

TO: His Worship Mayor Dan Ruimy
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Development Application Review Process (Submission of A Complete Application Prior to First Reading)

MEETING DATE: June 13, 2023
FILE NO: 13-6440-20
MEETING: Workshop

EXECUTIVE SUMMARY:

Streamlining the development application review processes is one of the City's high priorities. This priority is in line with the Provinces' initiative to help municipalities to improve efficiency and effectiveness of their review process in response to the widespread housing affordability issues.

As a step to improve the review process, the City has conducted a Development Services Function Review. One of the recommendations of this review is to require submission of complete rezoning applications, including the associated development applications (i.e. development permit, development variance permit, and subdivision) and the required detailed information and technical reports, at the initial application intake. This report provides information regarding the proposed changes, as well as other changes to the City's application review process to improve efficiency, and expedite development approval.

RECOMMENDATIONS:

1. That staff bring forward a bylaw amending the *Maple Ridge Development Procedures Bylaw No. 5879 – 1999*, as discussed in section 2.3 and in accordance with Appendix A of this report, for first, second, and third readings, to:
 - a. require submission of complete applications, including the associated Official Community Plan amendment, development permit, development variance permit, and subdivision applications, if required, and the required detailed information and technical reports, prior to consideration of first reading, for any application involving a zoning amendment bylaw; and
 - b. require a pre-application meeting prior to submission of a complete application for a zoning amendment bylaw with or without an Official Community Plan amendment, development variance permit, development permit, temporary use permit, or subdivision, with a number of exceptions subject to approval of the Director of Planning, or their designate;
2. That staff bring forward amendments to the Development Information Meeting Policy No. 6.20 to incorporate the proposed changes related to the application review process, as discussed in section 2.3 and in accordance with Appendix B of this report;
3. That staff review and bring forward amendments to the Development Sign Policy No. 6.21 in a separate future report to update the Policy and incorporate the proposed changes related to the application review process, as discussed in section 2.3 of this report;
4. That feedback be obtained from the Urban Development Institute and Homebuilders Association Vancouver, regarding the proposed changes to the application review process, as discussed in section 2.3 of this report; and

5. That the proposed Maple Ridge Development Procedures Amending Bylaw No. 7931-2023 and the amended Development Information Meeting Policy No. 6.20, as outlined in Appendices A and B of this report, or as amended, be brought forward for final adoption and Council approval, following receipt of the feedback from the Urban Development Institute and Homebuilders Association Vancouver.

1.0 BACKGROUND:

In September 2019, the Ministry of Municipal Affairs and Housing released the final report from a province-wide stakeholder consultation related to development approval process review. The purpose of this review was to identify challenges and opportunities in the current development approval process and help municipalities to eliminate barriers to housing construction, particularly the construction of affordable housing.

Among those challenges and opportunities, the “local government application process” has been identified as a high priority, and municipalities were encouraged to improve efficiency and effectiveness of their development application review process. While the local government development approval process plays an important role in ensuring interests, health and safety of the community, it can result in a lengthy and expensive process with significant uncertainties for developers. A significant factor that affects local governments’ efficiency and the length of application review process is the submission of incomplete applications.

Following the Ministry’s initiatives and given the affordability challenges facing our fast-growing community, the City Council and Senior Leadership commissioned an independent review of the Maple Ridge current Development Services Function. Neilson Strategies Inc. was selected to conduct the review. The final report dated November 2022 includes a number of recommendations in different areas, including but not limited to Council involvement, delegation of approval, communication and engagement. Among those, is a recommendation to revise the current development application review process by combining first and second readings for the zoning amendment bylaws. In so doing, staff would only accept complete rezoning applications and forward them to Council for first reading following the comprehensive staff review of the application. A complete application would include the associated development applications (i.e. Official Community Plan (OCP) amendment, development permit (DP), or subdivision), and the required detailed information and technical reviews. This approach which is currently used in most Metro Vancouver municipalities will improve the efficiency and effectiveness of the overall development application review process.

2.0 DISCUSSION:

2.1 Current Development Application Review Process in Maple Ridge

On October 13, 2009, Council approved the recommendation of the report titled “Development Process – Planning Committee Discussion Points”, and directed staff to prepare the necessary implementation steps to allow a rezoning application to proceed to first reading prior to submission of the associated development applications (i.e. OCP amendment, DP, or subdivision) and the required detailed information and technical reviews. These changes were intended to address a concern from a number of smaller developers related to the costs of undertaking technical reviews, and difficulties in getting preliminary financing from lending institutions prior to first reading. The purpose of these changes was to gauge Council’s support for the application prior to the applicant investing significant funds on development consultants and technical reviews. This was also intended to allow Council to provide early input on rezoning proposals prior to formal review of the application by staff.

