



Planning Committee

Anderson Room, City Hall
6911 No. 3 Road

Tuesday, February 7, 2012
4:00 p.m.

Pg. # ITEM

MINUTES

PLN-5 *Motion to adopt the minutes of the meeting of the Planning Committee held on Tuesday, January 17, 2012.*



NEXT COMMITTEE MEETING DATE

Tuesday, February 21, 2012, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DEPARTMENT

PLN-25 1. **AFFORDABLE HOUSING STRATEGY: 2012 ANNUAL REVIEW OF INCOME THRESHOLDS AND AFFORDABLE RENT RATES**
(File Ref. No. ;No. 3454334)

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See Page **PLN-25** of the Planning agenda for full hardcopy report

Designated Speaker: Dena Kae Beno

STAFF RECOMMENDATION

That amendments to the Richmond Affordable Housing Strategy dated May 9, 2007, as amended, (the “Richmond Affordable Housing Strategy”) as outlined in Attachment 1 of the report dated January 10, 2012 from the General Manager of Community Services entitled “Affordable Housing Strategy: 2012 Annual Review of Income Thresholds and Affordable Rent Rates”, be approved as Addendum No. 3 to the Richmond Affordable Housing Strategy.



PLN-31 2. 2012 - 2015 RICHMOND INTERCULTURAL STRATEGIC PLAN AND WORK PROGRAM

(File Ref. No.) (REDMS No. 3427629)

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See Page **PLN-31** of the Planning agenda for full hardcopy report

Designated Speaker: Alan Hill

STAFF RECOMMENDATION

That the 2012-2015 Richmond Intercultural Strategic Plan and Work Program (Attachment 1) be approved.



PLANNING AND DEVELOPMENT DEPARTMENT

PLN-53 3. APPLICATION BY JAGTAR & SHINGARA KANDOLA FOR REZONING AT 10580 RIVER DRIVE FROM SINGLE FAMILY (RS1/D) TO SINGLE DETACHED (RS2/C)

(File Ref. No. 12-8060-20-8849, **RZ 11-594227**) (REDMS No. 3417674)

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See Page **PLN-53** of the Planning agenda for full hardcopy report

Designated Speaker: Brian J. Jackson

STAFF RECOMMENDATION

That Bylaw No. 8849, for the rezoning of 10580 River Drive from “Single Family (RS1/D)” to “Single Detached (RS2/C)”, be introduced and given first reading.



PLN-69 4. APPLICATION BY ROBERT KIRK FOR REZONING AT 11291 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)

(File Ref. No. 12-8060-20-8852, **RZ 11-587549**) (REDMS No. 3424625)

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See Page **PLN-69** of the Planning agenda for full hardcopy report

Designated Speaker: Brian J. Jackson

STAFF RECOMMENDATION

That Bylaw No. 8852, for the rezoning of 11291 Williams Road from “Single Detached (RS1/E)” to “Compact Single Detached (RC2)”, be introduced and given first reading.



PLN-81 5. TELECOMMUNICATION ANTENNA CONSULTATION AND SITING PROTOCOL

(File Ref. No. 08-4040-01) (REDMS No. 3443379)

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See Page **PLN-81** of the Planning agenda for full hardcopy report

Designated Speaker: Brian J. Jackson

STAFF RECOMMENDATION

That:

- (1) The proposed Telecommunication Antenna Consultation and Siting Protocol be adopted as a Council Policy to guide the City’s review of telecommunication antenna proposals and to facilitate commenting to telecommunication antenna proponents and Industry Canada under the Federal Radiocommunication Act as set out in the staff report entitled “Telecommunication Antenna Consultation and Siting Protocol” dated January 18, 2012;*
- (2) Staff be directed to prepare the proposed amendments to Zoning Bylaw 8500 as set out in the above staff report for future consideration by Council; and*
- (3) Staff be directed to prepare an amendment to Development Application Fee Bylaw 7984 to include an application fee to cover the cost of processing applications under the proposed Telecommunication Antenna Consultation and Siting Protocol as set out in the above staff report for future consideration by Council.*



6. **MANAGER'S REPORT**

ADJOURNMENT





Planning Committee

Date: Tuesday, January 17, 2012

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Chak Au
Councillor Linda Barnes
Councillor Harold Steves
Mayor Malcolm Brodie (arrived at 4:26 p.m.)

Absent: Councillor Evelina Halsey-Brandt, Vice-Chair

Also Present: Councillor Linda McPhail

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on Wednesday, December 7, 2011 be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, February 7, 2012, (tentative date) at 4:00 p.m. in the Anderson Room

Committee agreed to alter the order of the Agenda, and to discuss Items 12, 13, 14 and 15, before discussing Item 1 and the remainder of the agenda items.

COMMUNITY SERVICES DEPARTMENT

12. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE
2011 ANNUAL REPORT AND 2012 WORK PROGRAM**
(File Ref. No.) (REDMS No. 3433597)

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Lesley Sherlock, Social Planner was joined by Rick Dubras and Brenda Plant Co-Chairs of the Richmond Community Services Advisory Committee (RCSAC).

The Chair commended the RCSAC on the key action areas accomplished in 2011.

It was moved and seconded

That, as per the General Manager of Community Services' report dated December 16, 2011, entitled "Richmond Community Services Advisory Committee 2011 Annual Report and 2012 Work Program", the Richmond Community Services Advisory Committee's 2011 Work Program be approved.

CARRIED

13. CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2011 ANNUAL REPORT AND 2012 WORK PROGRAM

(File Ref. No.) (REDMS No. 3428025)

In response to a query, Linda Shirley, Chair of the Child Care Development Advisory Committee, responded that: (i) a City Child Care coordinator staff position is critical in order to be able to make child care in Richmond function cohesively; and (ii) funding would be required before the position was viable.

Committee commended the Child Care Development Advisory Committee on their activities.

It was moved and seconded

That, as per the General Manager of Community Services' report dated December 13, 2011, "Child Care Development Advisory Committee: 2011 Annual Report and 2012 Work Program", the Child Care Development Advisory Committee 2012 Work Program be approved.

CARRIED

14. RICHMOND SENIORS ADVISORY COMMITTEE 2011 ANNUAL REPORT AND 2012 WORK PROGRAM

(File Ref. No.) (REDMS No. 3430457)

Aileen Cormack, outgoing Chair of the Richmond Seniors Advisory Committee, advised that she, Olive Bassett and Doug Symons had all shared the Chair's position throughout 2011. She then introduced incoming Committee Chair Kathleen Holmes.

A brief discussion took place between Ms. Cormack and Committee and especially regarding: (i) a Senior's Fair for 2012; (ii) how best to address issues related to the isolation of seniors in the community as well as adult day care services; and (iii) the Richmond's Seniors Advisory Committee being asked by Delta, and Ladysmith on Vancouver Island, for information on how to establish their own Seniors Advisory Committees.

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Committee commended the Child Care Development Advisory Committee on their activities.

It was moved and seconded

That, as per the General Manager of Community Services report dated December 13, 2011, "Richmond Seniors Advisory Committee 2011 Annual Report and 2012 Work Program", the Richmond Seniors Advisory Committee's 2012 Work Program be approved.

CARRIED

15. 2011 ANNUAL REPORT AND 2012 WORK PROGRAM: RICHMOND INTERCULTURAL ADVISORY COMMITTEE

(File Ref. No.) (REDMS No. 3418924)

Alan Hill, Cultural Diversity Coordinator, was accompanied by Christopher Chan, Vice-Chair of the Richmond Intercultural Advisory Committee.

A brief discussion ensued between Mr. Hill and Mr. Chan and Committee regarding: (i) how the Intercultural Advisory Committee could manage with the budget it currently has; (ii) how a sub-committee would be created to work in the specific area of civic and community affairs; and (iii) the model United Nations project.

The Chair commended the Richmond Intercultural Advisory Committee on its 2011 accomplishments.

It was moved and seconded

That, as per the General Manager, Community Services report dated January 3, 2012 entitled "2011 Annual Report and 2012 Work Program: Richmond Intercultural Advisory Committee", the Richmond Intercultural Advisory Committee 2011 Annual Report and 2012 Work Program (Attachment 1) be approved.

CARRIED

PLANNING & DEVELOPMENT DEPARTMENT

1. APPLICATION BY HARPREET JOHAL FOR A REZONING AT 10131 BRIDGEPORT ROAD FROM SINGLE DETACHED (RS1/D) TO COACH HOUSES (RCH)

(File Ref. No. 12-8060-20-8836, RZ 11-578325) (REDMS No. 3406432)

In response to a query in reference to the staff report that will propose options regarding form and character guidelines for coach houses and granny flats in Burkeville, Brian J. Jackson, Director of Development advised that Burkeville has different zoning bylaw regulations than those proposed here.

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Brian Cray, 10651 Bridgeport Road, addressed Committee and advised that he did not oppose the application for redevelopment at 10131 Bridgeport Road, but he queried how it affects his property, at the corner of Bridgeport and McKessock Avenue.

A brief discussion regarding lots sizes on streets near the subject site ensued, after which the Chair recommended that Mr. Cray and Mr. Jackson meet to discuss the matter further.

Mr. Jackson provided Mr. Cray with his contact information.

(Mayor Malcolm Brodie arrived at 4:26 p.m.)

It was moved and seconded

(1) *That the following recommendation be forwarded to Public Hearing:*

(a) *Single-Family Lot Size Policy 5448 for the area bounded by Bridgeport Road on the south, River Drive on the north, Shell Road on the east and No. 4 Road on the west (Section 23-5-6), adopted by Council on September 16, 1991, be amended to permit:*

(b) *Properties along Bridgeport Road between No. 4 Road and McKessock Avenue to rezone and subdivide in accordance with the provisions of Compact Single Detached (RC2) or Coach Houses (RCH) provided there is lane access (as shown on Attachment 3 to the report dated November 15, 2011 from the Director of Development); and*

(2) *That Bylaw No. 8836, for the rezoning of 10131 Bridgeport Road from "Single Detached (RS1/D)" to "Coach Houses (RCH)", be introduced and given first reading.*

CARRIED

2. APPLICATION BY RUMI MISTRY FOR REZONING AT 10380 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)

(File Ref. No. 12-8060-20-8850, RZ 11-591646) (REDMS No. 3418237)

It was moved and seconded

That Bylaw No.8850, for the rezoning of 10380 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

CARRIED

3. APPLICATION BY RANJIT POONI FOR REZONING AT 9271 FRANCIS ROAD FROM SINGLE DETACHED (RS1/C) TO COMPACT SINGLE DETACHED (RC2)

(File Ref. No. 12-8060-20-8851, RZ 11-581922) (REDMS No. 3420594)

It was moved and seconded

That Bylaw No.8851, for the rezoning of 9271 Francis Road from "Single Detached (RS1/C)" to "Compact Single Detached (RC2)", be introduced and given first reading.

CARRIED

4. APPLICATION BY 0754999 BC LTD. FOR REZONING AT 8800, 8820, 8840, 8880, 8900, 8920, 8940 AND 8960 PATTERSON ROAD AND 3240, 3260, 3280, 3320 AND 3340 SEXSMITH ROAD FROM SINGLE DETACHED (RS1/F) TO HIGH RISE APARTMENT AND ARTIST RESIDENTIAL TENANCY STUDIO UNITS (ZHR10) – CAPSTAN VILLAGE (CITY CENTRE)

(File Ref. No. 12-8060-20-8837/8838/8839/8840, RZ 06-349722) (REDMS No. 3433683)

Mr. Jackson presented details of the proposal, a major contribution to the community, for the construction of a high-rise, high-density, multi-family development in the Capstan Village area of the City Centre. He drew attention to:

- of the 1,245 dwellings proposed, 61 are affordable units, with an additional 20 affordable housing units in the form of artist residential tenancy studio units;
- the development of a new 2.6 acre park;
- the applicant's financial contribution in excess of \$9 million to cover some of the construction costs of the future Capstan Station for the CanadaLine;
- a financial contribution for public art;
- the developer will build 100% of the development to facilitate its connection to the District Energy Utility system;
- the Leadership in Energy and Environmental Design (LEED) silver standard will be met; and
- many of the buildings will feature a type of green roof.

Discussion ensued between Committee, Mr. Jackson, and Suzanne Carter-Huffman, Senior Planner/Urban Design, and in particular regarding:

- the CanadaLine's Capstan Station funding strategy proposal;
- the applicant's phasing plans for the development;
- the impact of a development of this size on the surrounding area;

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- the example set for other developers in the Capstan Village area by the concessions made for this high density development;
- all Official Community Plan (OCP) and City Centre Area Plan (CCAP) conditions have been met by the applicant for this proposed development;
- the unique nature of the proposed Artist Residential Tenancy Studio (ARTS) units, the need for them as expressed by the City's artist community, and the means by which artists will be chosen to occupy the units;
- a legally binding agreement will guarantee all of the planned affordable housing units in the proposed development; and
- the requirements for the proposed green roof elements.

Further information was provided by Peter Webb, Senior Vice-President, Development, Concord Pacific Developments Inc., accompanied by Amela Brudar, Principal, GBL Architects, and especially on:

- indoor amenity space, outdoor amenity space, the public park, and the temporary public park;
- the overall development of the quarter section, bounded by No. 3 Road, Sexsmith Road, Patterson Road and Cambie Street;
- how the developer predicts the market will respond to the availability of the 1,245 new residential units
- the ARTS units are ground floor and each includes a large, almost two-storey open/studio space; and
- the developer would retain management of the affordable rental units, and is prepared to enter into discussion with groups that work with low income earners.

Thomas Leung, 6431 Juniper Drive, advised that his company was Western Construction, Odlin Drive, Richmond, and that he worked on an earlier development application, in partnership with Concord Pacific Developments and Pinnacle International, for the subject site. He advised that ultimately that earlier project, named Sun-Tech, failed to materialize.

Mr. Leung provided detailed information regarding the reasons for the 2009 demise of the earlier development application, and expressed concern with the proposed development, and how he wished to protect his remaining interest in the site, and to protect the interests of Richmond.

Mr. Leung asked Committee to allow him to participate in the planning and development process of the Capstan Village site.

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He concluded his remarks by requesting that Committee: (i) send the Concord Pacific Development application, along with the Pinnacle International application that was to be discussed as Item 5 on the Agenda, back to staff; (ii) have staff prepare a detailed master plan for the Capstan Village site; (iii) include him in the planning process; and (iv) direct that Western Construction, Concord and Pinnacle agree in writing on the master plan he proposes be undertaken.

As a result of Mr. Leung's comments and references to various lot parcels in Capstan Village, staff was asked by Committee to use display boards to clarify the comments Mr. Leung made. Staff provided information regarding the history of the proposals for the development of the subject site.

Mr. Jackson stated that in the past Concord Pacific Developments and Pinnacle International have made applications that have not come to fruition, but that the proposals presented by the individual developers on the Agenda (Items 4 and 5) allow the two developers to proceed independently, and still provide the opportunity for them to work together in the future.

Ms. Carter-Huffman then provided background information on the Sun-Tech proposal, referred to by Mr. Leung.

Discussion then turned to the proposed funding strategy that would ensure the completion of the Capstan Station.

Mr. Jackson advised that upon completion, the Capstan Village would include up to 6,500 residential units, as a result of many developers, including Concord Pacific and Pinnacle International, stepping forward with applications, and staff is confident that the Capstan Station funding strategy will be a success with so many developers involved.

Mr. Webb addressed Committee and provided further background on the issue of the failed Sun-Tech development, and advised that Concord Pacific's interest was 95%, with Western Construction's interest at 5%.

Mr. Webb stated that Mr. Leung has asked that Concord Pacific buy out his share of the site.

Mr. Webb further stated that Concord's development plan covers 28% of the current Capstan Village lands, and Pinnacle International's covers 72%.

Discussion continued between Mr. Webb and Committee regarding: (i) market economies; (ii) various scenarios for Capstan Village; and (iii) piecemeal development versus co-ordinated development.

Willa Walsh, 3800 Raymond Avenue, addressed Committee and advised that she and other members of the Richmond Art Commission were in attendance at the meeting to express support for the proposed ARTS Units.

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Ms. Walsh expressed enthusiasm for the idea of live/work spaces for artists who live in Richmond, and for artists who may have moved away from Richmond, but could be lured back to the City by the prospect of this type of affordable units.

A brief discussion ensued between Ms. Walsh, Committee and staff, and advice was provided that Concord Pacific Developments had worked with, and would continue to work with, City arts staff, with regard to the ARTS units.

It was moved and seconded

(1) *That Bylaw No. 8837, to amend the Richmond Official Community Plan, Schedule 2.10 (City Centre), to facilitate the implementation of a funding strategy for the construction of the future Capstan Canada Line station, by:*

- (a) *Inserting in Section 4.0, density bonus policy applicable to developments that voluntarily contribute funds towards the construction of the Capstan Canada Line station and provide additional park, together with a definition for Capstan Station Bonus in Appendix 1;*
- (b) *Inserting the Overlay Boundary – Capstan Station Bonus Map (2031) and inserting the Capstan Station Bonus Map boundary in the Generalized Land Use Map (2031), Specific Land Use Map: Capstan Village (2031), and reference maps throughout the Plan; and*
- (c) *Making related Plan amendments providing for rezoning to proceed in Capstan Village on the basis of the Capstan Station Bonus density bonus policy;*

be introduced and given first reading.

(2) *That Bylaw No. 8838, to amend the Richmond Official Community Plan, as amended by Official Community Plan Amendment Bylaw No. 8837, to facilitate the construction of multiple-family residential and related uses on the subject site, by:*

- (a) *In Schedule 1, amending the existing land use designation in Attachment 1 (Generalized Land Use Map) to relocate “Public and Open Space Use” in respect to the subject site; and*
- (b) *In Schedule 2.10 (City Centre), amending the existing land use designation in the Generalized Land Use Map (2031), Specific Land Use Map: Capstan Village (2031), and reference maps throughout the Plan to relocate park within the block bounded by Sexsmith Road, Sea Island Way, Garden City Road, and Capstan Way and designate the subject site as “Institution”, together with related minor map and text amendments;*

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be introduced and given first reading.

- (3) *That Bylaw No. 8837 and Bylaw No. 8838, 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 deemed to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act.

- (4) *That Bylaw No. 8837 and Bylaw No. 8838, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, be referred to the:*

- (a) Vancouver International Airport Authority; and*
- (b) Board of Education, School District No. 38 (Richmond);*

- (5) *That Bylaw No. 8839, to amend the Richmond Zoning Bylaw No. 8500, to facilitate the implementation of a funding strategy for the construction of the future Capstan Canada Line station, by:*

- (a) Inserting Section 5.19, Capstan Station Specific Use Regulations, in respect to developer contributions to the Capstan station reserve, and related text amendments; and*
- (b) Inserting "RCL4" and "RCL5" in the "Residential/Limited Commercial (RCL)" zone to provide for a density bonus that would be used for rezoning applications in the Capstan Station Bonus Map area designated by the City Centre Area Plan to achieve City objectives in respect to the Capstan Canada Line station;*

be introduced and given first reading.

