



# APC Orientation 2024

Presented by Mike Watson, Acting Manager of Development Planning



NEW WESTMINSTER

# Presentation Agenda

1. Role and Focus of APC Review
2. Development Review Process
3. Meeting Format
4. City Policies to Consider
5. Staff Roles

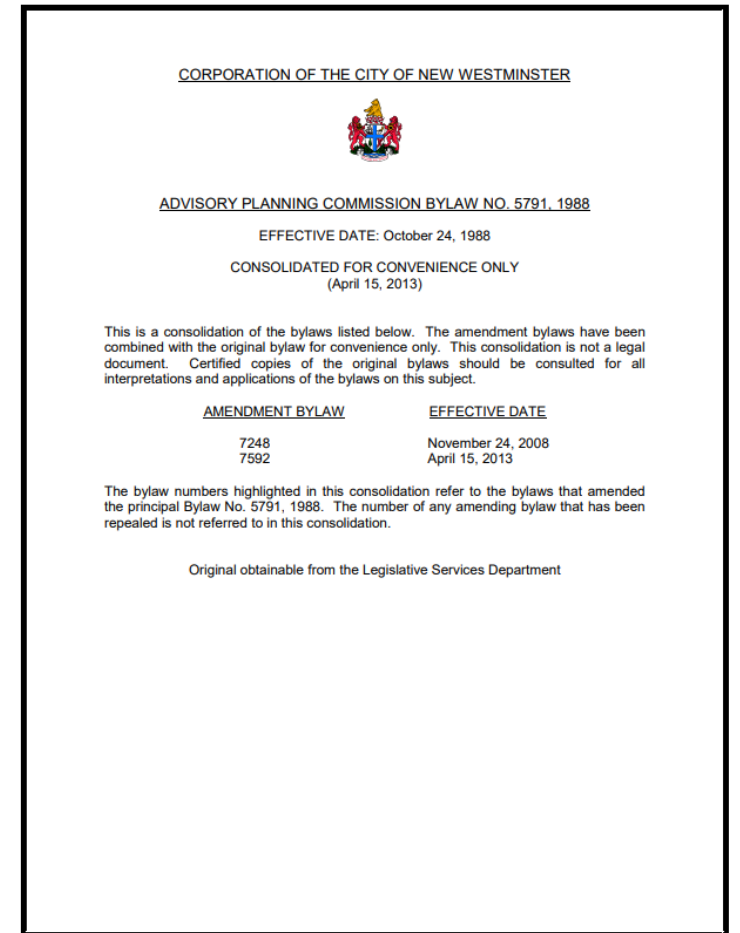
# #1 Role and Focus of the APC Review

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# APC Bylaw & Terms of Reference

Bylaw No. 5791 establishes the APC and provides the Terms of Reference by:

1. Defining the composition of the committee and the appointment procedure.  
*Sections: Commission, Officers*
2. Providing the required procedural framework.  
*Sections: Procedure, Meetings, Agenda, Conduct*
3. Setting the role/scope of review for the APC.



# Role of Commission

The scope of APC review is to examine policy and land use considerations regarding:

1. Policy Work: proposed changes to policies related to land use. (e.g. OCP updates, station area plans, infill housing land use policies, inclusionary housing, industrial lands, etc. )
2. Development Applications: which have significant land use impacts (e.g. large master plan type applications, significant OCP amendments, or those which are quite inconsistent with land use policies)

## Other Committees:

- Affordable Housing & Child Care
- Community Heritage Commission
- Economic Development
- Environment & Climate
- Facilities, Infrastructure & Public Realm
- Sustainable Transportation

# Scope of Review

## APC

- expected to provide a **broader policy perspective** on development proposals than that of other City committees and potentially those residing near a development site,
- comments on aspects of design insofar as they relate to broader policy goals (e.g. ground-oriented residential units to address Family Friendly Housing Policy, enhanced streetscape to address Master Transportation Plan “Great Streets”).