Following the implementation of the proposed changes, the application review process for rezoning applications changed as follows (Figure 1 illustrates the main steps of the current rezoning application review process, and the general length of the processing time between each step):

- Application intake: Under the *Maple Ridge Development Procedures Bylaw No. 5879–1999*, the required detailed information related to the proposal at the application intake is minimal and limited to:
 - a written statement describing the proposal and its consistency with the OCP policies and guidelines; and
 - a preliminary site plan sufficient in detail to demonstrate the proposal, its compliance with the Zoning Bylaw and DP guidelines, and any requested variances.
- First reading report to Council: First reading report is generally submitted to Council following the initial land use assessment of the proposal and determination of its compliance with the OCP. At this stage, Council may decide to grant first reading, defer the application to staff, or deny the application.
- Submission of a complete application: If Council grants first reading to the bylaw, the applicant is required to submit a complete application package within one year of the date when the first reading is granted. A complete application package shall include the associated development applications (i.e. OCP amendment, DP, development variance permit (DVP), or subdivision) along with the required detailed information and technical reports, as outlined in the *Maple Ridge Development Procedures Bylaw No. 5879–1999*.
- Detailed review of the application by staff and external agencies: Following receipt of a complete application package, the provided information and documents will be circulated to related City departments and external agencies for review. For rezoning applications that include a DP and where the review of the Advisory Design Panel (ADP) is required, the architectural and landscape drawings shall be reviewed by ADP, at this stage. A Development Information Meeting (DIM), if required, should also be held later in this stage, after the City's requirements have been addressed.
- Second reading report to Council: Second reading report is generally submitted to Council following the comprehensive review of the associated development application, and detailed information and technical reports by staff to ensure its compliance with City bylaws and policies. For those rezoning applications that require the external agencies' approval prior to final adoption (i.e. Ministry of Transportation and Infrastructure (MOTI)), the preliminary approval shall be obtained prior to second reading. At this stage, Council may determine to grant second reading and allow the application to proceed to public hearing, defer it to staff, or deny the application.
- Public Hearing and third reading: Third reading is generally granted by Council after Public Hearing, unless Council decides to defer the application to staff with direction, or deny the application.
- Final adoption: Council may grant final adoption after satisfaction of the rezoning requirements, including the external agencies' final approval, if required. Considering that a rezoning application is subject to Council's approval, Council may choose to deny the application at this stage. However, denial of a rezoning application at this stage of the approval process, has been extremely rare.



Figure 1 – Current Rezoning Application Review Process

In addition to the general rezoning application review process that allows the submission and comprehensive review of the associated development applications, and detailed information and technical reports after the first reading, staff may recommend an alternative process to Council for rezoning applications that involve large areas of land, and multiple phases, sites, or land uses.

In 2022, the City started to require a pre-application meeting prior to submission of a formal rezoning application¹. This was noted by the Neilson’s report positively as a Best Practice. The purpose of this meeting is to allow an early review of the proposal in order to identify any requirements and potential issues or concerns prior to submission of a formal application. All feedback provided to the applicant is intended to help strengthen the proposal and prevent problems from arising during the formal application review process.

The pre-application meeting improves the efficiency of the application review process by facilitating an early discussion on supportability of the proposal from the OCP and other City bylaw/policy perspectives. As part of this process, the applicant receives a comprehensive list of the requirements and direction on the required steps in order to proceed to final adoption. This allows the applicant to assess the feasibility of the project and the associated costs prior to proceeding with the formal application. A faster and smoother approval process is the goal of the pre-application meeting.

Although the pre-application meeting is currently required as part of the City review process for most development applications, it is not considered a requirement under the current *Maple Ridge Development Procedures Bylaw No. 5879-1999*.

2.2 Development Application Review Process in Other Municipalities

Review of other municipalities’ development application review process indicates that the detailed information and technical reports required to process an application are generally required at the initial application intake stage. This allows staff to initiate the comprehensive review of the proposal as soon as the rezoning application is received. The first staff report presenting an application to Council (first reading, or combined first and second reading reports) generally includes results of the comprehensive and technical analysis of the proposal by staff. This review process allows staff and Council to have a clear and complete understanding of the environmental, servicing, transportation, community planning and other anticipated impacts of the proposed development early in the process. This also enables Council to make an informed decision when granting the first readings to a rezoning application.

In other municipalities, pre-application meetings are an important component of the application review process. Similar to Maple Ridge, these meetings allow the applicant to have a clear understanding of the requirements, challenges, opportunities, and the associated costs, prior to submission of a formal application, as well as to assess City staff’s opinion on the proposal.

¹ In addition, a pre-application meeting is currently required for other development applications, including development permits, development variance permits, temporary use permits, and subdivision.

The review process in other municipalities plays an important role in reducing the application processing time and consequently the development costs. In October 2022, Altus Group Economic Consulting released the Municipal Housing Supply and Benchmarking Study prepared for the Canadian Home Builder's Association. According to this study, the average processing time for rezoning and development permit applications among 13 participant municipalities in British Columbia have been 13-14 months². It should be noted that similar to Maple Ridge, many other municipalities are in the process of, or have completed a review of their application review process to streamline their review process.

2.3 Observations Related to the Existing Development Application Review Process in Maple Ridge

Review of the current development application process in Maple Ridge and the comparison with other municipalities' best practices reveal the following issues:

- **Increased processing time:** The application review process in Maple Ridge is generally longer compared to other Metro Vancouver municipalities. This is partly due to the current review process which allows an applicant to submit the associated development applications and the required detailed information and technical reports for staff review within one year after the first reading is granted. The required time to assess the land use implication of the proposal for the purpose of the first reading report and prepare a report and presentation for Council consideration of the first reading is another factor that increases the overall application processing time in Maple Ridge.