- (6) *That Bylaw No. 8840, to amend the Richmond Zoning Bylaw No. 8500 as amended by Zoning Amendment Bylaw No. 8839, to create "High Rise Apartment and Artist Residential Tenancy Studio Units (ZHR10) – Capstan Village (City Centre)" and for the rezoning of 8800, 8820, 8840, 8880, 8900, 8920, 8940, and 8960 Patterson Road and 3240, 3260, 3280, 3320, and 3340 Sexsmith Road from "Single Detached (RS1/F)" to "High Rise Apartment and Artist Residential Tenancy Studio Units (ZHR10) – Capstan Village (City Centre)", be introduced and given first reading.*

The question on the motion was not called, and a brief discussion regarding the idea of a master plan for Capstan Village ensued. The question on the motion was then called and it was **CARRIED**.

5. APPLICATION BY PINNACLE INTERNATIONAL (RICHMOND) PLAZA INC. FOR REZONING AT 3391 AND 3411 SEXSMITH ROAD FROM "SINGLE DETACHED (RS1/F)", TOGETHER WITH A PORTION OF UNOPENED CITY LANE ON THE NORTH SIDE OF CAPSTAN WAY BETWEEN SEXSMITH ROAD AND NO. 3 ROAD, TO "RESIDENTIAL/LIMITED COMMERCIAL (RCL4)"

(File Ref. No. 12-8060-20-8841/8842 RZ No. 10-544729 No.3414179)

Mr. Jackson presented details of the proposal, a major contribution to the community, for the construction of a high-rise, high-density, multi-family project in the Capstan Village area of the City Centre. He drew attention to:

- of the proposed 200 residential units, 13 are affordable rental housing units;
- the applicant's conceptual master plan for the block, bounded by Sexsmith Road, No. 3 Road and Capstan Way, provides information for a new park, one that faces No. 3 Road;
- the developer will build the development to facilitate its connection to the District Energy Utility system;
- Silver LEED standards will be met; and
- all requirements of the OCP and CCAP have been met.

Mr. Jackson concluded his remarks by noting that with the Pinnacle International application now under discussion, a framework has been created that brings the two partners together.

A brief discussion took place between Committee and staff regarding: (i) matters related to how the Richmond School Board and City staff communicate and work together to ensure that enough spaces for school students are available; and (ii) the financial public art contribution is earmarked for future public art in the new neighbourhood park as well as at the future Capstan Station.

John Bingham, Architect, Partner, Bingham + Hill Architects, and Michael De Cotiis, CEO and President, Pinnacle International entered into discussion with staff and Committee regarding:

- how the developer can achieve the height and density requirements, as set out in the CCAP;
- how a developer, such as Concord or Pinnacle use a phased approach to build out a major project, and phasing will take into account the establishment of the fundamental design elements of the Capstan Village area as a whole;
- road works include widening along Capstan Way and Sexsmith Road, together with various related improvements;
- the development proposes to comply with the CCAP and Capstan station bonus-related policies;

- the provision of a temporary park to ensure the timely provision of adequate public open space; and
- the accessible nature of the proposed green roof elements.

With regard to the Sun-Tech application, staff advised that it pre-dated the CCAP, the Affordable Housing Strategy, and other Council-approved policies, and that the Concord and Pinnacle applications under discussion must now comply with approved initiatives and policies that have been adopted, and that apply to all developers.

It was moved and seconded

- (1) *That Bylaw No. 8841, to amend the Richmond Official Community Plan, as amended by Official Community Plan Amendment Bylaw No. 8837, to facilitate the construction of multiple-family residential and related uses on the subject site, by:*

- (a) *In Schedule 1, amending the existing land use designation in Attachment 1 (Generalized Land Use Map) to relocate "Public and Open Space Use" in the area bounded by Capstan Way, No. 3 Road, Sea Island Way, and Sexsmith Road; and*
- (b) *In Schedule 2.10 (City Centre), amending the existing land use designation in the Generalized Land Use Map (2031), Specific Land Use Map: Capstan Village (2031), and reference maps throughout the Plan to relocate areas designated for park and road purposes within the block bounded by Capstan Way, No. 3 Road, Sea Island Way, and Sexsmith Road, together with related minor map and text amendments;*

be introduced and given first reading.

- (2) *That Bylaw No. 8841, 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;*

is hereby deemed to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act.

- (3) *That Bylaw No. 8841, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, be referred to the:*

- (a) *Vancouver International Airport Authority; and*
- (b) *Board of Education, School District No. 38 (Richmond);*

for comment on or before Public Hearing on February 20, 2012 on OCP Amendment Bylaw No. 8841.

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- (4) *That Bylaw No. 8842, to rezone 3391 and 3411 Sexsmith Road from "Single Detached (RS1/F)", together with a portion of unopened City lane on the north side of Capstan Way between Sexsmith Road and No. 3 Road, to "Residential/Limited Commercial (RCL4)", as amended by Zoning Amendment Bylaw No. 8839, be introduced and given first reading.*

CARRIED

At 6:03 p.m. the Chair recessed the meeting, and advised that Committee would reconvene at 6:30 p.m.

6. **APPLICATION BY ORIS DEVELOPMENT (KAWAKI) CORP. FOR AN OCP AMENDMENT TO LONDON/PRINCESS SUB AREA PLAN AND FOR REZONING AT 6160 LONDON ROAD AND 13100, 13120, 13140, 13160 AND 13200 NO. 2 ROAD FROM "LIGHT INDUSTRIAL (IL)" TO "COMMERCIAL/MIXED USE (ZMU20) – LONDON LANDING (STEVESTON)" AND "SCHOOL & INSTITUTIONAL (SI)"**
(File Ref. No. 12-8060-20-8817/8818, RZ 09-466062) (REDMS No. 3448508)

Mr. Jackson provided background information regarding the proposed mixed-use development, containing approximately 80 apartments, including 10 live/work units, and ground level commercial space, in the London Landing neighbourhood of Steveston.

Mr. Jackson noted that:

- the parking plan includes 200 stalls;
- the project includes a land exchange with the City;
- the applicant is making a monetary contribution to the Affordable Housing Reserve Fund; and
- the applicant will be responsible for the cost of development of: (i) a new waterfront public park; (ii) associated dyke realignment/upgrading; and (iii) and relocation and development of the City's Dirt Bike Terrain Park in a location other than the one it occupies at the present time.

Dana Westermarck, Oris Development (Kawaki) Corp., was available to answer Committee's queries. A brief discussion ensued among Mr. Westermarck, Committee and Dave Semple, General Manager, Parks, Recreation and Cultural Services regarding:

- staff is examining a number of potential locations for the Dirt Bike Terrain Park, and will report back; and
- components of the planned dyke realignment/upgrading.

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It was moved and seconded

- (1) *That Bylaw No. 8817, to redesignate 13100, 13120 and 3140 No. 2 Road from "Use to be Determined" and "Public Open Space" to "Mixed-Use", and to redesignate the southern portion of 6160 London Road from "Mixed-Use" to "Public Open Space" in the London/Princess Land Use Map in Schedule 2.4 of the Official Community Plan Bylaw 7100 (Steveston Area Plan), be introduced and given first reading;*
- (2) *That Bylaw No. 8817, 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**is hereby deemed to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act;*
- (3) *That Bylaw No. 8817, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby deemed not to require further consultation;*
- (4) *That Bylaw No. 8818, to create "Commercial/Mixed-Use (ZMU20) – London Landing (Steveston)" and for the rezoning of 13100, 13120 and 13140 No. 2 Road and the northern portion of 6160 London Road, from "Light Industrial (IL)" to "Commercial/Mixed Use (ZMU20) – London Landing (Steveston)", and for the rezoning of 13160, 13200 No. 2 Road and southern portion of 6160 London Road from "Light Industrial (IL)" to "School & Institutional (SI)" be introduced and given first reading; and*
- (5) *That staff be directed to take the required steps to redesignate that portion of FREMP Management Unit II-29 approximately between the western property boundary of 6240 Dyke Road and the western boundary of No. 2 Road within the FREMP-Richmond Area Designation Agreement from "Icw" (Industrial-Conservation-Water Oriented Residential/Commercial) to "Rcw" (Recreation/Park-Conservation-Water Oriented Residential/Commercial); and.*
- (6) *That the net funds from the land transactions be transferred to an account which would be specifically intended for Arts, Culture and Heritage capital purposes.*

CARRIED

7. FARM BASED WINERIES – POSSIBLE OPTIONS FOR ZONING REGULATION

(File Ref. No. 08-4040-01; 12-8060-20-8860) (REDMS No. 3434333)

Mr. Jackson noted that staff provided the possible options for farm-based winery zoning regulation to the Richmond Agriculture Advisory Committee (AAC) on two occasions to gain guidance from the farming community. He commented that staff was presenting Committee with three options for consideration for Richmond's farm-based winery provisions.

A brief discussion ensued and in particular regarding the following:

- the AAC supports option 3, which outlines an overall size limit on all wineries;
- accessory uses, such as retail, tasting rooms, and indoor lounges, that are different from winery processing and storage uses;
- the differences between a "class 1" and "class 2" winery;
- the bylaw under which farm-based wineries in Richmond have, until now, been able to function; and
- policies regarding wine making, and wine point of sale.

It was moved and seconded

That Bylaw No. 8860, to amend the definition of "farm-based winery" and to include specific use regulations limiting their size, be introduced and given first reading.

CARRIED

8. APPLICATION BY SANFORD DESIGN GROUP FOR AGRICULTURAL LAND RESERVE NON FARM USE AT 16880 WESTMINSTER HIGHWAY (LULU ISLAND WINERY)

(File Ref. No.; AG 11-579881) (REDMS No. 3434363)

Mr. Jackson advised that the application for a non-farm use for an indoor lounge, and an outdoor patio. The applicant consulted the neighbours to the west of their Westminster Highway property.

Discussion ensued between Committee and staff on:

- the City's Agricultural Advisory Committee's deliberations when the application was presented to them; four Committee members were in favour and four Committee members were opposed to a motion to refer the application back to staff for further review, and the motion failed as a result of the tie vote;
- to ensure the applicant does not use the indoor lounge as a banquet space, the City is recommending that there be a covenant on the title to ensure banquet uses are restricted;

Planning Committee

Tuesday, January 17, 2012

- the origin of the farm product the Lulu Island Winery uses in their products.

It was moved and seconded

That:

- (1) *authorization for Sanford Design Group, on behalf of Lulu Island Winery, to apply to the Agricultural Land Commission for a non-farm use for the purposes of developing a food and beverage service lounge as an accessory use to the existing farm-based winery facility at 16880 Westminster Highway be granted;*
- (2) *Richmond City Council recommend to the Agricultural Land Commission for the registration of a legal agreement on title that prohibits use of the proposed accessory food and beverage service lounge and existing farm-based winery facility as a banquet hall or stand-alone event hosting venue as part of the Agricultural Land Commission's review of the non-farm use application; and*
- (3) *Lulu Island Winery undertake consultation with neighbouring properties regarding the food and beverage service lounge proposal and the findings be reported out to Richmond City Council prior to advancing the non-farm use application to the Agricultural Land Commission.*

The question on the motion was not called as further discussion ensued between Committee and staff regarding:

- the impact the lounge/patio would have on transportation in the area;
- the seating capacity of the lounge/patio, as well as number of parking stalls available on the site;
- the safety of access and exit routes on the site;
- the hours of operation for the lounge/patio; and
- the applicant, not an independent operator, will run the lounge/patio.

Harvey Fuller, Architect, Sanford Design Group, addressed Committee and advised that the seating capacity was 64 for the indoor lounge and 62 for the patio.

Discussion ensued between Mr. Fuller, staff, and Committee and the following advice was provided:

- the number of parking stalls will increase by over 20 spaces when the applicant installs more seating in the indoor lounge and outdoor patio;
- it is anticipated there is a relationship between the hours of operation of the winery business, and the hours of operation of the lounge/patio; and

Planning Committee

Tuesday, January 17, 2012

- motor coaches have designated parking spaces in addition to off-street parking for the lounge, and if there is overflow parking of cars, the applicant has made shuttle arrangements.

The question on the motion was then called and it was **CARRIED** with Cllr. Harold Steves **OPPOSED**.

9. **TRUCK PARKING ON PROPERTIES ON RIVER ROAD EAST OF NO. 6 ROAD**

(File Ref. No. 08-4040-01) (REDMS No. 3434401)

Mr. Jackson provided background material regarding Council's referral to research truck activity on River Road, to review the interim truck parking strategy, and other trucking issues. Mr. Jackson noted that a comprehensive average daily traffic volume study was done, and the results show a low volume of truck traffic on River Road.

Mr. Jackson also remarked that there is not a lot of land in Richmond for truck parking, and stated that officials at the Metro Port lands are not supportive of allowing trucks to park on their land.

Discussion ensued between staff and Committee on:

- staff has received applications from River Road land owners for commercial vehicle parking and storage;
- the potential for truck parking on industrial zoned land; and
- some refrigerated trucks run their engines all night, and other trucks contribute to contamination with oil drips.

Brian Daniel, 2201 Cook Road, addressed Committee and spoke on behalf of owners of 16700 River Road. He noted that the River Road address had been removed from the Agricultural Land Reserve and that it had no further agricultural value.

The owners of 16700 River Road support the staff recommendation to continue with a short-term action plan, with monitoring, with regard to commercial vehicle parking and storage. The owners want to develop their property for vehicle parking and storage have been withholding their application, but have moved ahead with a landscaping plan.

Further discussion ensued between Committee and staff and advice was provided regarding: (i) the exact locations on River Road with applications pending; and (ii) the location on River Road of the Agri-Industrial Service Area, as identified by the Agriculture Land Reserve.

As a result of the discussion a suggestion was made that Parts (1) and (2) of the staff recommendation be a separate motion from Parts (3) and (4). As a result of the suggestion the following **motion** was introduced:

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It was moved and seconded

That:

- (1) *the "Interim Truck Parking Action Plan" (Interim Action Plan), as amended by Council in February 2008, be continued until the end of 2012 to allow for consideration of further rezoning applications for commercial vehicle parking and storage within the plan area in the 16000 Block of River Road;*
- (2) *a daily traffic count be undertaken over two (2) one-week periods on No. 7 Road (between Bridgeport Road and River Road) and on River Road (East of Nelson Road) in 2012 either by the City or by future applicants' consultants, to the satisfaction of City staff, as part of rezoning applications that facilitate commercial vehicle parking and storage within the Plan Area;*

CARRIED

Committee then agreed that Parts (3) and (4) of the staff recommendation be referred back to staff. The following **referral** motion was then introduced:

It was moved and seconded

That:

- (3) *staff report back to Planning Committee with an update on such daily traffic count trends by the end of 2012 to consider the option of amending the Interim Action Plan to allow only commercial outdoor storage and not commercial vehicle parking in the short term, depending upon the City's review of traffic counts in 2012; and*
- (4) *the existing 1999 OCP "Business and Industry" designation and policies allowing for a range of long-term intensive industrial uses for the 16000 block of River Road as well as the agri-industrial uses set out in the Long-Term Action Plan be considered for inclusion in the proposed, updated OCP.*

CARRIED

OPPOSED: Cllrs. Harold Steves
Chak Au

10. **HAMILTON AREA PLAN – COMMITTEE UPDATE #1 – CLARIFIED TERMS OF REFERENCE, WORK PLAN AND TIMELINE**

(File Ref. No.) (REDMS No. 3438210)

Terry Crowe, Manager, Policy Planning, stated that the report presents: (i) an update on minor clarifications to the City's Terms of Reference for the Hamilton Area Plan Update; (ii) a summary of the clarified Work Plan; and (iii) the timeline to undertake the process, under the City's direction.

Mr. Crowe noted that City staff will undertake consultations with the City of New Westminster staff, New Westminster School Board staff and Queensborough residents.

A brief discussion ensued between Committee and staff, and in particular:

- the proposed community survey will be distributed to each household in the Hamilton neighbourhood;
- consultation is being sought from Queensborough residents to get an idea of what they want to see particularly in Area 2; and
- ensuring that expectations, especially with regard to transportation improvements, are realistic and balanced with what can be delivered.

It was moved and seconded

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

CARRIED

11. REVIEW OF THE NO. 5 ROAD BACKLANDS POLICY

(File Ref. No. 08-4050-10) (REDMS No. 3419274)

Mr. Crowe stated that the No. 5 Road Backlands Policy has been revised and clarified since its inception 20 years ago, but over the past ten years the Policy has not been subject to a comprehensive review.

Mr. Crowe noted that staff is contemplating opportunities for consultation involving property owners, stakeholders, the surrounding neighbourhood and with City-wide residents.

Discussion ensued between Committee and staff, and in particular on:

- some of the owners of assembly zoned sites on No. 5 Road wanting to develop their backland instead of farming it;
- if the No. 5 Road Backlands Policy should be reviewed to clarify policies now, or when an owner of an assembly zoned site on No. 5 Road comes forward with an application;
- the issue of height restrictions for buildings on assembly zoned sites on No. 5 Road; and
- the opportunity the review process could present to examine the "frontlands" of the assembly zoned sites on No. 5 Road.

A suggestion was made that the proposed Terms of Reference and Work Program for the review of the No. 5 Road Backlands Policy be referred back to staff for further review.

Planning Committee

Tuesday, January 17, 2012

A subsequent suggestion was made that staff undertake further review of the Policy, but not review the backlands component of the Policy.

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

It was moved and seconded

That the proposed Terms of Reference and Work Program for the Review of the No. 5 Road Backlands Policy (Attachment 1) be referred back to staff to give the matter further review, but that staff not review the backlands component of the Policy.

CARRIED

16. MANAGER'S REPORT

No reports were given.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (7:47 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, January 17, 2012.

Councillor Bill McNulty
Chair

Sheila Johnston
Committee Clerk



City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager
Date: January 10, 2012
File:
Re: **Affordable Housing Strategy: 2012 Annual Review of Income Thresholds and Affordable Rent Rates**

Staff Recommendation

That amendments to the Richmond Affordable Housing Strategy dated May 9, 2007, as amended, (the "Richmond Affordable Housing Strategy") as outlined in Attachment 1 of the report dated January 10, 2012 from the General Manager of Community Services entitled "Affordable Housing Strategy: 2012 Annual Review of Income Thresholds and Affordable Rent Rates", be approved as Addendum No. 3 to the Richmond Affordable Housing Strategy.

Cathryn Volkering Carlile
General Manager
(604-276-4068)

Att. 1

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ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Budgets	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Law	Y <input type="checkbox"/> N <input type="checkbox"/>		
Development Applications	Y <input type="checkbox"/> N <input type="checkbox"/>		
Policy Planning	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

On May 28, 2007, Council adopted the “Richmond Affordable Housing Strategy” dated May 9, 2007.

On June 8, 2009, Council amended the Richmond Affordable Housing Strategy to update the annual income thresholds and maximum permitted rents and to include provisions for staff to annually adjust the annual income thresholds and the maximum permitted rents specified in the City’s housing agreements to reflect updated Core Need Income Threshold (CNIT) and/or other applicable data produced by CMHC in years when it is released as well as the CPI for Vancouver for the previous calendar year plus 2 % in years when the CNIT and/or other applicable data from CMHC was not released.

On October 25, 2010, Council amended the Richmond Affordable Housing Strategy again to update annual income thresholds and the maximum permitted rents and to provide that staff annually adjust these amounts based on staff analysis of updated CNIT and/or other applicable data produced by CMHC in years when it is released.

Staff have completed the required periodic review of income thresholds and maximum permitted rents. Staff recommend adjusting these amounts based on staff analysis of updated Housing Income Limits (HIL) (formerly known as Core Need Income Threshold data).