## New Westminster Design Panel

- reviews the **design** aspects of development proposals:
  - fit with neighbourhood/site context,
  - site plan, streetscape, landscaping,
  - building form, massing, architecture, materials, plantings
  - CPTED, sustainability,
  - also, City policy/regulations related to design/construction,
- made up of architects, landscape architects and UDI member,
- Often review a project once, sometimes twice depending on project scale.

# #2 Development Review Process

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# Development Review Process (Simplified)

1. **Staff Assessment:** interdepartmental review in relation to City bylaws, policies and best practices
2. **Preliminary Report to Council:** advancement to next step in process depends on adherence to above considerations
3. **Public Engagement:** including Applicant-led & City-led engagement and information to Residents' Association
4. **City Committees Review:** New Westminster Design Panel (NWDP), and other committees for specific areas of interest / expertise
5. **APC Review & Recommendation: you are here.** advancement to the next step in process depends upon APC providing a formal recommendation, which requires quorum
6. **Council Consideration:** Formal consideration of application

The applicant is expected to make adjustments to their proposal based on input from the public, staff and other City committees prior to presentation to the APC.



# #3 Meeting Format

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# Meeting Format

## **Planning Staff Overview (5 to 10 min.)**

- Application description, policy context, merits of the proposal, any issues,
- Commission members ask questions of the Planner.

## **Developer Presentation (Optional | 10-15 min.)** (for applications)

- Application description, with an emphasis on land use, density and support of City policies,
- Commission members ask any questions of the developer.

## **Public Comments (5 min/speaker)** (for applications)

- Members of the public are given an opportunity to provide comments,

## **Commission Deliberation**

- Commission provides their comments on the proposal *in the context of the goals and objectives of key City policies,*
- Commission passes a motion indicating their position on the application.

The staff report and planner overview will highlight any issues with the proposal. The Commission's comments on these points are key to informing the next stages of the review process.

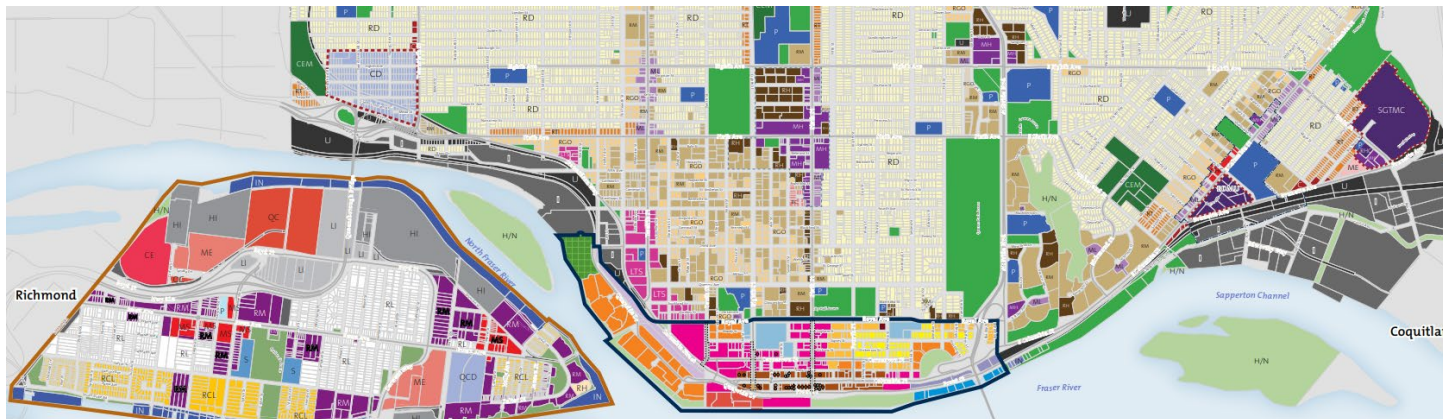
# #4 City Policies to Consider

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# City Policy Documents to Consider

## Official Community Plan (2017)

- Provides the land use designations for sites.
- Outlines the issues, goals, policies and priorities for a range of issues affecting the growth and livability of New Westminster.
- Includes plans for Queensborough and the Downtown.



