

# Development Application Procedures Bylaw

Proposed Updates



# Process & Overview

- **March 9:** Committee of the Whole (COW) presentation
- **March 23:** 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Readings consideration

# Context

- **March 2024:** Latest Procedures Bylaw (No. 3270) adopted, primarily in response to Provincial housing legislation
- Increase in SSMUH interest & application complexity
- Continued emphasis on streamlined application processes

# Summary of Main Proposed Updates

1. Delegating “Minor” variances to staff
2. Delegating smaller Development Permits to staff & exempting from ADP review

# Summary of Other Proposed Updates

- Removing references to Land Use Contracts
- Removal of Committee of the Whole meetings for all DVPs
- Clarifying permit expiration and extension practices
  - Maintain 24-month deadline & add option of a single 12-month extension by staff

# 1. Delegated “Variances” (Development Variance Permits or DVPs)

- Supports delegated Development Permits
- Streamlined notice requirements (i.e. on website, no signs)
- Reduced application fees
- Applies only if no other Council level decisions required (e.g. rezoning, “major” variances)
- *Staff retain right to refer applications to Council*

# 1. Delegated “Variances” (Development Variance Permits or DVPs) - *continued*

- Applications for variances considered by Council within previous 1 year are never “minor”
- Minor variances calculated only from base requirements (i.e. never “stacked” on previously-approved variances)
- Applicant can appeal staff decision to Council

