dayton Court.
- Architectural elements in the surrounding neighbourhood were incorporated into the proposed design; including triangulated roofs.
- The project will use high quality building materials.
- The height of the proposed buildings will be below permitted levels.
- The lot’s grading was lowered; however, will meet the City’s flood protection standards.
- Adjustments were made to the proposed design in response to feedback from the community.

Stephani Samaridis and Doug Hamming, of Habitat for Humanity, noted that:

- Vehicles will be able to enter and exit the site in a forward direction.
- Vehicle parking concerns were addressed by adding a marked visitor vehicle parking on-site.

- Based on experience with Habitat for Humanity's other properties, it is anticipated that partner families with multiple vehicles will be unlikely.
- The proposal is not duplexes. They are single-family homes with secondary suites.
- The architectural form and character of the proposed development was revised to be consistent with the neighbourhood.

A number of neighbourhood residents addressed the Panel, expressing concerns including:

- Opposition to the proposal.
- Not complying with the Zoning Bylaw, interpretation of the Zoning Bylaw to define the proposed development as single-family dwellings and impact of secondary suites.
- The number of proposed dwellings.
- Garbage collection and emergency vehicle access to the proposed development.
- Potential increase in traffic and safety concerns for pedestrians and children.
- Community consultation process.
- Lack of street parking in the neighbourhood, potential increase in on street parking, the need for parking on-site and the dimensions of the visitor parking spaces.
- Design not integrating well with the neighbourhood.
- Proposal not exceeding the minimum technical requirements.

Correspondence was submitted to the Development Permit Panel meeting regarding the Development Variance Permit application.

In reply to Panel queries, Mr. Urion noted that each unit has garbage and recycling cart areas.

In reply to Panel queries, staff noted:

- Staff have reviewed the proposed application and are satisfied with the proposed modifications to the proposed development.
- Should the application proceed, a covenant will be registered on Title at the subdivision stage to ensure that the future buildings will comply with the architectural designs presented to the Panel.
- Environmental Programs staff are satisfied with the proposed garbage and recycling collection plans.
- There is a secondary emergency access to Dayton Court from Ash Street.
- The proposed development is considered to be single-family dwellings; with a secondary suite. The City's Zoning Bylaw provisions for secondary suites include measures such as; limiting the area to a maximum of 90 m² and 40% of the total floor area of the dwelling. Also, secondary suites cannot be subdivided or stratified. The proposed secondary suites comply with all Zoning Bylaw requirements and this would be reconfirmed at the Building Permit stage.

Discussion ensued with regard to: (i) the fact that the same variance was previously granted to the site; (ii) historical ownership of the site; (iii) improvements made to the proposed design; (iv) access to the site; (v) visitor vehicle parking; (vi) the potential to further enhance the neighbourhood by adding more families; (vii) encouraging the applicant to continue discussions with their neighbours; and (viii) the limited impact the proposed development would have on traffic in the neighbourhood.

The Panel recommends that the Permit be issued.

DP 14-657502 – KASIAN ARCHITECTURE INTERIOR DESIGN AND PLANNING LTD. –
11380 STEVESTON HIGHWAY
(July 16, 2014 and April 15, 2015)

The Panel considered a Development Permit application to permit the construction of an 882 m² addition and exterior renovation to the existing building on a site zoned “Industrial Community Commercial (ZC6) – Ironwood Area.” No variances are included in the proposal.

The application was reviewed at both the July 16, 2014 and April 15, 2015 Development Permit Panel meetings. At the July 16, 2014 meeting, Architect, Andrew Gordon, of Kasian Architecture Interior Design and Planning Ltd., and Landscape Architect, Florian Fisch, of Durante Kreuk Ltd., provided a brief presentation, noting that: (i) the parking layout will be updated to include small car spaces and an electric vehicle charging station; and (ii) a wide walkway with seating will be included.

Staff supported the Development Permit application and advised that staff have worked with the applicant on aspects of: (i) pedestrian and mobility access to the site; (ii) landscaping upgrades; and (iii) adding an electric vehicle charging station.

In reply to Panel queries, Mr. Gordon and Mr. Fisch advised:

- Renovation of other buildings in the site will be completed in stages.
- Renovations will include updates to the façade and overhang, addition of glazing and repainting parking space lines to accommodate new parking spaces.
- Accessibility and sustainability features will include: (i) widening of the sidewalk; (ii) increasing planting in the area; and (iii) installing an electric vehicle recharging station.