A review of 338 rezoning applications received between 2012 and 2022 indicates that an average time between application intake and receipt of a complete application after the first reading is approximately 17 months. Applicants' delay in submission of a complete application, including the required detailed information and technical reports contributes to approximately 65% of this time gap. Late submission of technical reports results in a delay in initiating the comprehensive review of the application by City staff and external agencies.

- **Possible Misuse of the Process:** The current application review process can provide an opportunity for the applicant to use the first reading as a signal of Council support to enhance the marketability of the development site for simply investment purposes. Given that under the current process, proceeding to first reading does not require significant expenditure by the applicant, it can be simply used as an investment opportunity for those who are not committed to proceed with their application following the first reading. This approach can encourage land speculation and have a negative impact on development feasibility and housing affordability in Maple Ridge.
- **Increased Associated Costs and Uncertainties for Developers:** In general, longer application processing time can negatively impact the costs associated with a development and increases the risk of the project going sideways. Unplanned added costs, such as increased servicing costs, development cost charges, financing, and construction costs can increase the risk of delay or cancellation of development projects. All these factors also have a negative impact on housing affordability.

In some cases, projects that are delayed for a significant period of time can be impacted by amended City policies and bylaws that are introduced to resolve the emerging community's needs and issues. This may result in additional City requirements beyond what have been originally

² The City of Maple Ridge was not part of this study.

required, or significant changes to the proposal³. In some cases, the proposed developments are reduced in scale, or are determined not being feasible after first reading once the comprehensive analysis and technical reports are provided. These changes may impact the feasibility of the project and increase the risk of delay or cancellation of the development.

- **Inefficient Use of Staff Time:** The current application review process requires additional staff time to prepare a report and presentation for Council consideration of first reading, which is solely provided to assess the several land use implications of a project. According to the *Development Procedures Bylaw No. 5879-1999*, staff are required to notify an applicant of the file closure if a complete application is not submitted within 10 months after the first reading is granted. In some cases, staff had to close a rezoning application due to not receiving a complete application after 12 months of the first reading.

The required time to receive, review, and process the initial and the complete rezoning applications and the associated administrative tasks and communications, take considerable amount of staff time. The time spent can be better utilized in an amended process to expedite the technical review of complete applications and improve the efficiency and effectiveness of the application review process in Maple Ridge.

- **Inadequate Technical Information at First Reading:** The purpose of the first reading report is currently to provide an opportunity for Council to consider the merit of an application based solely on land use implications without complete information on environmental, servicing, transportation, community planning, and other important impacts of the project. Limited information that is provided at first reading does not allow Council to make an informed decision regarding an application without a clear understanding of what is being proposed and what it would mean for the City and the community.

A review of rezoning applications received between 2012 and 2022 indicates that no application has been denied by Council at first reading, considering that Council did not have adequate information to deny an application at that early stage. This indicates that this process no longer fully serves City objectives.

2.3.1 Proposed Bylaw and Policy Amendments to Streamline the Application Review Process

- **Maple Ridge Development Procedures Bylaw No. 5879 – 1999**

Given the implications of the current application review process, the City's goal to improve the efficiency and effectiveness of the application approval process, and the local governments' mandate to set a target time-frame for application review, it is recommended that Council authorize staff to amend the *Maple Ridge Development Procedures Bylaw No. 5879-1999*, as follows:

- Formally require a pre-application meeting for all development applications, including the zoning amendment bylaws, with or without an OCP amendment, DVPs, DPs, temporary use permits, and subdivisions. The Director of Planning may waive the pre-application meeting requirement for a minor DP, DVP, or subdivision creating two lots, if an initial staff review is not necessary prior to submission of a formal application due to simplicity of the application.

³ There is generally a grace period or grandfathering provision for active applications that may be impacted by the amended City policies and bylaws. However, the rezoning applications with significant delays may not benefit from these grandfathering provisions.

- Require a complete rezoning application package, including the associated development applications and the required detailed information and technical reports, at the application intake and prior to the application being submitted to Council for first reading. The revised process shall apply to the zoning amendment bylaws with or without an OCP amendment, submitted after the final adoption of the proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999*, included in Appendix A.
- Provide grandfathering option for the existing rezoning applications by allowing the submission of complete application, including the associated development applications and the required detailed information and technical reports, within one year from the date when the first reading is granted. This provision shall only apply to those rezoning applications which are received prior to final adoption of the proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999*, included in Appendix A.
- Reduce the maximum 18-month time-limit between third reading and final adoption to 12 months. Under the current *Maple Ridge Development Procedures Bylaw No. 5879-1999*, an applicant has a maximum of 18 months after third reading to satisfy all the rezoning requirements for final adoption (i.e. submission and approval of engineering design drawings, and registration of servicing agreements and other legal documents). The Director of Planning has the authority to grant a one-time six-month extension, if none of the following conditions apply:
 - one or more of the terms and conditions specified by Council are requested to be modified by the applicant;
 - new or modified Council policy affects the terms and conditions specified by Council;
 - a change in the ownership of a property affects agreements or understandings with the previous owners respecting the terms and conditions specified by Council;
 - a provincial or federal regulation would result in a change to the application;
 - the property is subject to bylaw enforcement which the rezoning does not address;
 - a lack of communication and/or no progress on completing remaining terms and conditions specified by Council; and/or
 - the development context of the surrounding area has changed significantly since the Public Hearing was held for the application.

