

NOTES

Development Advisory Committee

File: **360-20 (DAC)**
Date: **September 23, 2010**
Time: **2:30 p.m.**
Location: **Planning Room 1,
Surrey City Hall**

Members:

Jas Sandhu
Jake Friesen
Clarence Arychuck
Gopal Sahota
Amy Spencer-Chubey
Scott Olson
Deana Grinnell
Avtar Johl
Tim Bontkes
Ted Dawson
Nelson Chan
Jake Friesen
Patrick Santoro
Kevin Shoemaker

City Staff:

Don Luymes
Councillor Hunt
Judith Robertson
Jaime Boan
Kristen Tiede
Remi Dube
Debbie Gallichen
Ken Robertson (KLR Consulting)

Regrets:

Steve Kurrein
Ragbir Gurm
Jean Lamontagne

1. Acceptance of Previous Minutes

The minutes of the meeting of July 22, 2010 were received as circulated.

2. Presentation on Project Management (Ken Robertson, Consultant)

- The objective of the project is:
 - To look at the land development application process.
 - Enhance partnership with developers
 - Integration of project management and developer processes
 - Customer e-guide for full end to end process
- Looked at the processes – 3 key elements (developers, citizens, staff & council) (which will be on our new web site)
- To make it work, business rules had to be defined

7 Key Business Rules:

1. Mandatory pre-application meetings
2. Applications meet minimum submission requirements
3. Submissions meet minimum quality expectations
4. Expected response times on referrals & decision making
5. Developers to have all pertinent materials ready for Council final approval – work to submission deadlines
6. Any disputes will be first heard by Current Planning Manager
7. Developer assigns project manager

Project Management

1. Basic elements include:
 - agenda/meeting minutes
 - Status reports
 - Schedules
 - Issue management

2. Defined roles and responsibilities
 - Developers
 - City of Surrey

3. Supports developer's overall project management efforts – it does not replace them

Approach

1. Develop basic strategy
2. Review internally
3. Engage DAC subgroup for input – Oct. 28/10
4. Tune based on DAC input
5. Finalize with Project Advisory Group
6. Present to DAC sub group – 25 Nov.
7. Phased implementation/monitor – Jan. 11

Sub-Group Members

Amy Spencer-Chubey (Greater Vancouver Home Builders Assoc.), Jeff Fisher (UDI), Kevin Shoemaker (Polygon Homes), David Porte (Porte Realty), Ted Dawson (Abbot Kinney Lands Ltd.) & Clarence Arychuk (Hunter Laird Engineering)

3. Surrey Major Road Allowance Map (Jaime Boan, Manager, Transportation)

- Jaime Boan, Manager, Transportation has made 2 previous presentations to the DAC on this issue
- Jaime reviewed the process to date (from January 2010 to September 2010)
- Road Classification Map was adopted in January 2010; update and rationalization of Collector Road and Arterial Roads classifications
- Road Allowance Map and updated road cross sections was passed in July 2010
- Cross sections to address long standing sustainability issues: wider bike lanes; wider sidewalks, wider boulevards

- Arterials road allowance widened from 27m to 30 m; Collectors from 22m to 24 m
- Jaime indicated that the overall impact to development is less than a 1% increase in road dedications and will not apply to all major roads
- DAC members did not agree with the 1% cost impact and felt it would be higher, especially for smaller developments
- A few projects were shown that are in approval process – some with old standards applied and one with new standards applied
- Jaime wanted any issues brought forward today to be reviewed by the Transportation Committee
- Concerns were expressed by members of the DAC regarding the equity of the new cross-sections
- Possible means of compensation to developers dedicating additional road were brought up
- There is a need to address these issues before the DAC will endorse these new figures
- The City is working with the developers to get the most yield per property
- Jaime suggested a subcommittee from the DAC could be struck to work on these issues before coming back again to the DAC
- Council – approved Road Allowance Map; Zoning By-law has not been amended yet to reflect these changes

4. Discussion on Secondary Suites Policy Development (Don Luymes, Manager, Community Planning Division)

- Don Luymes, Manager, Community Planning Division passed out handout on the Development Secondary Suites Policy (summary of the larger document)
- The telephone survey came back with 63% were in support of suites (1 per house)
- It was a general consensus that the dwelling must be owner occupied
- Additional off-street parking space must be provided
- Staff has been given authorization from Council to proceed
- Now at the point of an approach being mapped out
- Recommendation to include 1 suite in single family zone
- CD zones might need to be reviewed
- Conditions of use would be: owner occupied; no coach house, no boarding
- Another question was should they create a model CD zone and specifically prohibit suites?
- Some neighbourhoods supported multiple suites; a CD would have to be done
- The definition of what constitutes a neighbourhood was asked. Don replied that it would be more than 100 homes and bounded by park, school, arterial roads, etc.
- Discussion followed regarding parking issues.
- Up to 30,000 suites may be existing in Surrey

- Some sort of incentive to register suites was discussed
- It was stated that some people feel those with “illegal” suites are taking advantage of the system– things are not equitable
- Don was asked about those who would register – what about building codes being adhered to? Don replied that one suggestion was that all new homes should be built as “suite ready” (e.g., exterior door/220 power/plumbing in basement/secondary panel). It was stated by several members that it put too much burden and added cost on those who don’t want to put a suite in a house
- It was stated that if new suites were built in existing homes, a permit should be needed so it would be built to code
- To encourage upgrading in existing suites perhaps offer a time limited incentives? Fee waivers for example?
- It was suggested that a Public Education Program (brochures, website, front counter for examples) could be developed
- Don said that any reporting of “illegal suites” would be complaint driven – City would prioritize these calls
- By-law enforcement would focus on multiple suites and those who are not complying
- It was suggested having a water meter on a house with registered suites

Don will return to a future DAC meeting for further feedback from DAC.

5. Presentation and Discussion on Small Lot Single Family Zones Review (Don Luymes, Manager, Community Planning Division)

- Moved to the November DAC meeting.

6. Comments on the Market

- No comments

7. Other Business

8. Next Meeting (October 28, 2010)

The meeting adjourned at 4:25 p.m.