In reply to Panel queries, staff noted that the proposal meets the requirements for the number of parking spaces, as well as the ratio of small vehicle and regular vehicle parking spaces.

David Porte and Daniel Bar-Dayana, of Porte Realty Ltd., submitted correspondence to the Panel from businesses in the area and addressed the Panel expressing concerns regarding:

- The proposal may restrict visibility of and connectivity to the adjacent buildings.
- The proposed design does not reflect the retail nature of the adjacent buildings.
- Visibility restrictions may negatively affect tenants of the adjacent building.

- The proposed design may restrict access, lead to traffic congestion, may restrict access to the adjacent loading bay and compromise pedestrian safety.

Alex Cairns, of Cushman and Wakefield, addressed the Panel, expressing concern that the proposal may restrict access to adjacent buildings and negatively impact traffic.

As a result of discussion, the application was referred back to staff to examine: (i) enhancements to urban design and architectural form and character that would improve integration with other buildings on the site and accessibility to neighbouring sites; (ii) changes to the location and ratio of small vehicle and regular vehicle parking spaces; and (iii) options to include the renovation of the entire site in the Development Permit.

At the April 15, 2015 Development Permit Panel meeting, Architect, Alan Nakaska, of Kasian Architecture, Mr. Fisch and Mr. Babul, provided a brief presentation, including:

- The revised design incorporates a similar architectural design and uses the same building materials and colour schemes as the existing development.
- The proposed building area was reduced, the north frontage was reduced by 8 ft., glazing was added along the south façade, and a glass canopy is proposed.
- 432 vehicle parking stalls are proposed and will include a more equitable distribution of small vehicle stalls throughout the site.
- The proposed public plaza has been enlarged and will be multi-functional.
- There would be a wide sidewalk and a landscape strip along the east side of the addition and landscaped screen along the south side of the addition.
- The applicant proposed way-finding signs and aligned drive aisles in order to address concerns expressed by the adjacent business owners however, no agreement was reached.

Staff supported the Development Permit application and thanked the applicant for their efforts in working with staff to address the urban design concerns.

Correspondence was submitted to the Development Permit Panel regarding the application.

Neighbouring business owner, Beth Lee, addressed the Panel expressing concern regarding: (i) visual obstruction of neighbouring businesses; (ii) increased truck traffic; and (iii) parking.

Neighbouring business owner, Johnny Ahmed, addressed the Panel expressing concern regarding available parking and business signage.

In response to Panel queries, Mr. Nakaska and Mr. Babul advised:

- Efforts were made to minimize visual obstruction to the adjacent property.
- The proposed loading area can be accessed entirely within the site.
- Historical bylaws at the time of design, as well as tenant preference, required specific dimensions for the proposed loading area. Due to the required dimensions, the area behind the proposed addition is the optimal location for the loading area.

- The applicant and Porte Realty Ltd. agree on the relocation of the access easement, however, are unable to agree on other aspects of the proposed application.
- Relocating the loading area and reconfiguring the proposed addition towards the west would result in loss of frontage and reduced exposure for future tenants.
- A hydro kiosk is located along the western property line and reconfiguring the drive aisle at to the loading area could reduce vehicle parking space for adjacent business owners.
- The applicant is willing to relocate the access easement and provide way-finding signs that meet City regulations at the applicant's cost.

In response to Panel queries, staff advised that: (i) the Zoning Bylaw does not require the loading area to be behind the building; (ii) the pedestrian connection is part of the Development Permit; (iii) way-finding signs are permitted and may be provided by the applicant; and (iv) staff can gather information with regard to the final agreement between the applicant and adjacent property owners prior to forwarding the application to Council.

The applicant was directed to consult with Porte Realty Ltd. on the relocation of the access easement and the installation of way-finding signs and the pedestrian connection.

Subsequent to the meeting, the applicant and adjacent neighbour reached an agreement to relocate the cross-access easement to provide a more direct access between the two (2) sites and to install way-finding signage. Accordingly, the applicant submitted revised Development Permit plans to identify the relocated easement and the location of the directional signage.

The Panel recommends that the Permit be issued.