To streamline the review process and further reduce the application processing time, it is recommended that the 18-month time-limit between third reading and final adoption be reduced to 12 months. A six-month extension may be granted twice by the Director of Planning subject to the above noted conditions and the payment of 50% of the rezoning application fee for each extension. The six-month extension is intended to address special circumstances such as, delays in senior government agencies' approval, complexity of the project, extensive rezoning requirements, delays in registration of numerous legal charges and agreements, etc. Failure to submit an extension request and fees will result in file closure. Submission of a new application and application fee will be required if the applicant intends to proceed with the application after the file closure.

The proposed change will require the applicant to work continuously with staff to meet the requirements and proceed to final adoption in a timely manner. This requirement is intended to minimize long periods of application inactivity, and would add to the overall efficiency of the process. This will result in more projects be completed and built.

If Council approves this recommendation, this requirement will only apply to those rezoning applications which will receive third reading after final adoption of the proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999*, included in Appendix A. Those

rezoning applications which received third reading prior to final adoption of the proposed amendments will continue to be subject to the 18-month time-limit, with a one-time six-month extension by the Director of Planning.

- Limit application inactivity period to six months. Review of development applications indicate that the cumulative periods of application inactivity add to the overall application processing time. Limiting the period of inactivity will require the applicant to continuously work on the application requirements and avoid long delays to submit the requested information and revisions.

If Council supports this recommendation, an applicant will be notified early on and during the application review process that the file may be closed if the information and documents requested by the City are not provided, or no action indicating that the work is underway is shown within six months of such request. The file may remain open if the applicant proves that the work is underway, and special circumstances have resulted in the delay.

- Remove the Development Application Submission Checklists (Schedules A – J). The Development Application Submission Checklists provide a general list of requirements for various types of development applications (i.e. rezoning, OCP amendment, DP, etc.). Considering that a comprehensive list of requirements will be provided as an exclusive checklist specific to a development project as a result of a pre-application meeting, it is recommended that the general checklists be removed from the *Maple Ridge Development Procedures Bylaw No. 5879-1999*. The checklists will be provided at the Planning Department front counter and on the City website as general guides for the public.
- Include a number of housekeeping amendments to improve clarity of the Bylaw and its consistency with other adopted bylaws and current practices, as follows:
 - Replacing the wording “temporary commercial and industrial permits” with “temporary use permits” to reflect the current legislation;
 - Including “minor DPs” as a type of “DP”; and
 - Including “Council deferral of an application to the Director of Planning, or their designate for further review” as an option for Council when receiving an application for its consideration.

If Council approves these recommendations, the application review process for rezoning applications, with or without an OCP amendment, will be revised as follows (Figure 2 illustrates the main steps of the proposed rezoning application review process and the general length of the processing time between each steps):

- Pre-application meeting: This would allow staff to have an initial comprehensive review of the application to identify any requirements in writing prior to submission of a formal development application.
- Application intake: This includes submission of a complete application package, containing all the associated development applications, as well as the required information and technical reports which were identified at the pre-application meeting.
- Comprehensive review of the application: The application, including the supporting documents and technical reports, will be reviewed by City staff and external agencies to ensure its compliance with the regulations, bylaws and policies. At this stage, the proposal will be assessed from the land use implications, as well as the environmental, servicing, transportation, community planning, and other perspectives. For a rezoning application that includes a DP, where the ADP review is required, the architectural and landscape drawings shall be reviewed by ADP, at this stage. A DIM, if

required, should also be held at this stage, and the summary of public comments should be provided to City staff.

- First and second reading report to Council: A report for the Council consideration of first and second reading will be forwarded to Council after the comprehensive review of the proposal is completed. The report which is similar to the second reading report in the current process, includes detailed information regarding the proposal, impacts on the community, compliance with City bylaws and policies, and development requirements which should be met prior to final adoption.

For those rezoning applications that require external agencies' approval (i.e. MOTI), the preliminary approval shall be obtained prior to this stage. At this time, Council may determine to grant first reading and defer the application to staff for further review, grant first and second readings and allow the application to proceed to Public Hearing⁴, or deny the application.

- Public Hearing and third reading: Third reading is generally granted by Council after Public Hearing, unless Council decides to defer the application to staff for further review, or deny the application.
- Final adoption: Council may grant final adoption after satisfaction of the rezoning requirements, including the external agencies' final approval, if required. Considering that a rezoning application is subject to Council's approval, Council may choose to deny the application at this stage⁵. An applicant will be given a maximum of 12 months, with two additional six-month extensions, if needed, from third reading to proceed to final adoption.