# City Policy Documents to Consider Inclusionary and Rental Housing Policies

## **Inclusionary Housing Policy (2019)**

Applies to mid-rise and high-rise strata residential development applications. Applicants may choose from the following options:

- **Option 1** – provision of a minimum of 10% of total units as below-market rental units with payment to the developer based on the rental income option;
- **Option 2** - provision of a minimum of 7.5% of total units as non-market rental units with no payment to the developer; or
- **Option 3** – provision of a minimum of 20% of total units as non-market rental units (to be negotiated), with a contribution to the developer to assist in construction costs.

## **Rental Replacement Policy (Draft)**

Applies to existing purpose-built market rental housing sites where redevelopment will remove more than 6 rental units.

Applicants seeking rezoning expected to provide 100% of the secure market rental units including 10% of total units secured as below-market rental units.

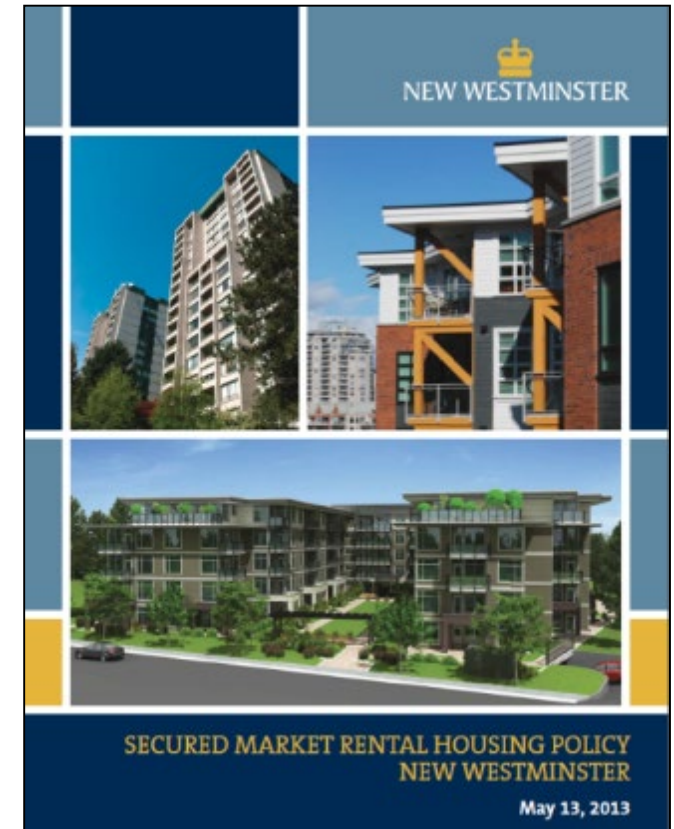
## **Tenant Relocation Policy (2016)**

Applies to Rezoning or Heritage Revitalization Agreement applications which involve the demolition of six or more purpose-built market rental housing units and requires the creation and use of a Tenant Assistance Plan.

# City Policy Documents to Consider

## Secured Market Rental Housing Policy (2013)

- applies to NEW rental sites
- supports retention of the existing rental housing stock,
- provides incentives for the development of new secured market rental housing:
  - Reduced parking requirements,
  - Payment of legal fees,
- market rental development is secured for 60 years through a Housing Agreement.