This report presents the review findings and recommends 2012 Housing Income Limits and Affordable Rent Rates for Council consideration.

The report supports the following Council term goal:

Improve the efficiency of the delivery of social services in the City through the development and implementation of a Social and Community Services Strategy that includes...increased social housing, implementation of a campus of care concept and an emergency shelter for women...

Analysis

The 2006 Census estimated that 10,470 renter households or 63 percent of Richmond renters earn less than \$59,999 annually, and therefore are low to moderate income households.

Housing Income Limit (HIL) values are determined from the annual Canada Mortgage and Housing Corporation (CMHC) Rental Market Survey. The HIL values represent the income required to pay the average market rent for an appropriately sized unit in the private market.

The 2012 Housing Income Limits (HILs) are:

	<u>Bachelor</u>	<u>1 Bedroom</u>	<u>2 Bedroom</u>	<u>3 Bedroom</u>
Annual Income	\$33,500	\$37,000	\$45,500	\$55,000

The current Affordable Housing Strategy total household annual income and maximum monthly rent are:

	<u>Bachelor</u>	<u>1 Bedroom</u>	<u>2 Bedroom</u>	<u>3 Bedroom</u>
Total Household Annual Income	\$31,500 or less	\$35,000 or less	\$42,500 or less	\$51,000 or less
Maximum Monthly Rent	\$788	\$875	\$1,063	\$1,275

The adjusted Affordable Housing Strategy total household annual income and maximum monthly rent to align with 2012 HIL limits are:

	<u>Bachelor</u>	<u>1 Bedroom</u>	<u>2 Bedroom</u>	<u>3 Bedroom</u>
Total Household Annual Income	\$33,500 or less	\$37,000 or less	\$45,500 or less	\$55,000 or less
Maximum Monthly Rent	\$837	\$925	\$1,137	\$1,375

Current Adjustments

The adjustments will be applied to all new housing agreements brought forward after the effective date and will be applied to existing housing agreements in accordance with Richmond Affordable Housing Strategy Addendum 3 (**Attachment 1**) (with the exception of those existing housing agreements which do not contemplate adjustments as set out above).

Future Adjustments


Staff recommend that they will review the Income Thresholds and Affordable Rent Rates annually, bring recommendations to Council for approval, and once such are approved the adjustments would become effective immediately following the adoption by Council.

Financial Impact

The proposed changes will have no direct impact to the City.

Conclusion

It is recommended that the 2012 adjusted rates as presented in **Attachment 1**, be approved by way of a third Addendum to the Richmond Affordable Housing Strategy.



Dena Kae Beno
Affordable Housing Coordinator
(604-247-4946)
DKB:dkb

Attachment 1	Richmond Affordable Housing Strategy Addendum 1	REDMS 3448526
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Richmond Affordable Housing Strategy
Addendum No. 3
(Date Council Approved)

That the Richmond Affordable Housing Strategy dated May 9, 2007, approved by Council on May 28, 2007, as amended, be further amended as follows:

1. Annual Income Thresholds

The annual income thresholds as shown on Table 1 be used to determine who qualifies for affordable housing and be included in the housing agreements used to secure the use and occupancy of the affordable housing units.

2. Maximum Permitted Rents

The maximum permitted rents as shown on Table 1 be used to determine the permitted rent for affordable housing and be included in the housing agreements used to secure the use and occupancy of the affordable housing units.

3. Future Adjustments to Annual Income Thresholds and Maximum Permitted Rents

Staff adjust the annual income threshold and maximum permitted rent for affordable housing shown in Table 1, once every calendar year based on the following data sources and use the adjusted information in new housing agreements brought forward after the date of adjustment and apply it to existing housing agreements (with the exception of those existing housing agreements which do not contemplate adjustments as set out in this Addendum) and advise Council accordingly:

Primary Data Source: staff analysis of updated Housing Income Limits and/or other applicable data produced by the Canada Mortgage and Housing Corporation (CMHC) in years when it is released.

Table 1: 2012 Annual Income Threshold and Maximum Permitted Rents for Affordable Housing

Annual Income Thresholds (2012)	
Affordable Subsidized Rental Housing	Households with an annual income of less than \$33,500
Affordable Low End Market Rental Housing	Households with an annual income of between \$33,500 and \$55,000
Maximum Permitted Rents (2012)	
Bachelor Unit	\$837 a month (e.g., for eligible tenant having an annual income threshold of \$33,500 or less)
One-Bedroom Unit	\$925 a month (e.g. for eligible tenant having an annual income threshold of \$37,000 or less)
Two-Bedroom Unit	\$1,137 a month (e.g. for eligible tenant having an annual income threshold of \$45,500 or less)
Three-Bedroom Unit	\$1,375 a month (e.g. for eligible tenant having an annual income threshold of \$55,000 or less)



City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
General Manager - Community Services
Date: January 17, 2012
File:
Re: **2012 - 2015 RICHMOND INTERCULTURAL STRATEGIC PLAN AND WORK PROGRAM**

Staff Recommendation

That the 2012-2015 Richmond Intercultural Strategic Plan and Work Program
(Attachment 1) be approved.

Cathryn Volkering Carlile
General Manager - Community Services

Att. 1

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ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Fire Rescue	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
RCMP	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Recreation	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Purpose

The purpose of this report is to present the 2012-2015 Richmond Intercultural Strategic Plan and Work Program for Council adoption.

Origin

In September 2004 Council approved the 2004-2010 Richmond Intercultural Advisory Committee (RIAC) Intercultural Strategic Plan and Work Program. In 2011 RIAC began a process of updating the plan to take it forward until the year 2015. The resulting 2012-2015 RIAC Intercultural Strategic Plan re-endorses the City Intercultural Vision for Richmond to become the “most welcoming inclusive and harmonious community in Canada”. It has revisited the strategic directions and work program from the 2004-2010 Plan and revised them both accordingly.

This report provides an overview of this revised plan and an overview of the process for its development. The 2012- 2015 Intercultural Strategic Plan is consistent with the following Council Term Goal:

Council Term Goal 4 - Community and Social Services

Improve the effectiveness of the delivery of social services in the City through the development and implementation of a social service strategy.

Process and Plan Development

The 2012-2015 Plan has been created through a participatory planning process. In May 2011 RIAC held a focus group session to revisit and reassess the 2004-2010 Plan. From this session a working group of RIAC members was formed which identified key work areas for the 2012-2015 time period. The structure and participatory approach to this planning was aided by advice from the Dialogue and Community Education Program at Simon Fraser University and by being part facilitated by Mike Redpath City of Richmond, Senior Manager of Parks. The involvement of Senior City Management also helped to ensure that City Corporate Strategic Priorities informed the new Intercultural Strategic Plan.

The planning process involved four phases:

RIAC Participatory Planning Process	
Phases	Participants
1. Process Planning and Priority Setting, February and March 2011	RIAC Membership, City Management, SFU
2. RIAC Planning Forum, May 2011	RIAC Committee Members
3. RIAC Work Planning Sub Group Meetings – June-September 2011	RIAC Sub Group Members
4. RIAC Committee Discussion and Work Plan Prioritisation September-October 2011	RIAC Committee Members

Analysis

In launching this current review, it was acknowledged that the existing 2004-2010 Strategic Plan is a quality document that provided a solid foundation for preparation of an updated document. The new plan for 2012-2015 builds on and develops the key vision, values and strategic directions of the existing plan while making it more focused and relevant to the contemporary Richmond situation.

Since 2004 the demographic profile of Richmond has continued to change and intercultural priorities within the City as a whole have also thus shifted. The 2012-2015 RIAC Intercultural Strategic Plan addresses these changes.

1. Key Themes

Three themes pervade the revised plan and work program:

- “Interculturalism” is described as “a culturally interactive and vibrant process” compared to the relatively static concept of “multiculturalism”.
- “Partnership”, which recognizes that no “one” stakeholder can achieve interculturalism alone.
- “Civic Engagement” which recognises that Interculturalism can only be achieved through innovate and inclusive practices that recognise cultural barriers and differing approaches to public participation.

2. Next Steps

Once the strategy is approved RIAC will:

- distribute the 2012-2015 Richmond Intercultural Strategic Plan and Work Program widely;
- meet with a wide range of community stakeholders to build awareness, consensus and commitment for stakeholders’ participation; and
- encourage a wide range of stakeholders to participate.

RIAC will take the lead role in coordinating and implementing the Work Program and reporting progress to Council annually, or as necessary. The accomplishment of many of the strategic initiatives will depend on the willingness of stakeholders to participate and the availability of the required resources. City staff will support the RIAC 2012 Work Program as City policies, work programs, staff time and resources permit.

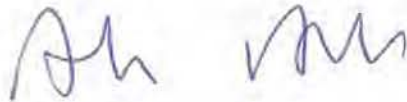
Financial Impact

Approval of the 2012-2015 Richmond Intercultural Strategic Plan and Work Program does not commit Council to fund any specific initiative. Actions will be funded through existing RIAC or departmental budgets, supplemented by external funding, as available. Any additional financial requirements would be subject to a subsequent Council approval.

Conclusion

RIAC has completed an inclusive participatory planning process in the development of the 2012-2015 Richmond Intercultural Strategic Plan and Work Program. The plan places emphasis on partnerships and cultural interaction and the community will continue to be involved in its implementation.

The vision of the Intercultural Strategic Plan is to work towards Richmond being “the most welcoming, inclusive and harmonious community in Canada”. This vision is aligned and has been developed in conjunction with the City corporate vision of Richmond being the “most appealing, liveable, and well-managed city in Canada”



Alan Hill
Cultural Diversity Coordinator
(604-276-4391)
AH-ah

Attachment 1	2012-2015 Richmond Intercultural Strategic Plan and Work Program	REDMS 3224607
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2012-2015 Richmond Intercultural Strategic Plan and Work Program

Prepared by: Richmond Intercultural Advisory Committee



2012 – 2015 Richmond Intercultural Strategic Plan and Work Program

Prepared by:
Richmond Intercultural Advisory Committee

October 2011

Acknowledgements

Richmond Intercultural Advisory Committee (RIAC), 2011 Membership

Citizen Appointees

Ning Alcuities-Imperial
Joe Greenholtz
Shawkat Hasan
Diane Jubinville
Lawrence Lim
Jake Pogson
Jamie Makutra (Youth)
Christopher Chan
Mohinder Grewal

Organizational Appointees

Shashi Assanand, Ministry of Children & Family Development
David Pughart, RCMP Richmond Detachment
Juliana Leung, Richmond Community Services Advisory Committee
Shams Jilani, Richmond Seniors Advisory Committee
Diane Tijmam, School District #38
Nick Chopra, Richmond Community Services Advisory Committee
Parm Grewal, Richmond Community Services Advisory Committee
Patti Tan, Richmond Health Services
Jocelyn Wong, Richmond Community Services Advisory Committee
Viet Vu, Richmond Centre for Disability

City Council Liaison

Councillor Bill McNulty

RIAC would like to thank the following people for assisting and advising with the development of the 2012-2015 RIAC Strategic Plan:

- Mike Redpath- Senior Manager of Parks, City of Richmond.
- Peter Boothroyd Simon Fraser University.

For further information regarding RIAC and the Strategic Plan and Work Program, please contact Alan Hill, Cultural Diversity Coordinator, City of Richmond (ph. 604-276-4391, fax 604-276-4132, e-mail ahill@richmond.ca).

For additional copies of this document, please visit the City of Richmond website at www.richmond.ca.

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Introduction

RIAC Vision and Mandate

RIAC Mandate

The Richmond Intercultural Advisory Committee (RIAC) was established by the Richmond City Council in February 2002 to assist the City in working toward its Corporate Vision of making Richmond the "most appealing, liveable, and well-managed city in Canada."

The mandate of the RIAC, as outlined in its terms of reference, is to "enhance intercultural harmony and strengthen intercultural co-operation in Richmond." The RIAC will achieve this mandate through several interrelated functions including providing information, options and recommendations to City Council and community stakeholders regarding intercultural issues and opportunities, and responding to intercultural issues referred to it by Council.

The purpose of this initiative is to develop an Intercultural Strategic Vision and Work Program to support the City and the Richmond community in making Richmond more appealing, liveable, and well-managed.

The RIAC recognizes that the successful achievement of the Intercultural Vision necessitates the City working in partnership, especially in a facilitative role, with the numerous stakeholders that make up the Richmond community. The Intercultural Strategy cannot be successfully implemented without the participation and involvement of the many diverse cultural groups and other stakeholders in Richmond.

Stakeholders include federal and provincial governments, institutions, agencies, educational organizations, the private sector, communities, associations, the media, religious and cultural groups, and the general public.

RIAC Vision for Intercultural Life In Richmond

Introduction

To achieve the overall vision of the City, "to be the most appealing, liveable and well-managed community in Canada," Richmond needs to better incorporate a value for and understanding of diversity into all its planning and services. The vision for intercultural life in Richmond should:

Promote:

- Pride in and acceptance of Canadian values and laws.
- Pride in and respect for diverse heritages and traditions.
- Pride in and participation in community life.

Recognize:

- That 'culture' is an integrated pattern of thought, speech, action and behaviour which is passed on from one generation to another, through education and learning.
- That 'culture' evolves, and Richmond's culture is shaped by historic patterns and traditions, current practices and trends, and future planning.

Embrace:

- The concept of 'Interculturalism,' a culturally interactive and vibrant process, as the next step for Canadian multiculturalism.

Richmond's Intercultural Vision

***"For Richmond to be the most
welcoming, inclusive and harmonious community in Canada"***

A Brief Summary of the Richmond Context

Issues and Opportunities that have provided a frame for the 2012-2015 RIAC

Intercultural Strategic Plan

During the period of operation of the 2004-2010 Strategic Plan Richmond has come to experience even greater cultural diversity with arrivals in Richmond coming from a greater number of countries of origin than ever before. There has been a marked increase in the number of immigrants of all immigration status arriving in Richmond from Mainland China. Most of this group are Mandarin speakers and would read simplified rather than traditional Chinese text. This group in Richmond has now eclipsed Cantonese speaking group of Chinese decent, who until recently were the largest single group of immigrants in the community. This will impact the work of RIAC in many ways, one major way being that many Mainland Chinese immigrants have quite unique expectations and needs in relation to civic and community life. Another major change in Richmond that has influenced the development of this Strategic Plan is that the Filipino community is now the second biggest immigrant community. This community is often a somewhat hidden community and is often assumed to be more integrated into mainstream Canadian life due to the fact that many in this community speak English well. This community however faces many barriers and Richmond has very few specific support structures to meet their needs.

Since the formation of the 2004-10 plan, Richmond has developed a more diverse refugee community. Many of these refugees are from Arabic countries, particularly Iran and Iraq, and there are also some from Afghanistan. Richmond also has a fairly well established refugee community from Somalia, that although predates the formation of the 2004- 2010 plan, are still often outside the reach of mainstream services. A major change between 2004-10 has been the emerging of a much more confident and organised Aboriginal community in Richmond. Although this is a small community it is a community that has often been excluded from intercultural planning. The emergence of an organised community allows RIAC to start to rectify that situation.

Although around one third of Richmond is still farmland, much of the City is becoming more densely populated and is taking on the social and physical characteristics of a big city, with all the attached issues that come with that. RIAC has attempted to be aware of this in the formation of this new Strategic Plan.

A positive factor taken into account in this planning process is that between 2004-2010 there has been an increase in the number of agencies offering immigrant settlement assistance and that these agencies are offering a wider and more complex set of services that go beyond usual definitions of settlement. This raises many interesting opportunities for RIAC to form partnerships with this sector. Diversity is much more central to partner organizations with many public/ governmental organisations having their own diversity committees - many of which have been formed on the RIAC Model. Again, this offers the potential for many joint projects and shared learning's. RIAC faces many interesting opportunities due to the changing context at City Hall. Now that the Olympics is over the City has engaged in long term planning, notably corporate visioning, an Official Community Plan (OCP) update and the development of a Social Planning Strategy. All these initiatives offer important and meaningful opportunities for RIAC's involvement and help to shape RIAC's planning context

Evaluation of 2004 - 2010 Intercultural Strategic Plan

Brief Overview of Some 2004- 2010 RIAC Achievements

RIAC has achieved some great successes over the period of the 2004-2010 Strategic Plan. Most of this work was specifically referenced in this outgoing planning document although other projects have developed more organically as circumstances have changed over the six year period. Brief highlights of these achievements have included. Greater details can be found in the annual RIAC reports to City Council .

- The development of a Newcomers Guide for new Richmond residents.
- A number of high profile Civic engagement and dialogue events involving Richmond cultural and faith communities and also Richmond Youth.
- Exploration of barriers to voting and civic engagement for immigrants and visible minorities in Richmond.
- Advising Council on the display of religious symbols and City Hall and working to develop procedures in this area.
- The ongoing showcasing and promotion of partnerships and best practice amongst community agencies working on intercultural projects.
- Providing input on a wide range of City policy and strategy developments including the City of Richmond Parks and Recreation Master Plan, the Official Community Plan update and the Richmond Social Planning Strategy.

Brief Overview of Some 2004-2010 Outstanding Work Program Items.

Key examples of some of the outstanding work items contained in the 2004-2010 Strategic Plan that were not implemented include.

- Researching apprentice type schemes for underemployed immigrants.
- Exploring the feasibility of creating an 'intercultural space'.
- Developing mechanisms to encourage immigrants to apply for stakeholder jobs and run for elected positions.
- The ongoing welcoming of newcomers to Richmond through stakeholder partnerships (e.g. hosting an annual event, writing a welcome letter etc).

Summary and Rationale of 2012-2015 Strategic Planning Process

Guiding Principles for Action

In pursuing this intercultural vision, the following principles are to guide all City and stakeholders' planning, decision-making and service delivery:

- Inclusion: Participation by all sectors of the community is to be invited and encouraged.
- Co-operation: Partnerships are to foster co-operation, rather than competition.
- Collaboration: The interests (e.g., needs, goals, concerns) of all stakeholders are to be considered in decision-making processes.
- Dynamism: Flexibility and adaptability is required to stay alert to emerging needs, issues and opportunities, and being open to new ideas and approaches.
- Integration: Cultural diversity is to be recognized as a core aspect of Richmond life, and the principles of multiculturalism and the vision of interculturalism applied.
- Equity: Strategic initiatives are to be implemented in a manner that is fair to all groups, communities and individuals in need.

City And Stakeholder Intercultural Roles

It is acknowledged that achieving improved intercultural harmony requires full stakeholder participation and that neither the City nor any one stakeholder can achieve it alone.

The City's role:

- emphasizes leadership and facilitation,
- involves using existing City resources, including staff time, and
- is to be accomplished within existing budget levels, unless otherwise approved by Council.

Stakeholders' roles include:

- participation,
- mutual support,
- funding, and
- resource sharing.

Strategic Components

To implement this Strategic Plan, intercultural stakeholders can be guided by the following strategic components:

- Coordination
- Partnerships
- Research
- Information

- Education & Training
- Promotion
- Project Management
- Planning

Strategic Directions

To achieve the Vision set forth in this Plan, the RIAC recommends that the following strategic directions be established and pursued over the next three years by the City and other stakeholders.