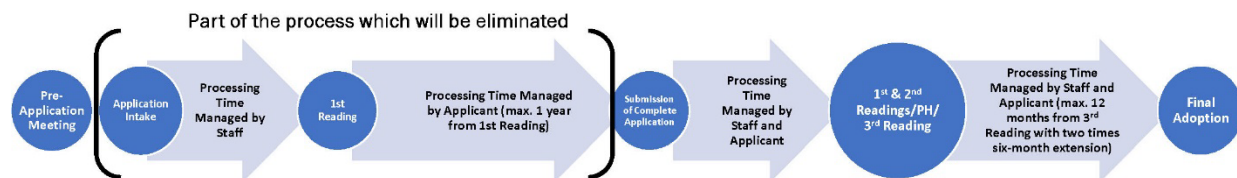


Figure 2 – Proposed Rezoning Application Review Process

The proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879–1999*, including the proposed changes to the application review process, are included in Appendix A.

• Other Council Adopted Policy Amendments

If Council approves the proposed application review process recommended above, the following existing Council Policies shall also be amended to reflect the new process:

- Development Information Meeting (DIM) Policy No. 6.20: The purpose of this Policy is to establish a minimum standard for hosting of DIM by an applicant. This meeting is to inform the public of a proposed development and to allow for the identification of issues and concerns

⁴ For those development applications which Council will not require a Public Hearing subject to the amendments to the *Local Government Act* under Bill 26, a Public Hearing will not be required. In those cases, application can proceed to first, second, and third readings at the same Council meeting. A future staff report including amendments to the *Maple Ridge Development Procedures Bylaw* to eliminate Public Hearing for specific rezoning applications will be forth coming.

⁵ Applications which have been denied by Council shall not be reconsidered within 12 months of the Council denial.

early in the development process. The proposed amendments to this Policy are included in Appendix B; and

- Development Sign Policy No. 6.21: The purpose of this Policy is to ensure a proper notification to the public regarding a proposed development in a neighbourhood. Due to the age of this Policy, staff are conducting a comprehensive review of this Policy, including the incorporation of the proposed review process. The revised Development Sign Policy will be forwarded to Council in a separate report.

2.3.2 Proposed Review Process for DVP and/or DP Applications that are Associated with a Rezoning Application

Under the current application review process, staff prepare an additional report for the DVP and/or DP applications that are associated with a rezoning application and require Council approval. This report which is generally prepared for Council's consideration concurrently with the final adoption of the rezoning application, describes the requested variances, and/or the design rationale for the proposed development for the purpose of the form and character DP. The report generally requests Council to authorize the Corporate Officer to sign and seal the DVP and/or DP.

In accordance with the requirements of the *Local Government Act* (LGA), public notifications are mailed out to adjacent properties ten days prior to Council meeting at which the DVP is considered by Council. Delivery of public notification is not required for the form and character DP. The purpose of public notification is to notify the public and provide an opportunity to comment on the requested variances.

Figure 3 illustrates the general DVP and/or DP review process where they are associated with a rezoning application, and require Council approval.



Figure 3 – Current DVP/DP Review Process Related to Rezoning Process

If Council approves the proposed development application review process, the requested variances and the rationale for their supportability shall be provided as part of the complete application. This would enable staff to review the requested variances and determine their supportability based on the City's requirements/policies and their impacts on adjacent neighbourhood, prior to submission of the application to Council for first reading.

Under the proposed revised review process, the applicant's architectural and landscape designs, including their compliance with the DP design guidelines and other City bylaws/policies, shall be submitted at the application intake. The early submission of this information would allow a detailed review of the proposed building and landscape designs by staff and the ADP, prior to submission of the application to Council for first reading.

The early submission and review of the information/documents/plans related to variances and building/landscape designs would allow staff to include this information and analysis when presenting the proposed development to Council. This information can then be included in the proposed rezoning first and second reading report to allow Council and public to have a complete understanding of the

proposed development, and its impacts on adjacent neighbourhood. The reviewed variances and the proposed building/landscape designs would then be presented at the public hearing as part of the rezoning review process. Staff recommendation requesting Council to authorize the Corporate Officer to sign and seal the permits would then be included in the rezoning final adoption report, subject to final adoption of the rezoning application.

Under the LGA, if a local government proposes to pass a resolution to issue a DVP, public notification shall be mailed out to the owners/occupants within a distance specified by a bylaw, at least ten days prior to adoption of the resolution to issue the permit. The minimum ten-day notification period for DVP is similar to the notification mail-out requirements for the public hearing for the rezoning, if the rezoning application proposes to change the permitted use or density, or limit the form of tenure to residential rental tenure. These similar requirements would allow the City to combine the notification mail-out for the DVP and public hearing for a development, and avoid redundancy in delivery of public notifications and offer administrative efficiencies. Public may submit their comments related to the requested variances by the date determined by the City prior to the public hearing.

The proposed changes to the application review process, as noted above, would eliminate the need to prepare separate DVP and/or DP reports for Council's consideration. This also eliminate the need for delivery of multiple public notifications for a development project. This would help staff to better utilized their time to expedite the technical review of the applications and improve the efficiency and effectiveness of the application review process. If Council supports the proposed revisions to the review process, as noted in section 2.3.2 of this report, no further amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999* will be required to implement the changes.

Figure 4 illustrates the proposed DVP and/or DP review process where they are associated with a rezoning application and require Council approval.