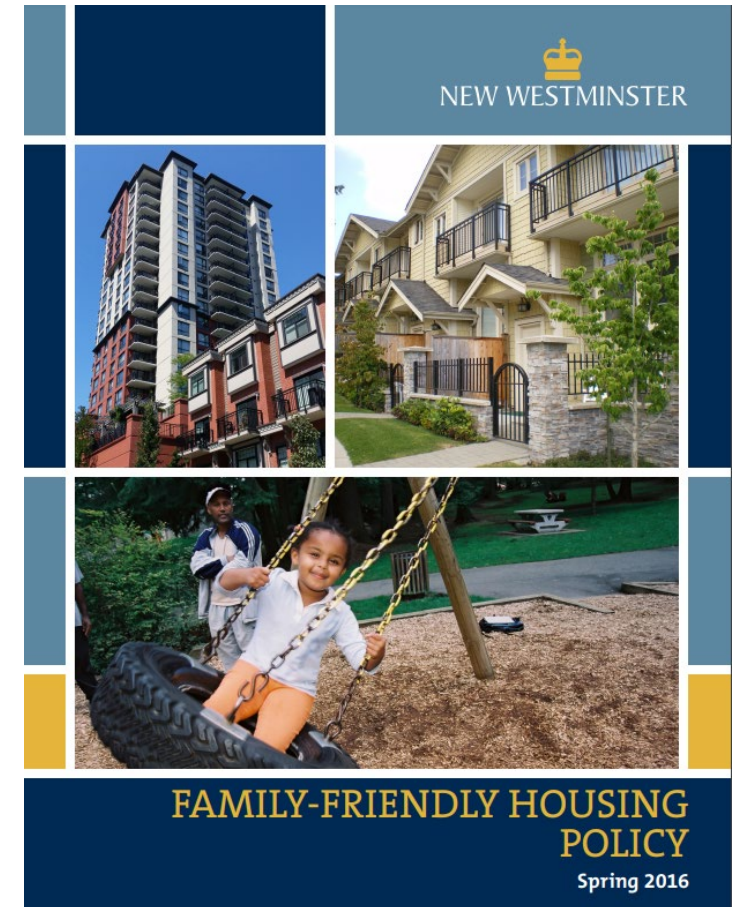




# City Policy Documents to Consider

## Family Friendly Housing Policy (2016)

- meets Council priority for provision of housing suitable for families,
- As part of policy implementation, Zoning Bylaw requires a minimum percentage of 2 and 3 bedroom units in both strata and rental residential developments (Adaptable Housing Zoning Bylaw Amendment),
- the accompanying Family Friendly Housing Policy also includes guidelines to ensure that family friendly units are affordable and livable.



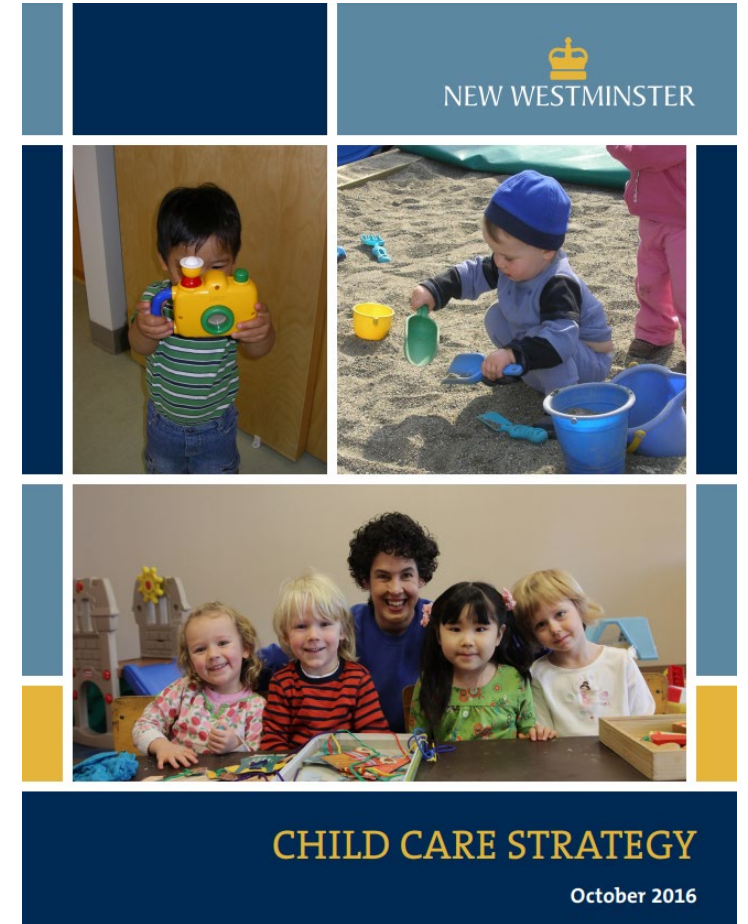


# City Policy Documents to Consider

## Child Care Strategy (2016)

Key actions:

- integrate child care planning into the municipal planning process,
- consider child care in all appropriate development projects, including through the negotiation of developer contributions,
- plan neighbourhoods to be 'child friendly' places,
- designate childcare as a 'standard' community need similar to parkland.