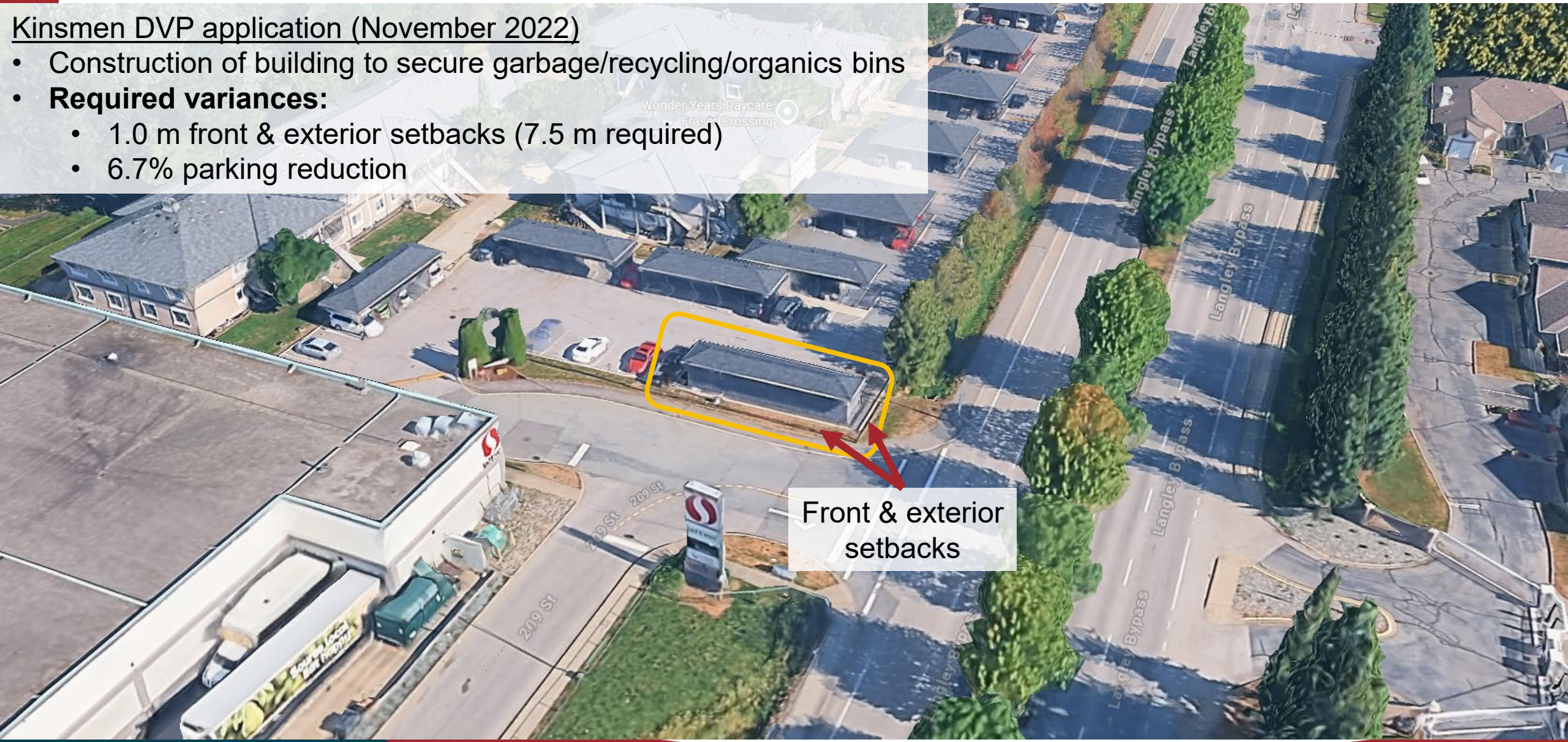
# 1. Delegated Variances: Background

- Enabled by [Section 498.1](#) of the *Local Government Act*
- “*Minor*” variances may be delegated to staff
- Bylaw for delegation must lay out:
  - Definition of “minor” variance
  - Guidelines for staff to consider when deciding if to support a variance

# Delegated variance case study

Kinsmen DVP application (November 2022)

- Construction of building to secure garbage/recycling/organics bins
- **Required variances:**
  - 1.0 m front & exterior setbacks (7.5 m required)
  - 6.7% parking reduction



# 1. Proposed Delegated Variances: Summary

	R1 Residential	All Other Residential	Commercial/Industrial
a) Setbacks	To R2 minimums; 1.5 m rear setback for carriage homes	Any reduction (accessory buildings only)	No limits
b) Lot coverage	Max 37% (1 pp* increase)	N/A	Max 10 pp* increase
c) Landscaping/screening	No limits	No limits	No limits
d) Parking	Max 1 space reduction (for trees only)	Max 10% reduction	Max 10% reduction

*\*Percentage Point, e.g. 1 pp increase = from 36% to 37%*

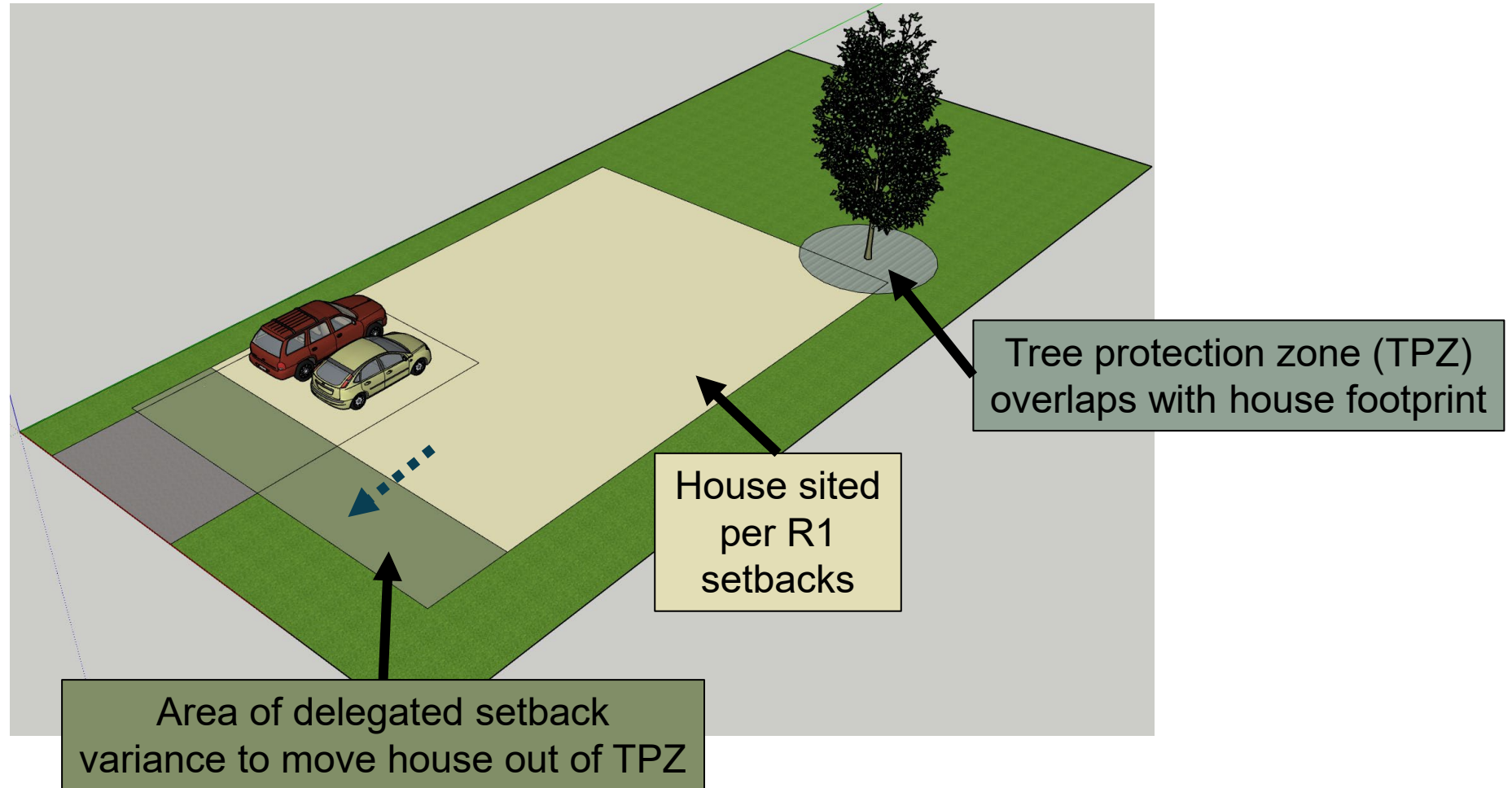
# 1. a) Proposed Delegated Variances: R1 Setbacks