1. Address language and information and cultural barriers that interfere with building a welcoming community and ensure that information on City and community activities is available, for newcomers and residents, in a manner that appreciates the needs, communication skills and traditions of different cultural groups.
2. Address the perception and reality of racism and discrimination in the community. Dispel misconceptions related to culture that maintain stereotypes and foster prejudice.
3. Ensure that City and other governmental and stakeholder systems, policies and planning processes are aligned with the Intercultural Vision recommended in this Plan and use 'best practice' methods to make decisions and prevent cross-cultural misunderstanding and antipathy.
4. To support the development and integration of Richmond's immigrants while doing this in a way that respects family and cultural traditions.

Key Overarching Strategic Recommendations

- a) Invite stakeholders to share and find ways to make resources available (e.g., stakeholder staff, volunteers, facilities, equipment, funding) to implement the Strategic Plan and Work Program.

Note: The City will support the implementation of this Strategic Plan and Work Program through its existing contributions, which include providing:

- organizational support for RIAC,
 - staff liaison services to RIAC,
 - space for RIAC meetings, public forums and other RIAC sponsored events, and
 - support offered through various City departments, programs and resources (e.g., communications, recreation programming, community facilities).
- b) Encourage the provision of training for all City and stakeholder staff, particularly staff who interact with the community as part of their role, on attitudes, practices and communication skills that are central to achieving the Intercultural Vision and adhering to the principles set out in this plan.

Strategic Initiatives

In addition, for each strategic direction, specific initiatives are suggested that should be considered for development and implementation by the City and stakeholders in conjunction with the RIAC.

Strategic Direction #1

Address language and information and cultural barriers that interfere with building a welcoming community and ensure that information on City and community activities is available, for newcomers and residents, in a manner that appreciates the needs, communication skills and traditions of different cultural groups.

Indicators of Success

- Richmond residents can communicate and understand in one or both of the official Canadian languages.
- There are no language barriers that are interfering with Richmond being a connected community.
- All Richmond residents have the ability to participate in public life equally.
- Richmond residents and visitors know where to go to get information and assistance.

Suggested RIAC Strategic Actions

- The encouragement of ESL classes across the community.
- The provision of interpretation and translation in welcome centres for newcomers.
- The continuing development, printing distribution translation and updating of the Richmond Newcomers Guide.
- The identification of barriers faced by newcomers and articulation of barriers and needs.
- The encouragement of dialogue discussion with immigrants and all residents.
- The education of newcomers on the principles of multiculturalism.
- Residents becoming ambassadors for cultural diversity in neighbourhoods/schools.
- The acknowledgement of the wide range of abilities of ethnic minorities.
- The education of minority groups in civic life.
- The provision of training in public participation for all groups.

Strategic Direction #2

Address the perception and reality of racism and discrimination in the community. Dispel misconceptions related to culture that maintain stereotypes and foster prejudice.

Indicators of Success

- An inclusive, respectful and harmonious community.
- The reality of racism has been defined and dialogue on the issues carried out.
- Richmond residents have a better understanding and respect for different cultures.
- There is sense of belonging for all residents of Richmond.
- Increased social integration in Richmond.

Suggested RIAC Strategic Actions

- Dialogue session planned and implemented with Richmond residents on racism.
- The supported and implementation of interfaith dialogues.
- The development of programs that focus on commonality rather than difference.
- Celebrate recognised differences while focussing on commonality.
- More intercultural events at community centres and schools.
- The encouragement of employment opportunities for immigrants.
- City Hall and City Facilities becoming a model of 'best practice' in the creation of a multicultural workforce.
- The organising of cultural events to eliminate silos between communities.

Strategic Direction #3

Work to explore potential areas of alignment between the Intercultural Vision recommended in this Plan and other governmental and stakeholder systems, policies and planning processes. Use 'best practice' methods to make decisions and prevent cross-cultural misunderstanding and antipathy.

Indicators of Success

- City Departments are more aware of cultural values and realities
- City and stakeholders organisations are aware and informed of the work of RIAC

- City Advisory Committees are reflective of the community
- City using an intercultural lens' to inform planning processes.

Suggested Specific initiatives

- Informed outreach to immigrant communities.
- RIAC values and vision aligned with City policies and procedures.
- Assist with a review of application processes for City Advisory Committees
- Assist with a review of City staff recruitment practices.
- Review City staff and political support structures for RIAC to ensure maximum RIAC involvement in the setting of City priorities and planning processes.

Strategic Direction #4

To support the development and integration of Richmond's immigrants while doing this in a way that respects family and cultural traditions.

Indicators of Success

- Immigrant families supported to integrate into Richmond
- Multicultural identities supported across and between generations
- Richmond community centres have intergenerational and multicultural programming.
- All Richmond residents are proud to live in Richmond and are proud of the diversity in the community.

Suggested Specific initiatives

- The encouragement of cross-generational programming (e.g.: the roots of empathy)
- RIAC forum with City Parks and Recreation department, School District and youth serving agencies to explore intercultural programming opportunities.
- RIAC encouragement and endorsement of cultural programming to celebrate diversity and cultures and highlight best practice in culturally inclusive programming.
- The creation of a 'Richmond Day', an annual day event to celebrate diversity in the whole of Richmond.

Proposed 2012 - 2015 Work Program

To implement the Intercultural Strategic Plan the following 2012 – 2015 Work Program is proposed.

1. City Council, assisted by RIAC in consultation with stakeholders, will establish annual intercultural priorities and yearly work programs.
2. The RIAC will coordinate and facilitate the implementation of approved work programs.
3. The purpose of the following management matrix is to guide the implementation of the Strategic Plan. This matrix outlines the suggested actions to be undertaken by RIAC and the City, and identifies stakeholders for each strategic direction and specific initiative. Additional partners will be identified over time.
4. To implement the 2012 - 2015 Work Program, RIAC will:
 - Assist the Richmond community to build its capacity (e.g., awareness, consensus and commitment) for intercultural harmony.
 - Provide information, options and recommendations to the City and other stakeholders.
 - Recommend annual priorities and initiatives to the City and other stakeholders.
 - Develop achievable work programs including, as applicable:
 - Identifying existing resources,
 - Establishing partnerships,
 - Applying for funding from diverse sources, and
 - If additional stakeholder resources are required, seeking approval through their annual budget review processes.
5. In 2012 the RIAC will:
 - Distribute the 2012 - 2015 Richmond Intercultural Strategic Plan and Work Program widely.
 - Meet with a wide range of stakeholders to build awareness, consensus and commitment for stakeholders participation in implementing the Plan and Work Program.
 - Encourage a wide range of stakeholders to participate.
 - Recommend short, medium and long-term goals to stakeholders.
 - Identify priority initiatives for RIAC to pursue in 2012/15.
6. The 2012 - 2015 Work Program will be amended as necessary.
7. The RIAC will report progress to Council annually, or as necessary.

Strategic Areas and Specific Initiatives	Stakeholders*									
	Proposed RIAC Actions**	Possible City Actions***	RCMP, Fire & Rescue****	Other levels of govt.	NGOs	Local, Ethnic Media	Business	Comm Assoc	Religious/ Ethnocult. Groups	SD38
Strategic Direction #1 – Address language and information and cultural barriers										
The encouragement of ESL classes across the community	RIAC to bring stakeholders together to identify gaps in ESL provision	Assistance with facilitation of discussion			✓		✓			✓
The provision of interpretation and translation in welcome centres for newcomers	Exploratory meeting held with immigrant serving	City to assist with facilitation/ communication with immigrant serving agencies			✓				✓	✓
The continuing development, printing distribution translation and updating of the Richmond Newcomers Guide	Guide reprinted in English Chinese and Tagalog versions		✓	✓	✓	✓	✓	✓	✓	✓
	Funding options explored for Punjabi version of the guide	City to devise process for ongoing updating of the guide	✓	✓	✓	✓	✓	✓	✓	✓
The identification of barriers faced by newcomers - articulation of barriers and needs	RIAC to explore partnerships and concept of annual new immigrants clinic	Assistance with the facilitation of interagency discussion			✓				✓	✓

* ✓ Means stakeholder involvement will be sought, including providing resources (e.g., support, volunteer/staff time, ideas, facilities, funding, programs).

** RIAC's role will be to facilitate, coordinate, promote, etc. as the case may be.

*** Resources that the City may contribute are limited and may include staff time, materials, funding, meeting space, subject to Council approval.

**** Richmond Fire Rescue is part of the Law and Community Safety Department of the City of Richmond, but has been listed as a separate partner in this plan due to their wide ranging and detailed diversity commitments.

Strategic Areas and Specific Initiatives	Stakeholders*									
	Proposed RIAC Actions**	Possible City Actions***	RCMP, Fire & Rescue****	Other levels of govt.	NGOs	Local, Ethnic Media	Business	Comm Assoc	Religious/ Ethnocult. Groups	SD38
The encouragement of dialogue and discussion with immigrants on involvement in civic life	RIAC to work with partners to devise lecture series on principles of multiculturalism	Assistance to RIAC in devising content and with logistics	✓		✓	✓			✓	✓
	Civic education program devised and implemented	Assistance in identifying civic education priorities	✓	✓	✓				✓	✓
The provision of training in public participation	RIAC Program devised to encourage immigrants to become ambassadors for diversity in neighbourhood schools	Liaison assistance with community partners and SD38			✓				✓	✓
	RIAC to partner on a skills forum/workshop on public participation	Assistance with facilitation and organisation of any planned event	✓		✓				✓	✓
Strategic Direction #2 - Address the perception and reality of racism & dispel cultural misconceptions and stereotypes.										
Dialogue on racism implemented with Richmond residents	RIAC to facilitate a dialogue on racism/ hold a public workshop	Assistance with facilitation and organisation of any planned event	✓	✓	✓				✓	
The support and implementation of interfaith dialogues	RIAC to dialogue with partners to identify opportunities for creating interfaith dialogue or supporting existing programs	Liaison assistance with community partners/logistical support			✓				✓	

Strategic Areas and Specific Initiatives	Stakeholders*									
	Proposed RIAC Actions**	Possible City Actions***	RCMP, Fire & Rescue****	Other levels of govt.	NGOs	Local, Ethnic Media	Business	Comm Assoc	Religious/ Ethnocult. Groups	SD38
The development of programs that focus on commonality rather than difference and the organising of cultural events to eliminate silos between communities	RIAC to meet with City Parks and Rec programmers to discuss intercultural programming opportunities	Organisational assistance	✓		✓			✓		✓
More intercultural events at community centres and schools	Liaison with SD38 and other relevant community partners	City Staff assistance with facilitation role						✓	✓	✓
The encouragement of employment opportunities for immigrants-City Hall and City Facilities becoming a model of 'best practice' in the creation of a multicultural workforce.	Plan and implement a workshop on recruitment 'best practice'	City Staff to assist RIAC in their facilitation role	✓							
Strategic Direction #3 - Explore RIAC Vision areas of alignment between governmental policies and planning processes.										
Informed outreach to immigrant communities.	RIAC outreach event to immigrant communities on key identified City policies/ planning processes	City staff to work with RIAC members to plan outreach event and provide information	✓		✓	✓			✓	✓
Intercultural values and vision reflected in City policies and procedures.	Review of City policies and procedures	City staff to work with RIAC to facilitate this process.	✓							
	Ensure appropriate RIAC involvement in the setting of City priorities and planning processes.	City staff to work with RIAC to facilitate this process.	✓							

Strategic Areas and Specific Initiatives	Stakeholders*									
	Proposed RIAC Actions**	Possible City Actions***	RCMP, Fire & Rescue****	Other levels of govt.	NGOs	Local, Ethnic Media	Business	Comm Assoc	Religious/ Ethnocult. Groups	SD38
Review application processes for RIAC	Work with City staff to review membership and application process of RIAC	City staff to work with RIAC to facilitate this process.								
Strategic Direction #4 - To support the development and integration of Richmond's immigrants while doing this in a way that respects family and cultural traditions.										
The encouragement of cross-generational and intercultural programming (e.g.: the roots of empathy- encouragement and endorsement of cultural programming to celebrate diversity and cultures and highlight best practice in culturally inclusive programming.	RIAC forum with City Parks and Recreation department, Community Services Department, School District and youth serving agencies to explore intercultural and cross-generational programming opportunities.	City staff take a liaison role and assist with event planning.	✓		✓			✓	✓	
	The creation of a 'Richmond Day', an annual day event to celebrate diversity in the whole of Richmond.	City staff to explore this concept with appropriate partners.	✓		✓			✓	✓	



City of Richmond
Planning and Development Department

Report to Committee
Fast Track Application

To: Planning Committee **Date:** January 11, 2012
From: Brian J. Jackson **File:** RZ 11-594227
Director of Development
Re: Application by Jagtar & Shingara Kandola for Rezoning at 10580 River Drive
from Single Family (RS1/D) to Single Detached (RS2/C)

Staff Recommendation

That Bylaw No. 8849, for the rezoning of 10580 River Drive from "Single Family (RS1/D)" to "Single Detached (RS2/C)", be introduced and given first reading.

Brian J. Jackson
Director of Development

BJ:es
Att.

FOR ORIGINATING DEPARTMENT USE ONLY		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Item	Details
Application	RZ 11-594227
Location	10580 River Drive
Owner	Jagtar & Shingara Kandola
Applicant	Jagtar & Shingara Kandola

Date Received	November 14, 2011
Acknowledgement Letter	November 25, 2011
Fast Track Compliance	January 4, 2012
Staff Report	January 11, 2012
Planning Committee	February 7, 2012

Site Size	1392.13 m ² (14,985.3 ft ²)
Land Uses	Existing – One (1) single detached dwelling
	Proposed – Two (2) single detached lots, each 696.1m ² (7,493 ft ²)
Zoning	Existing – Single Detached (RS1/D)
	Proposed – Single Detached (RS2/C)
Planning Designations	<ul style="list-style-type: none"> • Official Community Plan (OCP) Generalized Land Use Map designation – “Neighbourhood Residential”. • Bridgeport Area Plan Land Use Map – “Residential (Single-Family)”. • Lot Size Policy 5448 (adopted by Council in 1991) – permits rezoning and subdivision of lots fronting River Drive in accordance with the provisions of Single Detached (RS2/C) (Attachment 2). The current proposal would create two (2) lots, each approximately 696.1m² (7,493 ft²). • Aircraft Noise Sensitive Development Policy – The subject site is located within the Aircraft Noise Sensitive Development (ANSD) Policy Area within a designation (Area 2) that permits new single-family development that is supported by an existing Lot Size Policy. As a condition of rezoning, the applicant is required to register a restrictive covenant on Title to address aircraft noise mitigation and public awareness. <p><i>This application conforms with applicable land use designations and policies.</i></p>

<p>Surrounding Development</p>	<ul style="list-style-type: none"> • The subject property is located on the south side of River Drive, between McLennan Avenue and Shell Road, in an established residential neighbourhood consisting of predominantly older single detached dwellings on larger lots. • Development immediately surrounding the subject lot is as follows: <ul style="list-style-type: none"> ○ To the north across River Drive is a lot recently rezoned to "Residential Mixed Use Commercial (ZMU17)" and "School and Institutional Use (SI)" to develop a mixed use commercial/residential development consisting of duplexes, townhouses, and condominiums. ○ To the east is a single detached dwelling zoned "Single Detached (RS1/D)"; ○ To the south is a single detached dwelling zoned "Single Detached (RS1/D)" and a single detached dwelling zoned "Single Detached (RS1/B)"; ○ To the west is a single detached dwelling zoned "Single Detached (RS1/D)".
<p>Staff Comments</p>	<p><u>Background</u></p> <p>A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).</p> <p><u>Trees & Landscaping</u></p> <ul style="list-style-type: none"> • A Certified Arborist's Report was submitted by the applicant, which identifies tree species, assesses the condition of trees, and provides recommendations on tree retention and removal relative to the development proposal. The Report identifies and assesses: <ul style="list-style-type: none"> - Seven (7) bylaw-sized trees on the subject property; and - Two (2) bylaw-sized trees on neighbouring properties. • The City's Tree Preservation Coordinator reviewed the Arborist's Report and conducted a Visual Tree Assessment. The City's Tree Preservation Coordinator concurs with the Arborist's recommendation to: <ul style="list-style-type: none"> - Remove and replace Trees #1, #4 & #7 as they are in very poor condition and exhibit significant structural defects.

Staff Comments (Continued)

- Remove and replace Trees #2 and #3 as they are in marginal condition, have grown together as a hedgerow, and are in conflict with the proposed development.
- Retain and protect the two (2) bylaw-sized trees on the neighbouring properties to the southwest (Trees # 8 and #9 located at 10475 and 10491 Gilmore Crescent). Tree protection fencing is required to be installed 1.2 m from the south and west property lines.
- In addition, the City's Tree Preservation Coordinator recommends the following:
 - Retain and protect Trees #5 and #6, as they are both significant in size, in excellent condition, and are the tallest in the neighbourhood. The retention of these trees will have no impact on the building configuration of the western lot, however, any proposed building configuration on the eastern lot will require the rear half of the building to be set back a minimum of 5 m from the trees.
 - Retain and protect the undersized Monkey Puzzle tree located in the front yard, which is in excellent condition.

Tree protection fencing must be installed to City standard prior to demolition of the existing dwelling on-site and must remain in place until construction and landscaping on the future lots is completed.

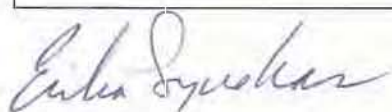
The final Tree Retention Plan is included in **Attachment 4**.

- Based on the 2:1 replacement ratio goal in the OCP, and the size requirements for replacement trees in the City's Tree Protection Bylaw, a total of ten (10) replacement trees are required to be planted and maintained on the future lots.
- Considering the effort to be taken by the applicants to retain Trees #5 & #6 which will affect the design of the dwelling on the proposed eastern lot, as well as the undersized Monkey Puzzle tree, staff recommend only six (6) replacement trees with the following sizes be required:

# Replacement Trees	Min. calliper of deciduous tree	or	Min. height of coniferous tree
2	9 cm		5 m
2	10 cm		5.5 m
2	11 cm		6 m

Staff Comments (Continued)	<ul style="list-style-type: none"> • A Landscaping Security in the amount of \$3,000 (\$500/tree) is required to ensure that the proposed number of replacement trees are planted and maintained. • To ensure the survival of protected trees, the applicant must submit the following prior to rezoning adoption: <ul style="list-style-type: none"> • A Contract with a Certified Arborist for on-site supervision of all works to be conducted at development stage within close proximity to the tree protection zones of trees to be retained. The Contract must include the proposed number of site monitoring inspections (e.g. demolition, excavation, perimeter drainage etc.), as well as a provision for the Arborist to submit a post-construction impact assessment report for the City to review; and • A Tree Survival Security to the City in the amount of \$4,000 (\$500/tree) to ensure that on-site trees (Trees #5 & #6 and the undersized Monkey Puzzle tree) and off-site trees (Trees# 8 & #9) will be protected. The City will release 90% of the security after construction and landscaping on the future lots are completed, inspections are approved, and an acceptable post-construction impact assessment report is received. The remaining 10% of the security would be released one year later subject to inspection. <p><u>Affordable Housing</u></p> <ul style="list-style-type: none"> • Richmond's Affordable Housing Strategy requires a suite on 50% of new lots, or a cash-in-lieu contribution of 1.00/ft² of total building area towards the City's Affordable Housing Reserve Fund for single-family rezoning applications. • The applicant proposes to provide a cash-in-lieu contribution. The voluntary contribution would be required to be submitted prior to final adoption of the rezoning bylaw, and would be based on \$1.00/ft² of total building area of the single detached dwellings (i.e. \$6,996). • Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the rezoning bylaw, the City will accept a proposal to build a secondary suite on one (1) of the two (2) future lots at the subject site. To ensure that a secondary suite is built to the satisfaction of the City in accordance with the Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title as a condition of rezoning, stating that no final Building Permit inspection will be granted until a secondary suite is constructed to the satisfaction of the City, in accordance with the BC Building Code and the City's Zoning Bylaw. This agreement would be discharged from Title (at the initiation of the applicant) on the lot where the secondary
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Staff Comments (Continued)	<p>suite is not required by the Affordable Housing Strategy after the requirements are satisfied.</p> <p><u>Flood Management</u> Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.</p> <p><u>Site Servicing & Vehicle Access</u> There are no servicing concerns with rezoning.</p> <p>A covenant registered on title for the purpose of ensuring that the vehicular access and parking areas on the properties are designed in such a way that a vehicle may exit from the property without the necessity of backing into the street is required. The covenant will require a minimum front setback of 9 m to accommodate the above purpose.</p> <p><u>Subdivision</u> At future Subdivision stage, the applicant will be required to pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fee, and Servicing Costs.</p>
Analysis	This redevelopment proposal is consistent with Lot Size Policy 5448 as the property is intended to be subdivided into two (2) lots, each approximately 14.28 m wide.
Attachments	<p>Attachment 1 – Location Map/Aerial Photo</p> <p>Attachment 2 – Lot Size Policy 5448</p> <p>Attachment 3 – Development Application Data Sheet</p> <p>Attachment 4 – Tree Retention Plan</p>
Recommendation	This rezoning application to permit subdivision of an existing large lot into two (2) smaller lots complies with all applicable land use designations and policies and is consistent with the direction of redevelopment currently on-going in the surrounding area. On this basis, staff support the application.