Figure 4 – Proposed DVP/DP Review Process Related to Rezoning Process

3.0 NEXT STEPS

Council is requested to authorize staff to bring forward a bylaw to amend the *Maple Ridge Development Procedures Bylaw No. 5879–1999*, for first, second, and third readings. The amended bylaw will then be referred to the Urban Development Institute and Homebuilders Association Vancouver for comment, following which a final reading report will be brought forward for final adoption. Comments received from Urban Development Institute and Homebuilders Association Vancouver may be brought forward for Council information in a separate report. There are also amendments to Council Policy 6.20, which will be brought forward for Council approval concurrently with the final adoption of the proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999*. Amendments to Council Policy 6.21 to implement the proposed changes to development application review process, will be brought forward for Council consideration and approval in a future separate report.

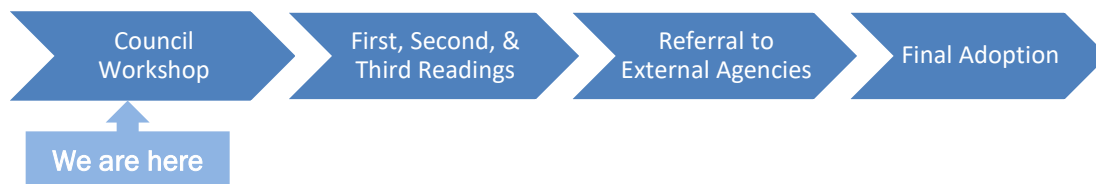


Figure 5 – Proposed Maple Ridge Development Procedures Bylaw Amendment Process

4.0 STRATEGIC ALIGNMENT

Implementing strategies related to improved government efficiencies is a governance and corporate excellence priority of the 2023-2026 Council Strategic Plan.

5.0 POLICY IMPLICATIONS

These work items are included in the Planning Department's 2023 Work Program in Business Planning.

6.0 INTERGOVERNMENTAL IMPLICATIONS

The Planning, Legal, Legislative Services and Communication Departments continue to collaborate on fostering more opportunities to streamline the development application review process. The Intergovernmental Affairs Department will continue to stay apprised of related legislation, policy and programming from other levels of government and any impacts to the City's development processes.

7.0 FINANCIAL IMPLICATIONS

These work items are included in the Planning Department's 2023 Work Program in Business Planning.

8.0 ALTERNATIVE:

That an additional public consultation opportunity be provided prior to final adoption of the proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999*, as included in Appendix A.

CONCLUSION:

Streamlining the development application review process to expedite development approval and housing construction is a critical step to improve housing affordability and economic development in Maple Ridge. The Development Services Function Review, conducted by Neilson Strategies Inc., recommends revisions to the current development application review process by combining first and second readings for the zoning amendment bylaws. This report brings forward amendments to the *Maple Ridge Development Procedures Bylaw No. 5879 - 1999*, and Development Information Meeting Policy No. 6.20 to implement the above noted recommendation of the Development Services Function Review.

"Original Signed by Parissa Shafizadeh"

Prepared by: **Parissa Shafizadeh, M.PL, MCIP, RPP,**
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"Original Signed by Charles R. Goddard"

Reviewed by: **Charles R. Goddard, BA, MA**
Director of Planning

"Original Signed by Scott Hartman"

Concurrence: **Scott Hartman**
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Maple Ridge Development Procedures Amending Bylaw No. 7931-2023.

Appendix B – Proposed Amended Development Information Meeting Policy No. 6.20.

Appendix C – Existing *Maple Ridge Development Procedures Bylaw No. 5879-1999*.

CITY OF MAPLE RIDGE BYLAW NO. 7931-2023

A Bylaw to amend the text and Schedules of Maple Ridge Development Procedures Bylaw No. 5879-1999 as amended

WHEREAS, it is deemed expedient to amend the Maple Ridge Development Procedures Bylaw No. 5879-1999 as amended:

NOW THEREFORE, the Municipal Council of the City of Maple Ridge, enacts as follows:

1. This bylaw may be cited as “*Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*”.
2. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to amend the second “WHEREAS” clause and replace the wording “Temporary Commercial and Industrial permits” with the wording “Temporary Use Permits”.
3. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to repeal clause (b) of subsection 2(2), and replace it with the following wording:

(b) Temporary Use Permits;
4. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to repeal clause (c) of subsections 2(2), and replace it with the following wording:

(c) Development Permits, including Minor Development Permits;
5. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to add subsection (3) to section 2 (Scope), with the following wording:

(3) Pre-Application Meetings.
6. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to repeal subsection (1) of section 3 (Application) in its entirety, and replace with the following wording:

(1) Applications for an amendment, permit, and pre-application meeting shall be:
 - a) made to the Director of Planning of the Municipality, or their designate, on an application form that is signed by the applicant;
 - b) accompanied by a Consent Form signed by the owner, if the applicant is not the owner of each lot comprising the site;
 - c) accompanied by the fees for the application as set out in the Maple Ridge Fees & Charges Bylaw No. 7575-2019, or amendment thereto;
 - d) accompanied by a Certificate of Title for each lot comprising the site, that is obtained not more than fourteen (14) days prior to the date of the application, together with copies of all non-financial charges, including covenants, statutory rights of way and easements; and