- Allows for responsiveness to site conditions, primarily trees & irregular lots

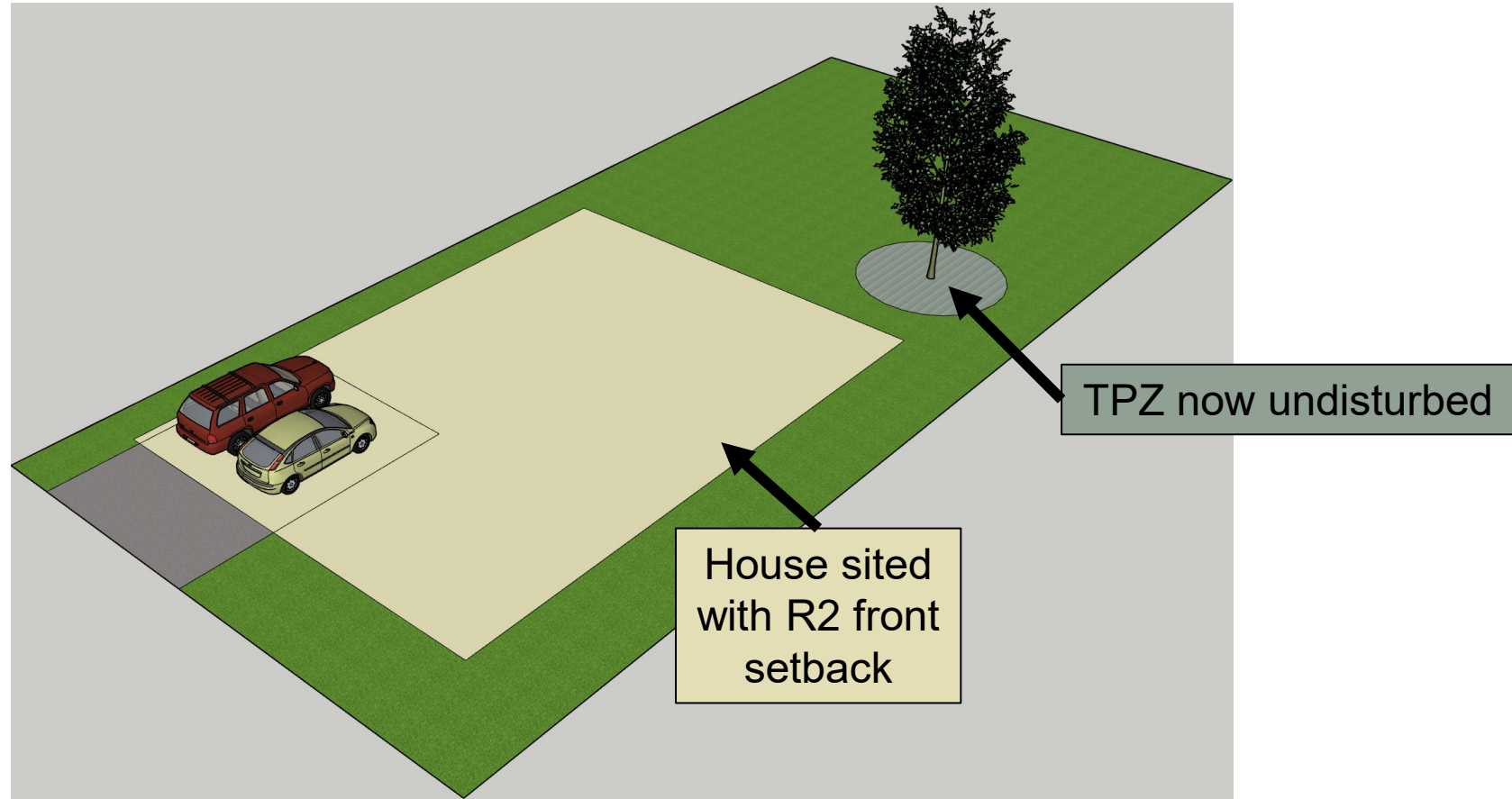
	R1	R2
Front	6 m	3 m
Rear	6 m	4.5 m
Side - interior	1.5 m	1.5 m
Side - exterior	3 m	3 m