Erika Syvokas
Planning Technician
(604-276-4108)

ES:rg

Prior to final adoption of Zoning Amendment Bylaw 8849, the developer is required to complete the following:

1. Submission of a Landscaping Security to the City in the amount of \$3,000 (\$500/tree), for the planting and maintenance of six (6) replacement trees with the following minimum calliper sizes/heights:

# Replacement Trees	Min. calliper of deciduous tree	or	Min. height of coniferous tree
2	9 cm		5 m
2	10 cm		5.5 m
2	11 cm		6 m

2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any works to be conducted within the Tree Protection Zone of on-site trees to be retained (Trees #5 & #6 and the undersized Monkey Puzzle tree) and the off-site trees to be protected (Trees #8 & #9) located on the neighbouring properties (10475 & 10491 Gilmore Cr). The Contract must include the scope of work to be undertaken, including: the proposed number of site monitoring inspections (e.g. demolition, excavation, perimeter drainage etc.) and a provision for the Arborist to submit a post-construction impact assessment report to the City for review.
3. Submission of a Tree Survival Security to the City in the amount of \$4,000 to ensure that on-site trees (Trees # 5 & #6 and the undersized Monkey Puzzle tree) and off-site trees (Trees #8 & #9) are protected. The City will release 90% of the security after construction and landscaping on the future lots are completed, inspections are approved, and an acceptable post-construction impact assessment report is received. The remaining 10% of the security would be released one (1) year later subject to inspection.
4. The City's acceptance of the applicant's voluntary contribution of \$1.00 per buildable square foot of the single-family developments (\$6,996) to the City's Affordable Housing Reserve Fund.

Note: Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a proposal to build a secondary suite on one (1) of the two (2) future lots at the subject site. To ensure that a secondary suite is built to the satisfaction of the City in accordance with the Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title as a condition of rezoning, stating that no final Building Permit inspection will be granted until a secondary suite is constructed to the satisfaction of the City, in accordance with the BC Building Code and the City's Zoning Bylaw.

5. Registration of a covenant on title for the purpose of ensuring that the vehicular access and parking areas on the properties are designed in such a way that a vehicle may exit from the property without the necessity of backing into the street. The covenant will require a minimum front setback of 9 m to accommodate the above purpose.
6. Registration of a flood indemnity covenant on Title.
7. Registration of an aircraft noise sensitive covenant on Title.

At demolition stage*, the applicant will be required to:

- Install Tree Protection Fencing around trees to be retained on-site (Trees # 5 & #6 at 5 m from the base of the trees, as well as the undersized Monkey Puzzle tree at 1.2 m from the base of the tree) and around off-site trees to be protected (Trees # 8 & #9 at 1.2 m from the south and west property lines).

- Tree protection fencing must be installed to City standard prior to demolition of the existing dwelling on-site and must remain in place until construction and landscaping on the future lots is completed.

At subdivision stage*, the developer will be required to:

- Pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fee, and servicing costs.

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.

[Signed original on file]

Signed _____

Date _____

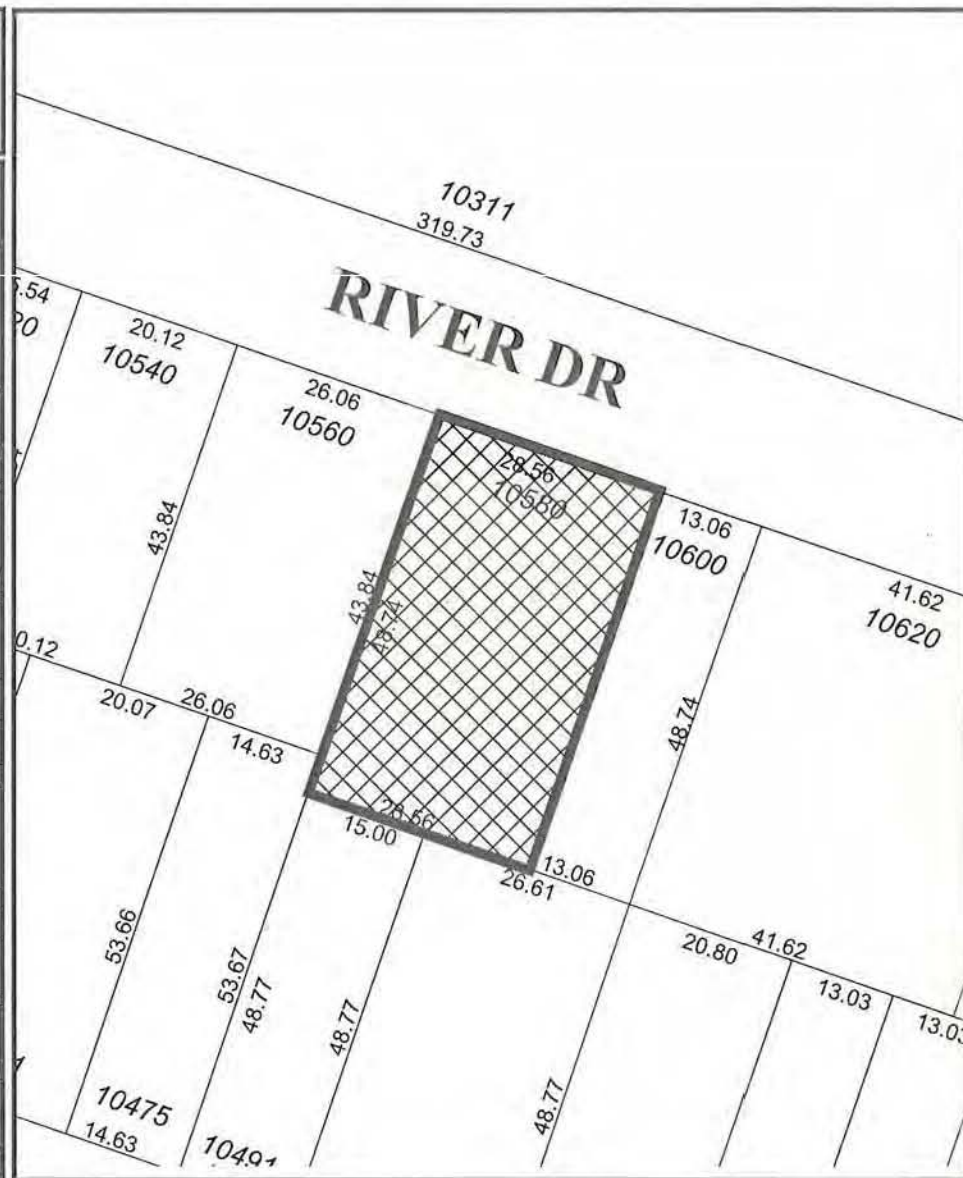
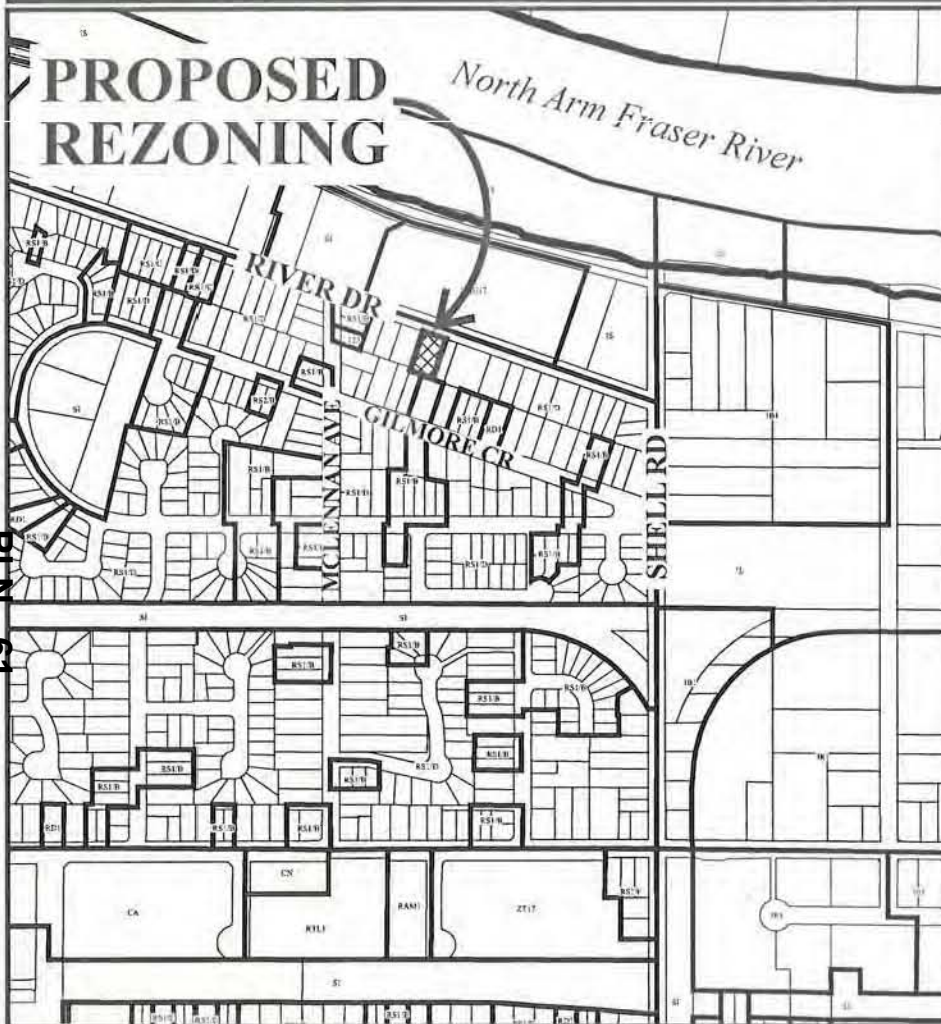


City of Richmond

PROPOSED REZONING

North Arm Fraser River

PLN - 61

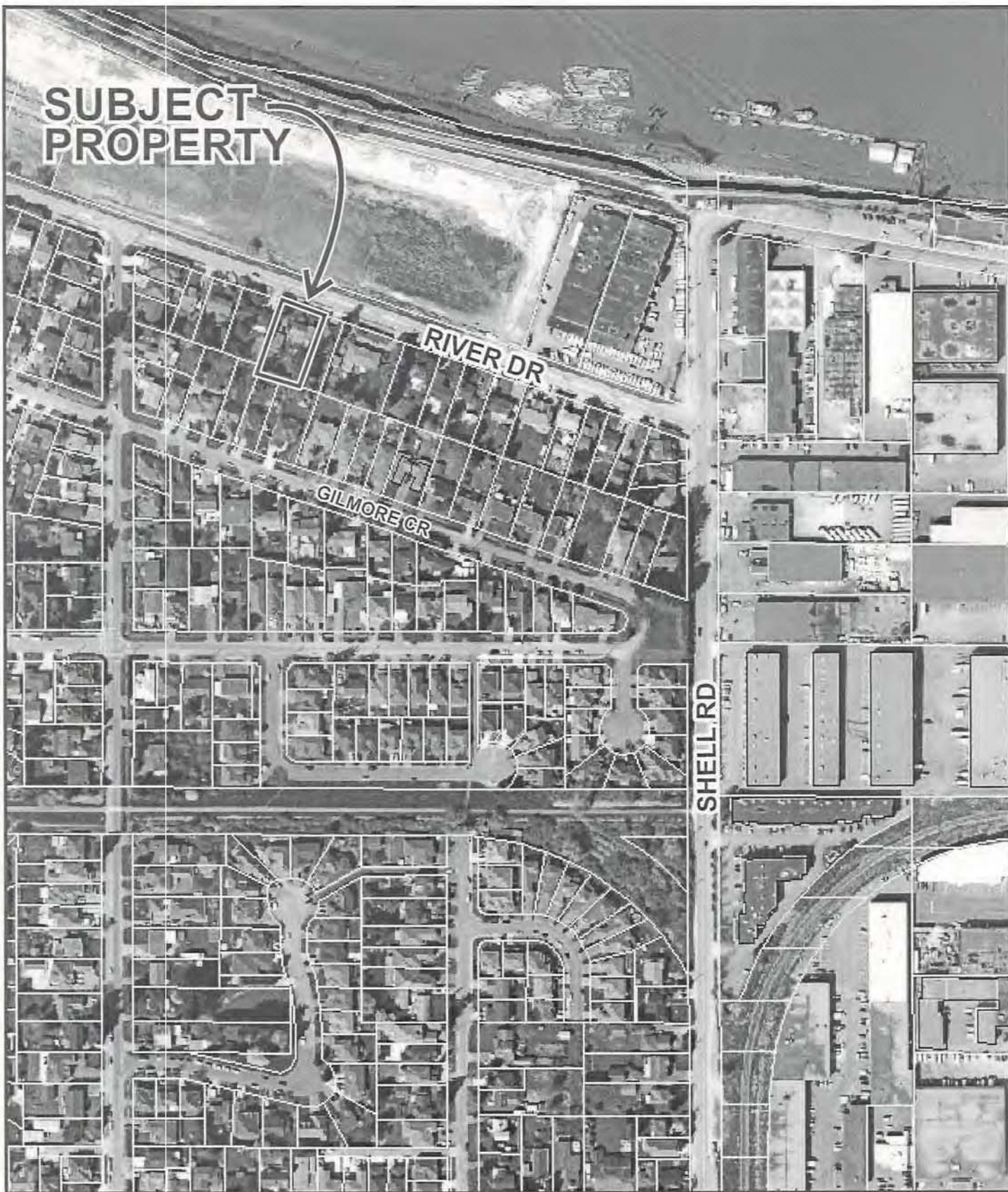


RZ 11-594227

Original Date: 11/16/11

Revision Date: 11/21/11

Note: Dimensions are in METRES



RZ 11-594227

Original Date: 11/17/11

Amended Date:

Note: Dimensions are in METRES



City of Richmond

Policy Manual

Page 1 of 2

Adopted by Council: September 16, 1991

POLICY 5448

File Ref: 4045-00

SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 23-5-6

POLICY 5448:

The following policy establishes lot sizes in a portion of Section 23-5-6, bounded by the **Bridgeport Road, Shell Road, No. 4 Road and River Drive:**

That properties within the area bounded by Bridgeport Road on the south, River Drive on the north, Shell Road on the east and No. 4 Road on the west, in a portion of Section 23-5-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District (R1/B) in Zoning and Development Bylaw 5300, with the following provisions:

- (a) Properties along Bridgeport Road and Shell Road will be restricted to Single-Family Housing District (R1/D) unless there is lane or internal road access in which case Single-Family Housing District (R1/B) will be permitted,
- (b) Properties along No. 4 Road and River Drive will be restricted to Single-Family Housing District (R1/C) unless there is lane or internal road access in which case Single-Family Housing District (R1/B) will be permitted;

and that this policy, as shown on the accompanying plan, be used to determine the disposition of future single-family 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/B except:

1. River Drive: **R1/C** unless there is a lane or internal road access, then **R1/B**.
2. Shell Road: **R1/D** unless there is a lane or internal road access, then **R1/B**.
3. No. 4 Road: **R1/C** unless there is a lane or internal road access then **R1/B**.
4. Bridgeport Road: **R1/D** unless there is a lane or internal road access then **R1/B**.