- e) accompanied by such other information and documents as may be required by the Director of Planning of the Municipality, or their designate, which in their opinion are required to process the application, at the sole cost of the applicant.
7. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal subsections (2) and (3) of section 3 (Application) in their entirety and replace them with the following wording:
- (2) Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.
 - (3) Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*
8. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to add clause d) to subsection 3(4), with the following wording:
- d) an application for an Official Community Plan amendment, where amendment to the Official Community Plan is required to allow the development in respect of which the rezoning is being sought.
9. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal subsection (5) of section 3 (Application) in its entirety, and replace it with the following wording:
- (5) An application for a pre-application meeting shall be made prior to any application for rezoning, Official Community Plan amendment, development permit including minor development permit, development variance permit, and temporary use permit.
10. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal subsection (6) of section 3 (Application) in its entirety, and replace it with the following wording:
- (6) Notwithstanding subsection (5) of this section, the Director of Planning of the Municipality, or their designate, has the discretion to not require a pre-application meeting for a development variance permit, or minor development permit, if to their opinion, the initial staff review at the pre-application meeting is not required due to simplicity of the application.
11. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 4 in its entirety, and replace it with the following wording:
- 4. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.
12. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 5 in its entirety, and replace it with the following wording:
- 5. Every application shall be processed by the Director of Planning of the Municipality, or their designate. The Director or their designate shall present a report to Council for its consideration, except for a pre-application meeting, heritage alteration permit, and the development permits for which has been delegated the authority to issue the permit.
13. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 6 in its entirety, and replace it with the following wording:
- 6. The Council may, upon receipt of the report under Section 5 of this bylaw:

- (a) Give reading to the bylaw;
- (b) refer the application with direction to the Director of Planning of the Municipality, or their designate; or
- (c) reject the application.

14. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 10 in its entirety, and replace it with the following wording:

- 10. For any application where the information or documents requested by the Municipality in respect to the application is not received within six (6) months of the request, the application may be closed at the discretion of the Director of Planning of the Municipality, or their designate.

15. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to amend section 11 by replacing the words “18 months” with the words “12 months”.

16. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to amend section 11 by replacing the words “Clause 15” with the words “section 16”.

17. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 12 in its entirety, and replace it with the following wording:

- 12. Pursuant to sections 10, 11, 18, 19, and 19.1 of this bylaw, a written notification of the impending file closure shall be sent to the applicant 60 days prior to the associated timelines. Failure to respond will result in the application, including any associated applications such as Official Community Plan amendment, Zoning Bylaw amendment, Development Permit, or Development Variance Permit, being closed and the applicant will be required to submit new application(s) in accordance with this bylaw, if they wish to continue to work on the application.

18. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 13 in its entirety, and replace it with the following wording:

- 13. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

19. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 15 in its entirety, and replace it with the following wording:

- 15. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

20. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 16 in its entirety, and replace it with the following wording:

- 16. Pursuant to section 11, where a written request for an extension is submitted and the extension fee is paid, the Director of Planning of the Municipality, or their designate may grant a six (6) month extension, up to two times, provided that any of the following condition does not apply:
 - (i) One or more of the terms and conditions specified by Council are requested to be modified by the applicant;
 - (ii) New or modified Council policy affects the terms and conditions specified by Council;

- (iii) A change in the ownership of a property affects agreements or understandings with the previous owners respecting the terms and conditions specified by Council;
- (iv) A provincial or federal regulation would result in a change to the application;
- (v) The property is subject to bylaw enforcement which the rezoning does not address;
- (vi) A lack of communication and/or no progress on completing remaining terms and conditions specified by Council; and/or
- (vii) The development context of the surrounding area has changed significantly since the Public Hearing was held for the application.

21. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 18, and replace it with the following wording:

18. An applicant for a zone amending application which was received prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 shall submit the information outlined in the staff report for first reading and as required under subsection 3(4), within 12 months after the first reading is granted:

22. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 19, and replace it with the following wording:

19. A zone amending application which has received third reading prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 shall be closed 18 months after the third reading is granted, except where the applicant has applied for, paid the extension fee, and received a one-time six (6) month bylaw extension prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023.

23. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to add section 19.1 with the following wording:

19.1. A zone amending application which has received third reading prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 may be granted a one-time six (6) month extension by the Director of Planning of the Municipality, or their designate, in accordance with section 16 of this bylaw.

24. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 20 under the title "Other" in its entirety, and replace it with the following wording:

20. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

Maple Ridge Development Procedures Bylaw No. 5879-1999 as amended is hereby amended accordingly.

READ a first time the day of , 2023.

READ a second time the day of , 2023.

READ a third time the day of , 2023.

ADOPTED the day of , 2023.