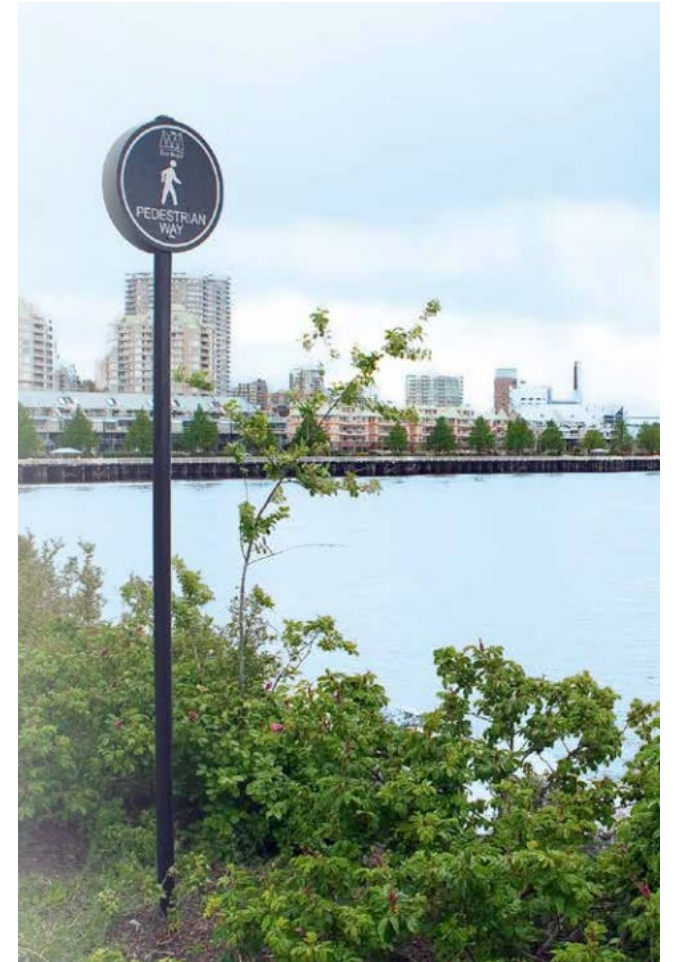


# City Policy Documents to Consider

## Master Transportation Plan (2015)

Some key City transportation objectives related to land use planning:

- create a walkable community,
- make cycling a comfortable and attractive way to move through the community,
- provide attractive and convenient transit,
- manage local and regional travel through the City,
- create a network of Great Streets,
- preserve neighbourhood livability.



# Additional Policies

Climate Emergency – 7 Bold Steps (2019)

Community Energy and Emissions Plan (2011) (Currently in update process)

Environmental Strategy and Action Plan (2018)

Future Forward: An Economic Development Plan for New Westminster, 2018-2023

Integrated Stormwater Management Plan (2018)

Policy for the Use of Heritage Revitalization Agreements (2011) (Currently in update process)

Rental Housing Revitalization Program (2019)

Queen's Park Heritage Conservation Area (2017)

Urban Forest Management Strategy (2016)

*Please consult APC Planning Policy Binder or Development Considerations in New West webpage.*

# #5 Staff Roles

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# Staff Roles

## **Development Planners**

Write reports, introduces applications, policy context and land use considerations, and answers questions on the applications.

## **Kathryn Beardsley, Planning Assistant**

Public notification letters

## **Carilyn Cook, Committee Clerk**

604-515-3782

[ccook@newwestcity.ca](mailto:ccook@newwestcity.ca)

**Primary contact between City and APC members**

Takes minutes, and provides procedural support in meetings.

Coordinates the agenda, website posting, and confirms quorum.

# Questions?