POLICY 5448 SECTION 23, 5-6

Adopted Date: 09/16/91

Amended Date:



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
www.richmond.ca
604-276-4000

Development Application Data Sheet

RZ 11-594227

Attachment 3

Address: 10580 River Drive

Applicant: Jagtar & Shingara Kanola

Planning Area(s): Bridgeport

	Existing	Proposed
Owner:	Jagtar & Shingara Kanola	To be determined
Site Size (m²):	1392.13 m ² (14,985.3 ft ²)	Two (2) single detached lots, each 696.1m ² (7,493 ft ²)
Land Uses:	One (1) single detached dwelling	Two (2) single detached dwellings
OCP Designation:	<ul style="list-style-type: none"> Generalized Land Use Map – Neighbourhood Residential 	No change
Area Plan Designation:	Bridgeport Area Plan Land Use Map – “Residential (Single-Family)”	No change
702 Policy Designation:	Lot Size Policy 5448 (adopted by Council in 1991) – permits rezoning and subdivision of properties fronting River Drive in accordance with the provisions of “Single Detached (RS2/C)”.	No change
Zoning:	Single Detached (RS1/D)	Single Detached (RS2/C)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Building:	Max. 45%	Max. 45%	none permitted
Lot Size (min. dimensions):	360 m ²	Two (2) lots, each approx. 696.1m ² (7,493 ft ²)	none
Setback – Front Yard & Rear Yards (m):	Min. 6.0 m	6.0 m Min.	none
Setback – Side Yard (m):	Min. 1.2 m	Min. 1.2 m	none
Height (m):	2.5 storeys	2.5 storeys	none

Other: Tree replacement compensation required for loss of significant trees.

not to be used to define boundaries

scale 1/400
METRESSurvey Certificate
for

ELEVATIONS AND TREES ON LOT 126

(except East 13.06m)

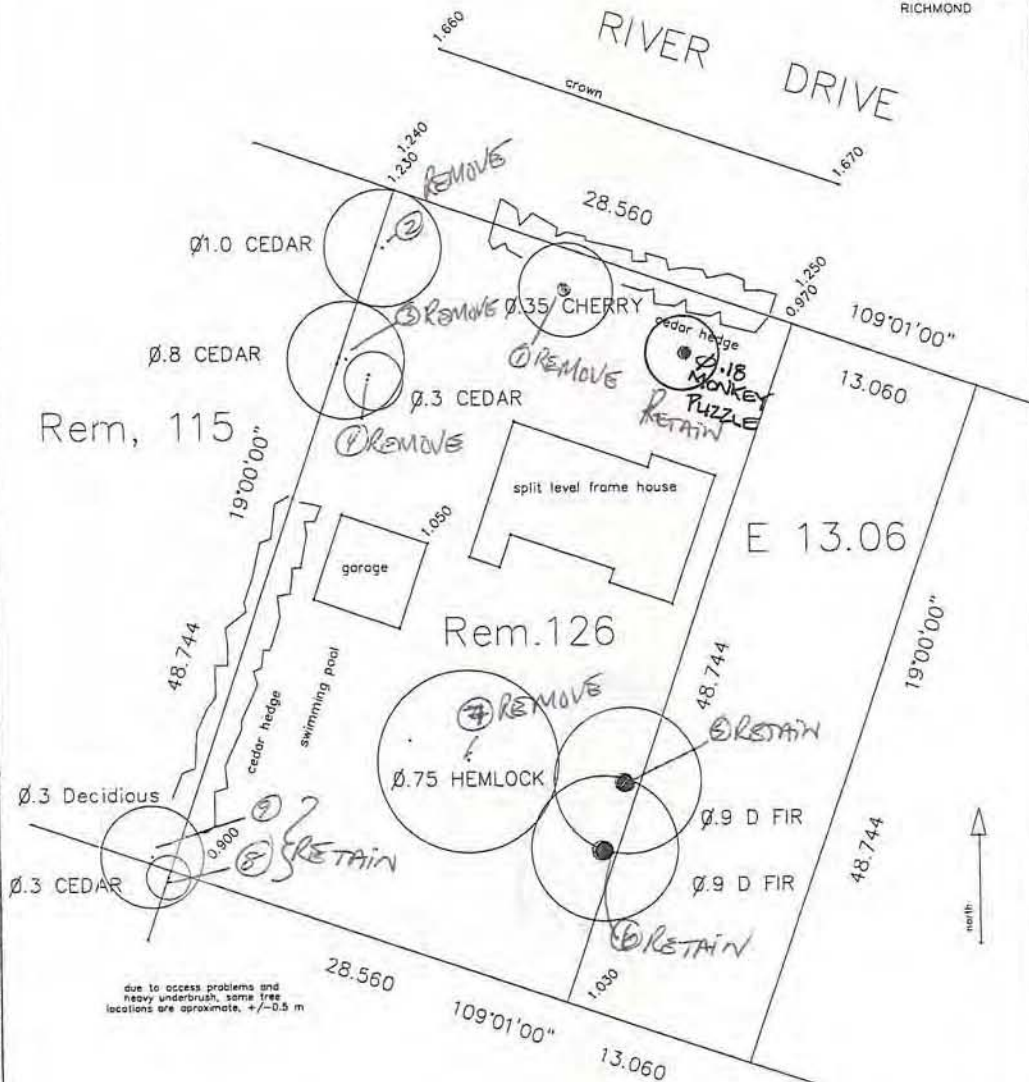
TREE RETENTION PLAN

SECTION 23 Blk.5N Rge.6W

NWD PLAN 27707

civic address
10580 RIVER DRIVE
RICHMOND

© C. James B.C.L.S. 2011



Christopher J. James
British Columbia Land Surveyor
2822 Gordon Avenue
Surrey B.C. V4A 3J4
604-535-3261

certified correct

this 28 day of OCTOBER
2011

B.C.L.S.

this document is not valid unless originally signed and sealed

file 8912



**Richmond Zoning Bylaw 8500
Amendment Bylaw 8849 (RZ 11-594227)
10580 RIVER DRIVE**

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/C)**.

P.I.D. 008-924-961

Lot 126 EXCEPT: THE EASTERLY 13.06 METRES Section 23 Block 5 North Range 6
West New Westminster District Plan 27707

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 8849”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER DEVELOPMENT REQUIREMENTS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



To: Planning Committee

Date: January 4, 2012

From: Brian J. Jackson, MCIP
Director of Development

File: RZ 11-587549

Re: Application by Robert Kirk for Rezoning at 11291 Williams Road from Single Detached (RS1/E) to Compact Single Detached (RC2)

Staff Recommendation

That Bylaw No.8852, for the rezoning of 11291 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.

Brian J. Jackson, MCIP
Director of Development

ES:blg
Att.

FOR ORIGINATING DEPARTMENT USE ONLY		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Staff Report

Origin

Robert Kirk has applied to the City of Richmond for permission to rezone 11291 Williams Road from Single Detached (RS1/E) to Compact Single Detached (RC2) in order to permit the property to be subdivided into two (2) single-family lots with vehicle access from the existing rear lane (**Attachment 1**).

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (**Attachment 2**).

Surrounding Development

The subject property is located on the north side of Williams Road, between Shell Road and Seacote Road, in an established residential neighbourhood consisting of a mix of older single detached dwellings on larger lots and new single detached dwellings on small lots.

To the north, facing Seaton Road, are two (2) single detached dwellings zoned “Single Detached (RS1/E)”;

To the east, is a new single detached dwelling zoned “Compact Single Detached (RC1)”;

To the south, across Williams Road, are two (2) single detached dwellings zoned “Single Detached (RS1/E)”;

To the west, is a single detached dwelling zoned “Single Detached (RS1/K)”.

Related Policies & Studies

Official Community Plan (OCP) Designation

The Official Community Plan’s (OCP) Generalized Land Use Map designation for this property is “Neighbourhood Residential”. The Specific Land Use Map designation for this property is “Low Density Residential”. This redevelopment proposal is consistent with these designations.

Lot Size Policy

The subject property does not fall within a Lot Size Policy area.

Staff Comments

Trees & Landscaping

A Certified Arborist’s Report was submitted by the applicant, which identifies tree species, assesses the condition of trees, and provides recommendations on tree retention and removal relative to the development proposal. The Report identifies and assesses:

- Two (2) bylaw-sized trees located on the subject property; and

- Two (2) bylaw-sized trees and one (1) undersized tree located on City-owned property along the Williams Road frontage.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and conducted a Visual Tree Assessment (VTA). The City's Tree Preservation Coordinator concurs with the Arborist's recommendation to:

- Remove and replace the two (2) bylaw-sized trees (Tree #972 & #973) located on the subject property which are in poor condition. Tree #972 is located under a 3-phase power line and as a result, has been severely topped by BC Hydro contractors. Tree #973 has also been topped and as a result, has developed a large decay pocket at the main branch union. Replacement trees should be located away from the power lines.
- Retain the three (3) trees (Trees A, B & C) located on City property as they are all in good condition. As all three (3) trees are located in a concrete sidewalk, tree protection barriers are not required.

The final Tree Retention Plan is included in **Attachment 3**.

Based on the 2:1 replacement ratio goal in the Official Community Plan (OCP), and the size requirements for replacement trees in the City's Tree Protection Bylaw, a total of 4 (four) replacement trees of the following sizes are required to be planted and maintained on the future lots:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	8 cm		4 m
2	10 cm		5.5 m

As a condition of rezoning, the applicant must submit a Landscape Plan, prepared by a Registered Landscape Architect, along with a Landscaping Security (100% of the cost estimate provided by the Landscape Architect, including installation costs) to ensure that the replacement trees will be planted and the front yards of the future lots will be enhanced.

Affordable Housing

Richmond's Affordable Housing Strategy requires a suite on 50% of new lots, or a cash-in-lieu contribution of 1.00/ft² of total building area towards the City's Affordable Housing Reserve Fund for single-family rezoning applications.

The applicant proposes to provide a legal secondary suite on one (1) of the two (2) future lots at the subject site. To ensure that the secondary suite is built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title, stating that no final Building Permit inspection will be granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. This legal agreement is required prior to rezoning adoption. This agreement will be discharged from Title (at the initiation of the applicant) on the lot where the secondary suite is not required by the Affordable Housing Strategy after the requirements are satisfied.

Should the applicant change their mind prior to rezoning adoption about the affordable housing option selected, a voluntary contribution to the City's Affordable Housing Reserve Fund in-lieu of providing the secondary suite will be accepted. In this case, the voluntary contribution would be required to be submitted prior to final adoption of the rezoning bylaw, and would be based on \$1.00/ft² of total building area of the single detached dwellings (i.e. \$4,207).

Floodplain Management

In accordance with the City's Flood Management Strategy, the minimum allowable elevation for habitable space is 2.9 m GSC or 0.3 m above the highest crown of the adjacent road.

Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Site Servicing & Vehicle Access

There are no servicing concerns with rezoning.

Vehicular access to Williams Road is not permitted in accordance with Bylaw 7222. Access to the site at future development stage is to be from the existing rear lane only.

Subdivision

Prior to approval of the Subdivision, the developer will be required to pay Development Cost Charges (City and GVS & DD), cash-in-lieu for future lane upgrading, School Site Acquisition Charge, Address Assignment Fee, and servicing costs.

A 2 m utility Statutory Right-of-Way may be required along the entire frontage on Williams Road to accommodate storm inspection chambers and water meter boxes.

Analysis

This rezoning application complies with the City's Lane Establishment and Arterial Road Redevelopment Policies since it is an infill development proposal on an arterial road with vehicle access to and from the proposed rear lane. The potential exists for other lots on this side of Francis Road to redevelop consistent with these policies.

Financial Impact or Economic Impact

None.

Conclusion

This rezoning application to permit subdivision of an existing large lot into two (2) smaller lots complies with all applicable land use designations and policies contained within the OCP, and is consistent with the established pattern of redevelopment in the neighbourhood.

The list of rezoning conditions is included as **Attachment 4**, which has been agreed to by the applicant (signed concurrence on file).

On this basis, staff recommend support for the application.

A handwritten signature in cursive script, appearing to read "Erika Syvokas".

Erika Syvokas
Planning Technician
604-276-4108

ES:blg

- Attachment 1: Location Map/ Aerial Photo
- Attachment 2: Development Application Data Sheet
- Attachment 3: Tree Retention Plan
- Attachment 4: Rezoning Considerations Concurrence



City of Richmond

PLN - 74



32.31		32.31		32.31		32.31	
20.73		20.73		20.73		21.30	
10.08	10.08	10.08	20.15	10.08	10.08	20.	
32.33		32.32		32.33	32.33	32.33	
11251	11271	11273	11291	11311	11315	11	
10.08	10.08	10.08	20.15	10.08	10.08	20.	
WILLIAMS RD							
10.06	10.06	20.12	20.12	20.12			
11260	11268	11280	11300	11320			
53	54			3			

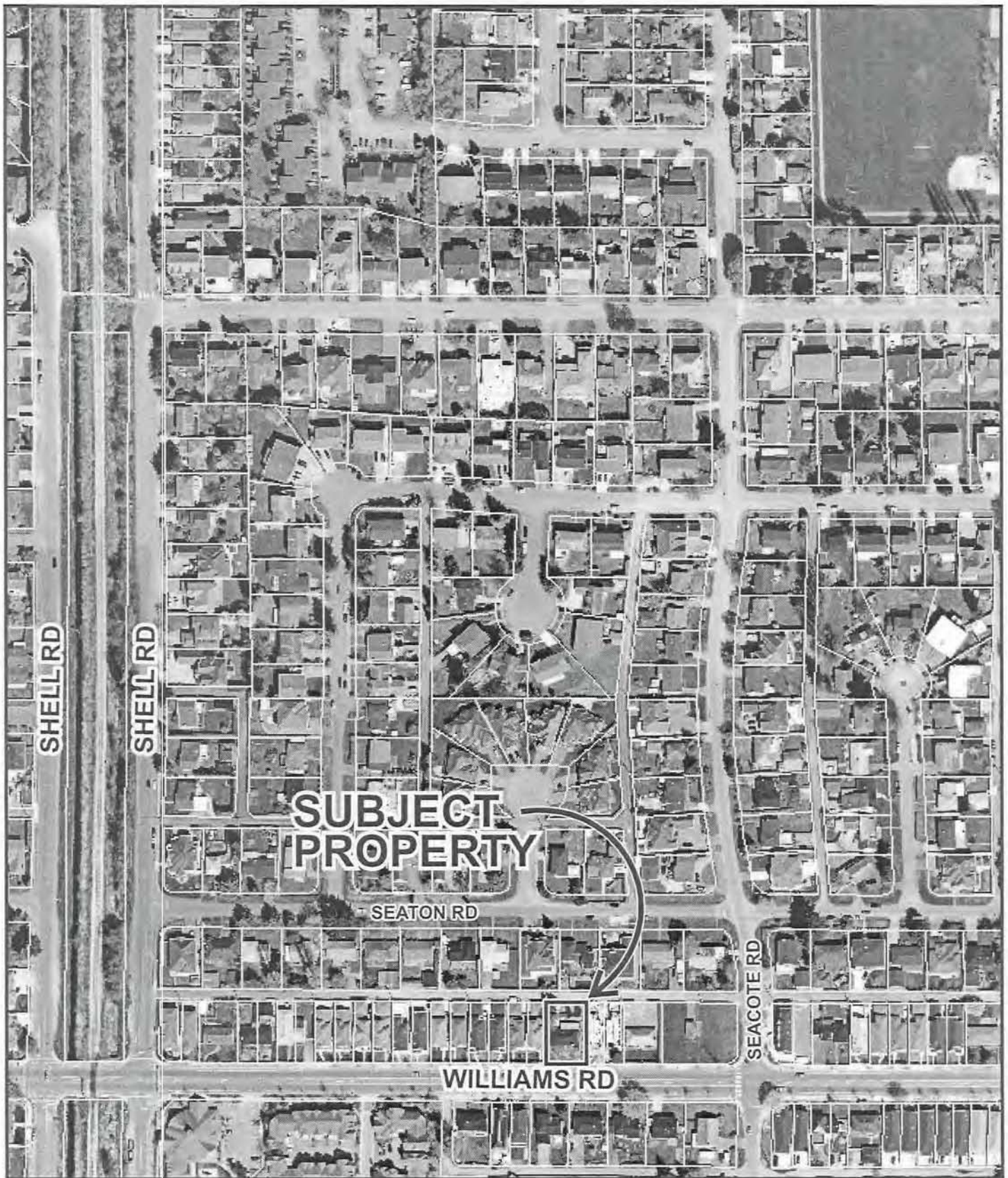


RZ 11-587549

Original Date: 08/24/11

Revision Date:

Note: Dimensions are in METRES



RZ 11-587549

Original Date: 08/25/11

Amended Date:

Note: Dimensions are in METRES

PLN - 75



RZ 11-587549

Attachment 2

Address: 11291 Williams Road

Applicant: Robert Kirk

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	Vladimir & Irene Zachata	To be determined
Site Size (m²):	651.4 m ² (7,012 ft ²)	Two (2) lots each approx. 325.7 m ² (3,506 ft ²)
Land Uses:	One (1) single detached dwelling	Two (2) single detached dwellings
OCP Designation:	<ul style="list-style-type: none"> Generalized Land Use Map – Neighbourhood Residential Specific Land Use Map – Low-Density Residential 	No change
Area Plan Designation:	None	NA
702 Policy Designation:	None	NA
Zoning:	Single Detached (RS1/E)	Compact Single Detached (RC2)
Other Designations:	The OCP Lane Establishment and Arterial Road Redevelopment Policies permit residential redevelopment where there is access to an existing operational rear lane.	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Density (units/acre):	Max. 0.6	Max. 0.6	none permitted
Lot Coverage – Building:	Max. 50%	Max. 50%	none
Lot Size (min. dimensions):	270 m ²	325.7 m ²	none
Setback – Front Yard & Rear Yards (m):	Min. 6 m	Min. 6 m	none
Setback – Side Yard (m):	Min. 1.2 m	Min. 1.2 m	none
Height (m):	2.5 storeys	2.5 storeys	none

Other: Tree replacement compensation required for loss of significant trees.

SURVEY PLAN OF LOT 4 BLOCK 2 SECTION 25 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 18935

PARCEL IDENTIFIER (PID): 004-125-096

CIVIC ADDRESS

#11291 WILLIAMS ROAD
RICHMOND, B.C.

TREE RETENTION PLAN

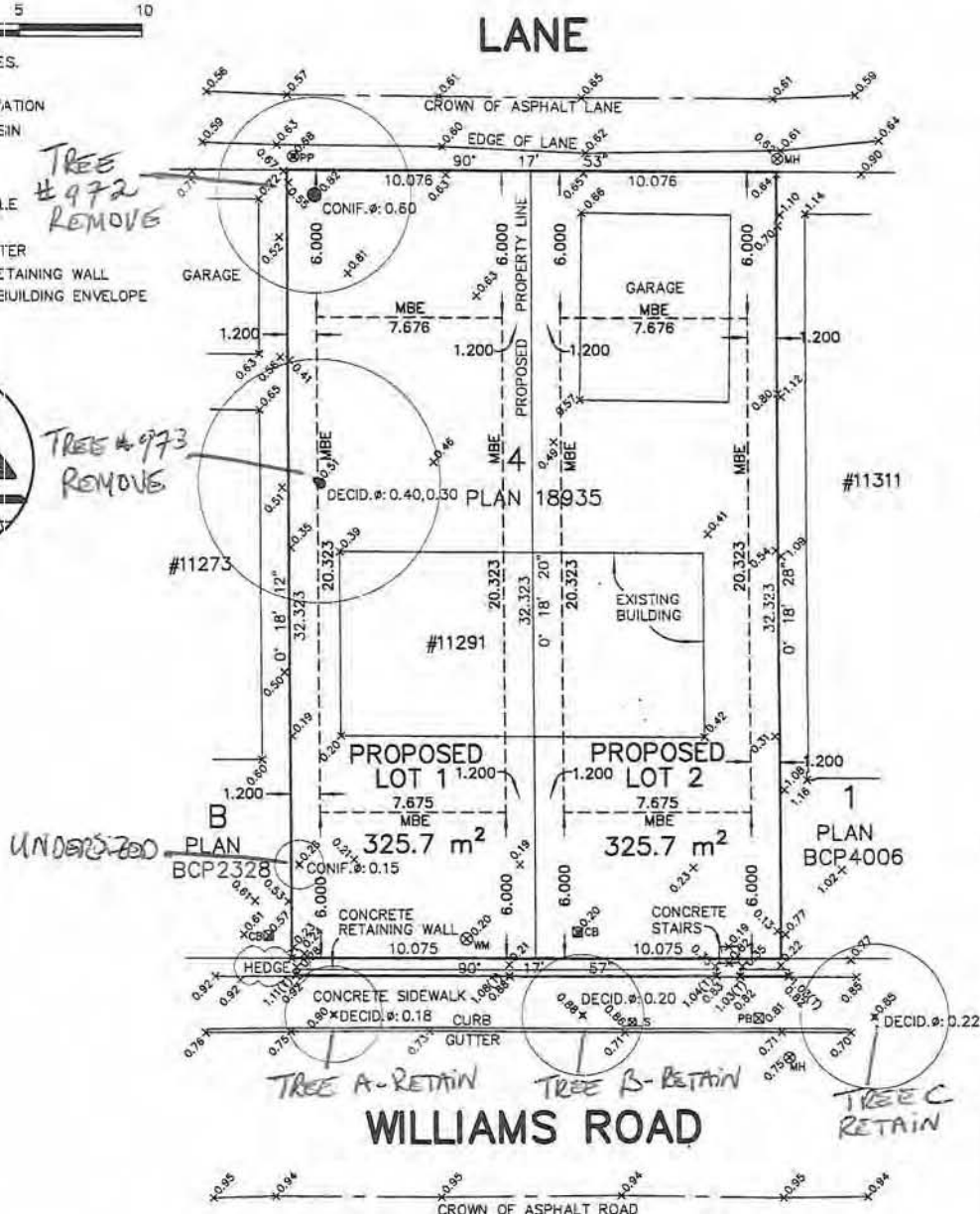
LEGEND

SCALE 1:200



ALL DISTANCES ARE IN METRES.