PRESIDING MEMBER

CORPORATE OFFICER

POLICY MANUAL

Title: Development Information Meetings	Policy No : 6.20 Supersedes: New Repealed and Replaced: March 22, 2005 and revision January 26, 2010
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: July 4, 2016 Review Date: July 4, 2017 June 13, 2023
<p>Policy Statement:</p> <p>That with respect to Development Information Meetings, be it resolved that the policy take effect when approved by Council.</p> <ol style="list-style-type: none"> 1) An applicant shall be required to hold a Development Information Meeting when an application involves the following: <ol style="list-style-type: none"> a) an Official Community Plan amendment, other than a conservation boundary adjustment or for legal reasons; b) a Rezoning or Heritage Revitalization Agreement application to permit a significant amount of development in compliance with the Official Community Plan (any development proposing a change in use or 5 or more dwelling units – or in the case of a staged development, where the site has potential for 5 or more dwelling units in total for all stages); c) a Commercial or Industrial development requiring a Development Permit, that is adjacent to lands zoned or designated for residential use; or d) any development, where in the opinion of the Director of Planning, the development could have a significant impact on the amenities or character of the surrounding area, particularly in the area of infill development. 2) The meeting is the responsibility of the applicant to host and all costs related to the meeting are to be assumed by the applicant. The arrangement for and provision of facilities for the Development Information Meeting are the responsibility of the applicant. 3) A fee may be charged by the City of Maple Ridge to cover the cost of staff time, as set out in the current Maple Ridge Fees and Charges Bylaw No. 7575-2019, or as amended, should attendance as an observer be required, at the discretion of the Director of Planning. 4) Applicants will be required to discuss the timing and location of the Development Information Meeting with the Planning Department and agree upon the appropriate scheduling of the meeting. The meeting should be scheduled at a time that ensures adequate opportunity for the public to attend and time to provide feedback about the project (not less than two hours in length). The 	

location of the meeting should be in close proximity to the project site and should be large enough to accommodate the anticipated turnout. Appropriate venues may include community halls, schools or churches, but do not include private homes, show homes, or the applicant's office. For the Official Community Plan or Zone amending bylaws, the meeting is to occur prior to **first reading**. An applicant who holds a Development Information Meeting without having reached agreement on the time and place of the meeting with the Planning Department may be required to re-schedule another meeting at their cost, at an agreed upon time and location.

5) The following materials must be made available at the Development Information Meeting:

a) For Single-Family Development:

i) Subdivision Plan acceptable to the Approving Officer, showing:

- Zoning compliance;
- Building envelope(s);
- Proposed variances;
- Road network and parking provision; and
- Park dedication and green spaces.

ii) Architectural drawings and streetscapes, if the application is subject to an Intensive Residential Development Permit.

b) For Multi-Family, Commercial, Industrial, and Institutional Development:

i) Site Plan, showing:

- items listed above in 5) a) i);
- Amenities, including common activity area and open space.

ii) Architectural and landscape plans.

c) For All Subject Developments:

i) Excerpts of Zoning Bylaw and Official Community Plan materials;

ii) Supporting professional reports ;

iii) Information, technical assessment, and analysis required by the City for Watercourse Protection, Natural Features, or Wildfire Development Permit; and

iv) Meeting records:

- Sign-in sheet to record number of attendees*;
- Comment sheets for attendees*; and
- Copies of any emails or correspondence that may have been submitted.

The above listed information must be reviewed by the Planning Department prior to presentation at the Development Information Meeting. Records from the meeting are to be kept by the applicant and forwarded to the City within three days of the meeting.

*Sign-in and comment sheets must include the following disclaimer:

"Please note that all comment and attendance sheets produced as a result of this Development Information Meeting will be provided to the City of Maple Ridge and form part of the public record that is available for viewing by the public upon request."

- 6) The applicant shall be responsible for all notification of the Development Information Meeting. The applicant must mail or otherwise deliver a Development Information Meeting letter to all property owners and residents within 100 metres of the development site and to the Planning Department at least 10 days in advance of the meeting date. The Planning Department will provide the applicant with a list of mailing labels for all property owners and residents. The letter must contain the following project specific information:
- a) The application number;
 - b) The development site property address(es);
 - c) A map showing the location of the development site (note: not the location of the meeting);
 - d) The purpose of the application;
 - e) The date, place, start and end times of the Development Information Meeting; and
 - f) An invitation to obtain information from the applicant, including contact information and the Planning Department's contact information.
- 7) A Development Information Meeting advertisement must be published in at least two consecutive issues of a local newspaper, the last publication to appear not less than three and not more than ten days before the meeting. The notice must be a minimum of three columns width, or 9 cm by 12 cm (3.54 in. by 4.72 in.) in size. The advertisement must include the project specific information listed in 6) a) through f).
- 8) A notification decal shall be posted on the development site's development sign(s) a minimum of 10 days prior to the meeting in accordance with the Council Policy 6.21 – *Development Sign Policy*.
- 9) The applicant shall be responsible for the format of the meeting and the keeping of a detailed record of the meeting. Within three days of the Development Information Meeting, a summary report shall be submitted to the Planning Department containing the following:
- a) completed meeting records including: sign-in sheets, comment sheets; and copies of any emails or correspondence that may have been submitted;
 - b) summary notes or minutes from the meeting;
 - c) analysis of the comment sheets; and
 - d) summary on how the issues and concerns identified from the Development Information Meeting will be addressed in the project.

Purpose:

To establish a minimum standard for the hosting of a Development Information Meeting by an applicant to inform the public of proposed development changes in their neighbourhood and to allow for the identification of issues and concerns early on in the development process.

Definitions:

Applicant: Person or company who makes a development application and is identified as such on the application form, with consent from the development site owner(s).

Development Site: Property or properties under development application.