- +0.64 INDICATES SPOT ELEVATION
- CB INDICATES CATCH BASIN
- MH INDICATES MANHOLE
- PB INDICATES PULLBOX
- ⊙ PP INDICATES POWER POLE
- △ S INDICATES SIGN
- WM INDICATES WATER METER
- (T) INDICATES TOP OF RETAINING WALL
- MBE INDICATES MAXIMUM BUILDING ENVELOPE



© COPYRIGHT

MATSON PECK & TOPLISS
SURVEYORS & ENGINEERS

#320 - 11120 HORSESHOE WAY
RICHMOND, B.C., V7A 5H7
PH: 604-270-9331
FAX: 604-270-4137

CADFILE: 16755-001-TPG-001.DWG

NOTES:

- ELEVATIONS ARE IN METRES AND ARE DERIVED FROM CITY OF RICHMOND HPN MONUMENT #191 (02H2453) WITH AN ELEVATION OF 1.664 METRES.
- PROPERTY LINE DIMENSIONS ARE DERIVED FROM LAND TITLE OFFICE RECORDS AND LEGAL FIELD SURVEYS.
- ALL DESIGNATED TREES AS DEFINED BY THE CITY OF RICHMOND BYLAW NO. 8057, ARE SHOWN HEREON.

PLN - 77

CERTIFIED CORRECT
THIS 17TH DAY OF AUGUST, 2011

[Signature]
B.C.L.S.

DATE OF SURVEY: JUNE 16, 2011

R-11-16755-TPG

CLIENT REF: KIRK REAL ESTATE SERVICES LTD.



City of Richmond

Rezoning Considerations

Development Applications Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 11291 Williams Road

File No.: RZ 11-587549

Prior to final adoption of Zoning Amendment Bylaw 8852, the developer is required to complete the following:

- 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 Lane Establishment and Arterial Road Redevelopment Policies and should not include hedges along the front property line;
 - include a mix of coniferous and deciduous trees; and
 - include the four (4) required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	8 cm		4 m
2	10 cm		5.5 m

- Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on (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 applicant 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. \$4,207) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on Title to secure a secondary suite.
- Registration of a flood indemnity covenant on title.

At future subdivision stage, the developer will be required to:

- Pay Development Cost Charges (City and GVS & DD), cash-in-lieu for future lane upgrading, School Site Acquisition Charge, Address assignment fee, and servicing costs.
- Register a 2 m utility Statutory Right-of-Way along the entire frontage on Williams Road to accommodate storm inspection chambers and water meter boxes.

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.

[Signed original on file]

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 8852 (RZ 11-587549)
11291 WILLIAMS 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. 004-125-096

Lot 4 Block 2 Section 25 Block 4 North Range 6 West New Westminster District Plan 18935

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 8852"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER DEVELOPMENT REQUIREMENTS SATISFIED

ADOPTED



MAYOR

CORPORATE OFFICER



To: Planning Committee
From: Brian J. Jackson, MCIP
Director of Development

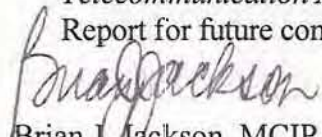
Date: January 18, 2012
File: 08-4040-01/2012-Vol
01

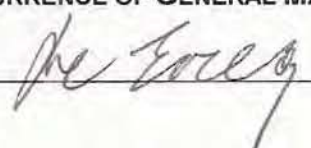
Re: Telecommunication Antenna Consultation and Siting Protocol

Staff Recommendation

That:

1. The proposed *Telecommunication Antenna Consultation and Siting Protocol* be adopted as a Council Policy to guide the City's review of telecommunication antenna proposals and to facilitate commenting to telecommunication antenna proponents and Industry Canada under the Federal *Radiocommunication Act* as set out in the Staff Report entitled "Telecommunication Antenna Consultation and Siting Protocol" dated January 18, 2012;
2. Staff be directed to prepare the proposed amendments to *Zoning Bylaw 8500* as set out in the above Staff Report for future consideration by Council; and
3. Staff be directed to prepare an amendment to *Development Application Fee Bylaw 7984* to include an application fee to cover the cost of processing applications under the proposed *Telecommunication Antenna Consultation and Siting Protocol* as set out in the above Staff Report for future consideration by Council.


Brian J. Jackson, MCIP
Director of Development
MM:blg
Att. 3

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Real Estate Services	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
City Clerk	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Engineering	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Law	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Parks	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

The initial impetus for development of a Telecommunications Antenna Consultation & Siting Protocol (Protocol) arose from Planning Committee's consideration of a proposed large cellular tower antenna in the ALR in the vicinity of Moncton Street and No. 2 Road in late 2008.

Planning Committee made the following recommendation that Council approved by resolution as a referral on November 23, 2009:

"That the Telecommunication Antenna Consultation and Siting Protocol Attachment 1 to the staff report dated October 28, 2009 be approved for discussion with key stakeholders."

The Federal *Radiocommunications Act* regulates the telecommunications network (e.g., antennas). The Protocol identifies the City's consultation process and siting preferences for telecommunication providers. The telecommunication providers have indicated they agree with the Protocol approach provided it would "not impair the performance of the telecommunications network." Specifically, the Protocol enables Council to respond to Federal Government directives to telecommunication providers to seek local governments comments (e.g. to concur, concur with recommended conditions or not concur) on telecommunication antenna proposals.

Following this referral, the first draft Protocol was referred to telecommunication stakeholders. In response to this referral, staff received a number of comments from these stakeholders in early 2010. These comments focused on the Federal jurisdiction over telecommunications and the lack of Municipal authority over the approval of telecommunication antennas.

In Fall, 2011, after further consultation on the Federal Government's policies, staff revised the draft Protocol. Thus, the revised second draft Protocol was discussed with telecommunication industry stakeholders at two workshops on November 17, 2011 and January 5, 2012. A number of revisions were made to the draft Protocol based on the comments from stakeholders and staff's review of policies and guidelines from Industry Canada. With the understanding that Federal authority for regulation of telecommunications supercedes local zoning powers, the stakeholders generally agreed on the second draft Protocol, with the changes made by staff through negotiations at these two workshops, which were then used to develop the final draft Protocol (**Attachment 1**).

On December 8, 2011, the Agricultural Advisory Committee (AAC) reviewed the second draft revised Protocol and suggested extending the notification area to the adjacent parcels or the proposed six (6) times tower height consultation radius (whichever is greater) and ensuring that the telecommunication antenna proposals in the ALR be referred to the AAC. With these changes, AAC members did not have any concerns or objections to the proposed Protocol (**Attachment 2**).

These stakeholder changes, along with those of the AAC, were used to develop the final draft Protocol which is included with this report for consideration for Council (**Attachment 1**). A summary flow chart of the proposed Protocol application process is also included (**Attachment 3**).

Findings Of Fact

Federal Authority to Regulate and Approve Telecommunication Antennas

Federal authority over telecommunications antennas under the *Radiocommunication Act* provides that the City is not able to prohibit these uses under its zoning or other policies. The Federal government requests comments from local governments to concur, concur with recommended conditions, or not concur on telecommunication antenna proposals.

Industry Canada, the Federal agency responsible for regulating and approving telecommunications antennas, requires public consultation to take place at the local level prior to its approval of most types of applications. Industry Canada sets out its own criteria for such industry consultation with local communities, but also encourages municipalities to develop their own Protocols, provided that consultation is not required for federally-exempted antenna situations. Industry Canada's exemptions to the public consultation requirements are included as exemptions under the City's proposed Protocol (Section 2A of the Protocol in **Attachment 1**).

It is also noted that Transport Canada's YVR maximum height zoning also applies and can limit height beyond the City's zoning, depending upon the site location in relation to flight paths.

Provincial Agricultural Land Commission Jurisdiction

The Protocol encourages "minimizing agricultural impact" and acknowledges the Agricultural Land Reserve (ALR) regulations by stating new antenna facilities must:

1. Comply with ALR regulations, including requiring that all tower and related equipment/buildings not exceed a maximum footprint area of 100 m² (1076 ft²); and
2. If this maximum footprint area is exceeded, a "non-farm use" application to the City and Agricultural Land Commission will be required.

Local Government Jurisdiction & Richmond's Zoning Bylaw

Richmond's *Zoning Bylaw 8500* allows for "telecommunications antennas" as local governments are not empowered to prohibit telecommunication installations that are permitted and regulated under Federal jurisdictional powers. However, Section 5.13.7 of Bylaw 8500 does limit the height of "telecommunication antennas" to that of the maximum height for accessory structures and setbacks in each given zone.

The Zoning Bylaw's Agricultural and Industrial zones set a 20 m (66 ft.) maximum height for non-residential accessory structures. The Residential, Mixed Use, Commercial and Institutional zones have a range of 9.0 m (33 ft.) to 12 m (39 ft.) for maximum heights for accessory structures with the exception of the Entertainment and Athletics (CEA) and School & Institutional Use (SI) zones that have no maximum heights for accessory structures.

Currently, when there is an antenna proposal with a height greater than the maximum accessory structure height for a zone, a Development Variance Permit (DVP) application will need to be

considered by the City's Development Permit Panel with final approval of the Panel's recommendation by City Council. For DVPs, the City mails notices to property owners and residents within the standard 50 m (164 ft.) DVP notification radius of the proposed tower.

Although telecommunication antennas are exempted from the BC Building Code, Building Permits are required to be issued by the City for antenna foundations and associated construction of new buildings and building additions over 10 m² (108 ft²).

Analysis

Summary of the Protocol

The City's Protocol is aimed at facilitating opportunities for new stand-alone towers, that generally avoid residential areas, parks, riparian and environmental management areas, and ALR areas where proposed stand-alone towers could adversely affect agriculture.

The proposed Protocol (**Attachment 1**) covers two major topics:

1. Consultation Process
2. Siting & Design Guidelines

Consultation Process

The Protocol also proposes a public consultation process requiring full consultation for stand alone telecommunication antenna towers over 15 m (48 ft.) in height in the above geographic areas. Sections 2 and 3 of the Protocol (**Attachment 1**) outline where telecommunication antenna proponent *and* City consultation are required.

- a. *Where Consultation is Required* - Consultation is required for new stand-alone towers in the *Residential, Agriculture, Agriculture & Open Space*, and *Public & Open Space* OCP land-use designations¹ except where exempted under Section 2A:
 - i. Industry Canada's exemptions to public consultation which include new towers under 15 m (48 ft.) in height, and antenna or tower *additions* that do not increase height more than 25% above the original height (see Section 2A(a-e) for full exemption list); and
 - ii. Other situations including City antennas, *new* building-mounted antennas that do not extend more than 3.0 m above highest point of the building, replacement towers within 15 m of the original tower of the same height, and areas to which the City's "Airport" and "Business & Industry" land-use designations apply (see Section 2A(f-j) for full exemption list).

¹ "Residential" includes *Residential, Neighbourhood Residential, Neighbourhood Service Centre, Mixed Use, High-Density Mixed Use* land use designations in the current OCP. The Protocol will apply to equivalent designations in the new OCP.

- b. *Stepped Public Consultation Process* - Section 3 of the Protocol provides for a *Stepped Consultation Process* that follows three (3) *Consultation Streams* (see summary in **Attachment 3**). The Protocol provides Richmond with a standard framework to consider concurrence, concurrence with recommended conditions or non-concurrence on telecommunication antenna proposals.
- i. *Stream 1 (Staff Decision: Design Guidelines Only)* – The application follows this stream where exempted from public consultation for smaller proposals and special cases as outlined in Section 2A of the Protocol. The application goes through a staff design review process under *Stream 1* in Section 3B where the application is assessed against the Design Guidelines in Section 4. The Director of Development makes the decision to concur, concur with recommended conditions or not concur on the proposal.
 - ii. *Stream 2 (Council Decision: Regular Consultation Process)* – This stream is for situations set out under Section 2B in areas designated in the OCP for residential, mixed-use, agriculture and open space uses. The application also goes through a staff design review process where the application is assessed against the Design Guidelines in Section 4. The consultation process required under Section 3A involves up to two possible *proponent-led consultation steps* at the proponent's cost and a *City-led consultation step* at City cost where Planning Committee considers the application under *Stream 2* in Section 3B. Council then makes the final decision to concur, concur with recommended conditions or not concur on the proposal.
 - iii. *Stream 3 (Council Decision: Consultation With a DVP)* – This stream is for situations set out under Section 2B in areas designated in the OCP for residential, mixed-use, agriculture and open space uses. The application also goes through a staff design review process where the application is assessed against the Design Guidelines in Section 4. The consultation process required under Section 3A involves up to two possible *proponent-led consultation steps* at the proponent's cost and a *City-led consultation step* at City cost where there is a DVP considered by Development Permit Panel under *Stream 3* in Section 3B. Council then makes the final decision to concur, concur with recommended conditions or not concur on the proposal.
- c. The *Consultation Steps* for *Streams 2 and 3* are generally as follows:
- i. As required by City staff, the initial consultation includes the proponent's request to the public for verbal or written public comments;
 - ii. City staff may require a secondary proponent-led consultation where there are outstanding issues of concern. This may be a public meeting or a meeting of those who have expressed unresolved concerns.
 - iii. Referral of the proposed application to the AAC for consultation is required when the site is located within the ALR.

- iv. The consultation process then moves to City-led *Consultation Streams 2 or 3* to consider making recommendations of concurrence to Industry Canada where the City takes the antenna proposal to:
- *Stream 2* - Planning Committee and Council consider providing concurrence if there is no variance to the City's zoning setback or height provisions; or
 - *Stream 3* - Development Permit Panel and Council consider providing concurrence if there is a DVP variance to zoning provisions being considered.
- d. *Consultation Area* - The proposed consultation area is six (6) times the proposed tower height, or includes the adjacent parcels (whichever is greater), instead of Industry Canada's recommended three (3) times tower height. Thus, the consultation area for a 30 m (98 ft.) proposed tower would be 180 m (590 ft.) under the proposed Protocol. This is more than adequate given that towers for which consultation is required would typically range from 15 m (48 ft.) to 50 m (164 ft.) in height. Such towers would require a consultation radius ranging from 90 m (295 ft.) to 300 m (980 ft.) under the six (6) times height approach. The initial proponent-led consultation is undertaken and paid for by the proponent, and documented to the satisfaction of the City.
- Of note, the City's standard DVP notification radius of 50 m (164 ft.) is taken from parcel boundaries and would be expanded to the six-(6) times-tower-height radius from the antenna/tower site when the above public consultation is required of the proponent under the proposed Protocol. This expanded notification will be undertaken by the City's Planning and Development Division with costs being covered by the application fee.
- e. *Newspaper Advertising* - For towers over 30 m (98 ft.) in height, there is also a requirement for the proponent to advertise in two (2) weekly issues of a local new paper. This consultation approach will apply to each of the steps where general public comment is requested. This process is paid for by the proponent and undertaken to the satisfaction of the City.
- d. *DVP Notification Only* - Where there is a DVP to vary zoning provisions, but Protocol consultation does not apply, the City Clerk will notify residents and owners of properties within the standard 50 m (164 ft.) consultation radius of the parcel on which the tower/antenna is to be located in advance of consideration of the DVP by the City's Development Permit Panel.

Design Guidelines

The following guidelines apply to all new antenna installations, whether they require consultation or not, and whether they are completely new towers or co-located on existing towers or erected on existing structures/buildings or involve modifications in any of these situations.

Co-Location for All New Installations (Section 4A)

Co-location is supported where it does not unduly increase the visible bulk of towers in the following ways:

- a. Co-Locate on existing towers where possible.
- b. Planning for co-location for future towers with proponents providing offers to share the installations with other telecommunication providers.

Specific Siting Criteria for All New Installations (Section 4B)

The following guidelines apply:

- a. Integrate with existing adjacent buildings and landscape.
- b. Integrate into building design with antennas not extending more than 3.0 m (9.8 ft.) above the highest point of buildings.
- c. Conform with any applicable existing Development Permit (DP) and Development Permit Area (DPA) design guidelines.

General Location for New Stand-Alone Towers (Section 4C)

General location is focused as follows:

- a. Preference to locate outside of the *Residential, Agriculture, Agriculture & Open Space*, and *Public & Open Space* OCP land-use designations².
- b. Preference to Locate within the OCP *Industry and Business* and *Airport* land-use designations.
- c. Minimize environmental impact.
- d. Minimize impact to OCP-designated *Public & Open Space* lands.
- e. Protect and utilize existing vegetation.
- f. Follow ALC regulations (as outlined above).

Screening and Landscaping For New Stand-Alone Towers (Section 4D)

Provisions include:

- a. Fencing
- b. Screening Buffers
- c. Maintenance

Next Steps

Should Council adopt the proposed Protocol, amendments to *Zoning Bylaw 8500* and *Development Application Fee Bylaw 7984* would be brought forward for Council consideration shortly thereafter.

² "Residential" includes *Residential, Neighbourhood Residential, Neighbourhood Service Centre, Mixed Use, High-Density Mixed Use* land use designations in the current OCP. The Protocol will apply to equivalent designations in the new OCP.

Proposed Zoning Bylaw Changes

It is proposed that *Zoning Bylaw 8500* be amended to be consistent with Industry Canada consultation exemptions and to allow for some small antennas and towers to be built without variances being required. The proposed changes include:

1. A maximum height for stand-alone telecommunication antenna towers at 15 m (48 ft.) or the current maximum height for an accessory structure in a zone, whichever is greater.
2. An allowance for building-mounted antennas to extend 3.0 m (9.8 ft.) above the maximum building height for a zone. This would apply when the roof on which the antenna is attached at or within 3.0 m (9.8 ft.) of the maximum permitted building height. This provision is also provided on the basis that it does not contravene Transport Canada's YVR maximum height zoning.

Proposed Application Form and Fee

To include specific, consistent applications requirements, a Protocol application form will be created should Council approve the Protocol. An application fee (TBD) for processing applications under the Protocol would also require an amendment to *Development Application Fee Bylaw 7984*.

Opportunities for revenue and amenities resulting from telecommunication installations in public places will be part of a negotiation process consistent with existing Municipal Access Agreements and subject to Council approval.

Financial Impact

While the majority of current telecommunication antenna proposals reviewed by City staff and Council involve DVPs which include application fees, the amendments to *Development Application Fee Bylaw 7984* would also allow for the City to recoup the additional cost of processing Protocol applications through fees for the review and expanded consultation area for more complex antenna proposals that would not be covered by the current DVP fee, as well as establish fees for proposals that do not require DVPs.

Conclusion

The proposed Protocol is designed to provide Richmond with the opportunity to establish its own local consultation procedures along with siting and design guidelines instead of telecommunication antenna proponents relying on only the standard Industry Canada local government consultation process. The Protocol provides Richmond with a standard framework to consider concurrence, concurrence with recommended conditions or non-concurrence on telecommunication antenna proposals. The telecommunication stakeholders generally agree on the Protocol, with Telus noting the paramouncy of Federal authority on regulating telecommunications over local zoning powers and the need to ensure that local zoning is not applied so as to impair the performance of the telecommunications network.

On public consultation, the proponent consultation area in the proposed Protocol is six (6) times the proposed tower height, or the adjacent parcels (whichever is greater), instead of

Industry Canada's standard three (3) times tower height consultation area. Where there is also a DVP application to vary the zoning, the City's standard DVP notification radius of 50 m (164 ft.) from the parcel would be expanded to the same six (6) times-tower-height consultation radius from the tower/antenna site as required for telecommunication antenna proponents under the proposed Protocol.

With regards to zoning, it is recommended that the maximum height for stand-alone towers be set at 15 m (48 ft.) or the maximum accessory structure height in a given zone, whichever is greater. Also, it is proposed that building-mounted telecommunication antennas may be allowed to extend 3.0 m (9.8 ft.) above the maximum building height permitted in the zone.

With regards to process, an amendment to Bylaw 7984 is proposed to set application fees for antennas and towers being considered under the proposed Protocol.

In summary, the Telecommunication Antenna Consultation and Siting Protocol (Protocol) provides for a systematic means of consulting with the public whether or not there is a variance under a DVP. The Protocol also provides for a City-designed process instead of relying on the standard Industry Canada default consultation process.



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POLICY

The Federal *Radiocommunications Act* regulates the telecommunications network (e.g. antennas) and supersedes local zoning powers. Nevertheless, the *Telecommunication Antenna Consultation and Siting Protocol* (**Protocol**) identifies the City's interests in managing network elements, in order for network providers to know and follow them, as long as they do not impair the performance of the telecommunications network.

The Protocol addresses:

- A. **City zoning**, acknowledging the authority of the *Radiocommunication Act* (**Act**), Industry Canada's role, policy and regulations under this Act, and that local zoning is not applied so as to impair the performance of the telecommunications network.
- B. **Public consultation** requirements associated with the placement of certain telecommunication antenna installations within the City of Richmond (**City**), including completing the consultation process **within 120 days** of a Protocol application being received by the City.
- C. **Siting design guidelines** applicable to all telecommunication antenna installation proposals described under this **Protocol**.
- D. The City's process for Council and staff for providing recommendations of concurrence or non-concurrence under the authority of the **Act** as well as exemptions to this process.

1. Federal Authority and City Regulations

- A. **Zoning** - Federal authority over telecommunication antenna **installations** provides that the **City** is not able to prohibit these uses under its zoning, and thus:
 - a. **Telecommunication antenna installations (Installations)** are a permitted use in all zones.
 - b. **Zoning regulations** apply to the zone in which the **installation** is located (i.e. siting, height, landscaping, etc.).
 - c. **Development Variance Permit** applications to vary height or siting provisions under the zoning may be considered if necessary to the extent that they would not reasonably prohibit an Installation.
- B. **Siting Design Guidelines** are included in this **Protocol** with a preference for new tower **Installations** to be located outside of the **Residential, Agriculture, Agriculture & Open Space and Public & Open Space** OCP land-use designations or associated zones.
- C. **Building permits** are required to be issued by the **City** for foundations for antennas and associated construction of new buildings and building additions to accommodate **Installations**.
- D. **Municipal Access Agreements** apply to any **Installations** within the City's roads, rights of way and other public places as defined and permitted in such Municipal Access Agreements.

Notes:

- a. For the purposes of this **Protocol**, "**telecommunication antenna Installations**" (**Installations**) can take the form of either antennas mounted on stand-alone towers or building-mounted antennas along with any supporting mechanical rooms, buildings and infrastructure of telephone and data networks that serve public subscribers.



- b. **"Residential"** includes all Residential, Neighbourhood Residential, Mixed Use, High-Density Mixed-Use, and Neighbourhood Service Centre land use designations in the OCP and includes all zones consistent with these OCP designations.
- c. Subsequent OCP land use designations with similar uses to those described in this Protocol may be used in place of the current OCP land use designations.
- d. **"Tower"** includes monopoles, stand-alone towers, masts and similar structures to which antennas are attached, but does not include building-mounted antennas under 6.0m in height.

2. Antennas Requiring Protocol Processing

A. Situations Where Protocol Consultation Provisions Do not Apply

Sections 3 (Consultation), 4A(Co-Location) of this Protocol do not apply to:

Industry Canada Exclusions

- a. **Maintenance** of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure.
- b. **Addition or modification of an antenna system** (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height.
- c. **Maintenance of an antenna system's painting or lighting** in order to comply with Transport Canada's requirements;
- d. **Installation, for a limited duration** (typically not more than 3 months), of an antenna system that is used for a **special event**, or one that is used to support local, provincial, territorial or national **emergency operations** during the emergency, and is removed within 3 months after the emergency or special event; and
- e. **New antenna systems**, including masts, towers or other antenna-supporting structure, with a height of **less than 15 metres** above ground level.

City Exclusions

- f. **New building-mounted Installations** provided they do not extend more than 3.0m above highest point of the building and meet section 4B of the Design Guidelines.
- g. **A new stand-alone tower that replaces an existing tower** provided it does not exceed the height of the existing tower and that the new tower is located **not more than 15m from the existing tower**; the Proponent is required to remove the existing tower along with any unused associated foundations, buildings, fencing and other structures to the extent agreed by the landowner and the City.



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- h. Land that is designated in the OCP as Airport, Business and Industry and that is more than 300m (for new towers over 30m in height) or more than 150m (for new towers between 15m and 30m in height) from land with Residential OCP land-use designations.
- i. **Local government Installations** that are solely dedicated to operation of local government utilities and infrastructure.
- j. Private receiving antennas and closed telecommunication networks, neither of which serve public subscribers.

B. Situations Where Both Protocol Consultation and Detailed Design Provisions Apply

Sections 3 (Consultation) and Section 4 (Design Guidelines) of this Protocol apply to all new stand-alone Installations on sites that are:

- a. **Within the Agriculture and Agriculture & Open Space OCP land-use designations/associated zones¹;**
- b. **Residential or Public & Open Space OCP land use designations /associated zones or are within 300m for (new towers over 30m in height) or more than 150m (for new towers between 15m and 30m in height) of such lands.**

Notes:

- a. Broadcasters require licensing approval from the Canadian Radio-Television and Telecommunications (CRTC). Where a broadcaster constructs an **installation**, the broadcaster is required to provide documentation to the **City** confirming the initiation of the applicable (CRTC) licensing process and it's decision when made.
- b. Where an **installation** is located on a **City** property the proponent may be required to enter into a specific agreement related to that property, or in the case of a road or SROW the proponent may be required to enter into a Municipal Access Agreement with the **City**.
- c. **Transport Canada and other federal transportation regulations and policies, including the current YVR maximum height zoning, is to be followed by the Proponent.**

3. Stepped Consultation Process

A. For those new Installations to which this Protocol applies, the process will generally involve the following steps:

- a. **Proponent** should undertake initial pre-application consultation with the City to ascertain policy and technical issues as well as alternatives to locations that require consultation.
- b. **Proponent** submits the **Protocol** application along with a siting plan that addresses this **Protocol's** Design Guidelines (Section 4) and provides written confirmation of compliance with Industry Canada, Nav Canada and other federal regulations. The City confirms whether the consultation process under this Protocol applies and whether a Development Variance Permit (DVP) to relax zoning regulations is required. If neither of these are required for more minor applications, an application for **Design Review: Staff Concurrence** is made under **Process Stream No. 1** under Section 3B below.

¹ See Notes A and E on page 1.
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- c. **City** reviews the application based on the parameters established in this **Protocol** and provides initial comments
- d. **Proponent** undertakes **initial public consultation, at his/her cost**, that includes:
- Advertising** in at least two consecutive weekly issues of a local newspaper and City Hall Bulletin Board to inform the public of a proposed **installation over 30m in height**; and
 - Written notification**, via direct-addressed mail, to all property owners within a radius from the base of the proposed tower equal to 6 times the tower height or adjacent property owners if no other property is located within 6 times tower height (mailing address list is provided by the City).
- e. **Proponent receives any public comments, within a 10-day public comment period** commencing on the notice mailing date or second advertisement date (whichever is later), and addresses them with the public via correspondence through explanation or proposed changes to the proposal **within a 10-day Proponent reply period** commencing immediately after the public comment period.
- f. Proponent documents all aspects of the public consultation process and provides a summary report to the City not more than 10 days after the end of the Proponent reply period . In addition to highlighting the details of the consultation process, the report must contain all public correspondence received and responses by the proponent to address public concerns and comments. Examples of concerns that proponents are to address, as identified by Industry Canada, include, but are not limited, to issues similar to the following:
- Why is the use of an existing antenna system or structure not possible?
 - Why is an alternate site not possible?
 - What is the proponent doing to ensure that the antenna system is not accessible to the general public?
 - How is the proponent trying to integrate the antenna into the local surroundings?
 - What options are available to satisfy aeronautical obstruction marking requirements at this site?
 - What are the steps the proponent took to ensure compliance with the general federal requirements including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?
- g. **Proponent may be required** to hold a **first public meeting** if there are any outstanding public concerns after responding to any public comments from the initial consultation and reporting them back to the **City**. This meeting may take the form of a general public open house or invitee meeting if there are relatively few people expressing issues of concern. The notification process will be the same of that of initial notification if there is to be a public meeting or notification of only interested parties to an invitee meeting.(As necessary - determined at the discretion of the **City's** Director of Development, based on public comments from initial mail-out consultation).



- h. **Proponent addresses** public comments from the first public or invitee meeting on issues and repeats documentation process as outlined in (e) above.
- i. **Proponent may need to make a DVP application** if the proposal does not meet the applicable zoning setbacks, heights or landscaping/screening provisions. The DVP process is coordinated with the **Protocol** consultation process. If the **Installation does not require public consultation as outlined above**, but requires a DVP to relax zoning provisions, the **Proponent** will need to **submit a standard DVP application** following Process Stream 3 below, but with the regular 50m DVP consultation radius.
- j. If the proposed **Installation** is located within the ALR, the proposal will also be referred to the City's Agricultural Advisory Committee (AAC) concurrently with the above Proponent consultation process.

B. The application takes one of **Three Process Streams** depending on whether the above public consultation and a DVP are required.

PROCESS STREAMS

1. Staff Concurrence: Design Guidelines Only	2. Council Concurrence: Regular Consultation Process	3. Council Concurrence: Consultation Process With a DVP
a. If there is no public consultation required as set out above nor a DVP required to relax zoning requirements, City staff will view an application for siting and design.	a. City undertakes public notification for formal consideration of application using the consultation area as set out in this Protocol .	a. City undertakes public notification for formal consideration of a DVP following the City DVP process , but using the consultation area as set out in this Protocol .
b. Staff prepares a memo reviewing how the proposed Installation meets the Design Guidelines under Section 4	b. City staff prepares a report to Planning Committee that reviews how the proposal meets the Protocol Design Guidelines , addresses public comments and provides a recommendation (i.e. endorse; not endorse).	b. City staff prepares a report to DP Panel that reviews how the proposal requires a variance to zoning, meets the Protocol Design Guidelines , addresses public comments and provides a recommendation (i.e. endorse; not endorse).
c. The Director of Development considers the above memo and either issues a letter with a recommendation of concurrence or requests changes to design and/or siting .	c. City Planning Committee reviews the application and staff report . This will be the first meeting if no previous proponent-held meeting was required by the City or a second meeting if there was an initial public meeting.	c. City Development Permit (DP) Panel reviews the application and staff report . This will be the first meeting if no previous proponent-held meeting was required by the City or a second meeting if there was an initial public meeting.
	d. City Planning Committee makes a recommendation of concurrence or non-concurrence .	d. City DP Panel makes a recommendation of concurrence or non-concurrence .
d. Proponent may undertake possible design or siting modifications and/or provides additional documentation on design rationale if required.	e. Proponent undertakes possible proposal modifications and commitments , if any, requested by Planning Committee.	e. Proponent undertakes possible proposal modifications and commitments , if any, requested by DP Panel.
e. The Director of Planning and Development issues a letter with a recommendation of concurrence or non-concurrence for design and siting .	f. Council considers Planning Committee's Recommendation of concurrence or non-concurrence that is then forwarded to the proponent and Industry Canada to conclude processing.	f. Council considers DP Panel Recommendation of concurrence or non-concurrence that is then forwarded to the proponent and Industry Canada to conclude processing.



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Note: The City's DVP notification area is expanded, at City cost, beyond the standard 50m-radius area to a radius of equal to 6 times the proposed tower/antenna height measured from the tower/antenna or includes adjacent properties (whichever is greater) to be consistent with the proponent notification area in this **Protocol**.

4. Design Guidelines

These design guidelines apply to all Installations - whether they involve new towers or are co-located on existing towers or erected on existing buildings. Proponents must also comply with Industry Canada design requirements, some of which are included in these guidelines (Please refer to CPC-2-0-03 – Issue 4 or subsequent Industry Canada Policies and Regulations).

A. Co-Location: The First Choice for All New Installations

- a. **Co-Locate on Existing Towers** - Each proponent proposing a new **tower Installation** will need to explore opportunities for co-location on existing towers as required by Industry Canada, particularly to the extent that it does not significantly increase the visible bulk of antennas of the tower. Proponents should contact all other relevant telecommunication service providers to confirm opportunities for or agreements to co-locate on an existing **tower installation**.
- b. **Planning for Co-Location** - All new **Installations** should be designed and engineered to accommodate additional antennas and related supporting infrastructure (e.g., mechanical buildings) as required by Industry Canada, particularly to the extent that it does not significantly increase the visible bulk of antennas for stand-alone towers or that accommodates multiple antennas on a building consistent with these guidelines.
- c. **Confirming Support for Co-Location** - The proponent is to document whether they will **be co-locating on existing towers Installations or providing offers to share for future co-location opportunities** if there are no current opportunities for co-location. Appropriate information from the Proponent's professional consultants, may be required to confirm the extent to which co-location is possible under the above sections.

B. Specific Siting Criteria for All New Installations

The following guidelines apply **to all new Installations** (whether completely new towers or co-located on existing towers or erected on existing structures/buildings):

- a. **Comply with Existing Zoning** - All applicable zoning regulations (height, setback, lot coverage and landscaping) apply to both stand-alone and building mounted **Installations** and supporting utility structures unless a DVP is obtained, while acknowledging the *Radiocommunication Act*.
- b. **Integrate With Existing Adjacent Buildings and Landscape** – Stand-alone **Installations** should be properly integrated with existing buildings/structures and landscape in a manner that does not unduly affect their technical performance and be located to minimize the visual impact of the Installation on surrounding land uses.
- c. **Integrate Into Building Design** - Building-mounted **Installations** should be architecturally integrated into the design of the building with appropriate screening (that does not unduly add the appearance of building mass) in a manner that does not unduly decrease their technical performance and colour



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applied to minimize and integrate their appearance to the building. The preference is to have antennas screened only when screening will:

- i. Not to increase mass unless appropriately integrated into the building mass; and
 - ii. Reduce visibility from street level and other major nearby buildings.
- d. **Coordinate With Current Building Rooflines** – Building-mounted antennas should not extend beyond 3 m above the highest point of a building nor 3 m above a parapet wall surrounding the main part of a flat-roofed building to which the antenna is affixed. In addition to this guideline, the installation must comply with the maximum permitted building height under the applicable zoning, unless a DVP to relax the height provision is issued by the City.
- e. **Conform with Any Applicable Existing Development Permit (DP) and Development Permit Area (DPA) Design Guidelines – Installations** affixed to existing buildings and structures should be consistent with or not defeat the intent of the applicable DP conditions or DPA design guidelines to the extent that conformity does not hamper the functionality of the **Installation**.

C. General Location for New Stand-Alone Installations

The following guidelines apply to new stand-alone installations (where they can not be co-located on existing towers or erected on existing buildings/structures).

- a. **Preference to Locate in OCP Industry and Business and Airport Designations** – A new stand-alone **Installation** should be located in the designated or zoned areas provided it is greater than 300m (for new towers over 30m in height), or more than 150m (for new towers between 15m and 30m in height), from lands with Residential or Public & Open Space land-use designations or associated zones.
- b. **Minimize Environmental Impact** – Do not locate **Installations** in a manner that would negatively impact designated OCP Conservation Areas, Riparian Management Areas, and other areas with ecological habitat.
- c. **Minimize Impact to Public & Open Space lands** – Do not locate **installations** in a manner that would negatively impact existing parkland and other public open spaces which include playgrounds, sports fields, trails and other similar recreational features.
- d. **Protect and Utilize Existing Vegetation** – **Installations** should be located to minimize disturbance of and maximize screening from existing trees and landscaping with the objective of minimizing the visual impact of the **Installations**.
- e. **Minimize Agricultural Impact** – Proponents should avoid locating **Installations** on land within the Agricultural Land Reserve (ALR) or in the OCP Agriculture and Agriculture & Open Space designations or associated zones. If it is deemed necessary for a proposed **installation** to be located in these areas, the following requirements apply:
 - i. Comply with ALR regulations, including requiring that all tower and related equipment/buildings **not exceed** a maximum footprint area of 100 sq. m.
 - ii. If this maximum footprint area is exceeded, a "non-farm use" application to the **City and Agricultural Land Commission** will be required prior to going through the **Protocol** consultation and any applicable DVP application processes.
 - iii. **Installations** should be located in a manner that maximizes land available for farming and minimize negative impacts to existing and future potential agricultural operations.



D. Screening and Landscaping For New Tower Installations

Proponents are **encouraged** to construct **any new tower Installations** meeting the following screening guidelines:

- a. **Fencing** - Appropriate fencing is to be implemented to properly secure **Installations**.
- b. **Screening Buffers**- A contiguous, solid decorative fence or planted landscape buffer, consisting of a combination of hedging, trees and shrubs, is to be implemented to screen stand-alone tower **Installations** from **Residential** areas, adjacent buildings and public roads. A minimum height of 2.0 m, and sufficient thickness for vegetation screening to obscure view of the installation, constitutes a landscape buffer.
- c. **Maintenance** - Proponents should provide for long-term maintenance and upkeep of appropriate landscaping for its stand-alone telecommunication **Installations**.

**Excerpt from Draft December 8, 2011
Agricultural Advisory Committee Minutes**

Telecommunication Consultation and Siting Protocol – Review and Comment

City staff provided background on the development of a specific Telecommunication Consultation and Siting Protocol, which has been under development with the City. Information was provided on the general provisions of the protocol, with specific focus on telecommunication antenna proposals in the ALR. Topics covered included preferred land uses, consultation requirements, processing of applications, exemptions and siting/design criteria. Staff also highlighted that the Federal Agency regulating telecommunication services and infrastructure (Industry Canada) prefers for local municipalities to develop specific protocols and consultation requirements rather than rely on blanket Federal processes.

AAC members noted a concern about property owners of larger, vacant farm parcels placing a telecommunication tower in the middle of the parcel (thereby resulting a very large loss of farmland) to bypass requirements for public consultation. As a result, one recommendation was to include the requirement to consult with all adjacent property owners to the site, no matter what the identified consultation radius of the tower is. To assist with assessing agricultural impacts, Committee members suggested that telecommunication tower proposals on agricultural land be referred to the AAC for review and comment and that policy statements be included into the protocol to site/locate installations to minimize impact on agricultural land.

With the suggested comments, the AAC members did not have any concerns or objections to the proposed protocol.

Summary of Telecommunications Antenna Consultation and Siting Protocol City of Richmond

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