- In addition: 1.5 m rear setback for carriage homes

# 1. a) R1 Setback Example



# 1. a) R1 Setback Example



# 1. a) Municipal Comparison – Delegated Setback Variances (max. reduction)

<b>Langley City <i>proposed</i></b>	<b>R1: 25-50%</b> <b>Other R zone accessory buildings, commercial, &amp; industrial: No limits</b>
<b>Surrey</b>	No limits
<b>Maple Ridge</b>	15-20%
<b>Port Coquitlam</b>	No limits
<b>Port Moody</b>	20%
<b>New Westminister</b>	No limits
<b>North Vancouver City</b>	25%

*Comparator municipalities selected based on proximity and similarity (e.g. size, development pattern)*

# 1. b) Municipal Comparison – Delegated Lot Coverage Variances (max. increase)

<b>Langley City <i>proposed</i></b>	<b>R1: 1 pp (e.g. 36% → 37%) Commercial/industrial: 10 pp (e.g. 50% → 60%)</b>
<b>Surrey</b>	Not delegated
<b>Maple Ridge</b>	Not delegated
<b>Port Coquitlam</b>	No limits
<b>Port Moody</b>	20%
<b>New Westminister</b>	No limits
<b>North Vancouver City</b>	25%

*Comparator municipalities selected based on proximity and similarity (e.g. size, development pattern)*

# 1. c) Municipal Comparison – Delegated Landscaping Variances

<b>Langley City <i>proposed</i></b>	No limits
<b>Surrey</b>	No limits
<b>Maple Ridge</b>	Not delegated
<b>Port Coquitlam</b>	No limits
<b>Port Moody</b>	Not delegated
<b>New Westminster</b>	No limits
<b>North Vancouver City</b>	Not delegated

*Comparator municipalities selected based on proximity and similarity (e.g. size, development pattern)*

# 1. d) Municipal Comparison – Delegated Parking Variances (max. reduction)

<b>Langley City <i>proposed</i></b>	<b>R1: 1 stall (17-20%), for tree retention only</b> <b>Other R zones, commercial, &amp; industrial: 10%</b>
<b>Surrey</b>	No limits
<b>Maple Ridge</b>	10% (none for houses/duplexes, accessible, or visitor)
<b>Port Coquitlam</b>	No limits
<b>Port Moody</b>	20%
<b>New Westminister</b>	No limits (only for residential buildings with 5 or fewer units)
<b>North Vancouver City</b>	<b>Standard: 10%</b> <b>For tree retention: 25%</b> <b>Houses &amp; plex-homes: 1 stall</b>

*Comparator municipalities selected based on proximity and similarity (e.g. size, development pattern)*

# 1. Delegated Variances: Guidelines

- Applicable City policies and guidelines
- Neighbourhood context & character
- Urban forest & tree canopy
- Impacts to neighbouring properties
- Other considerations as relevant or appropriate (e.g. accessibility)

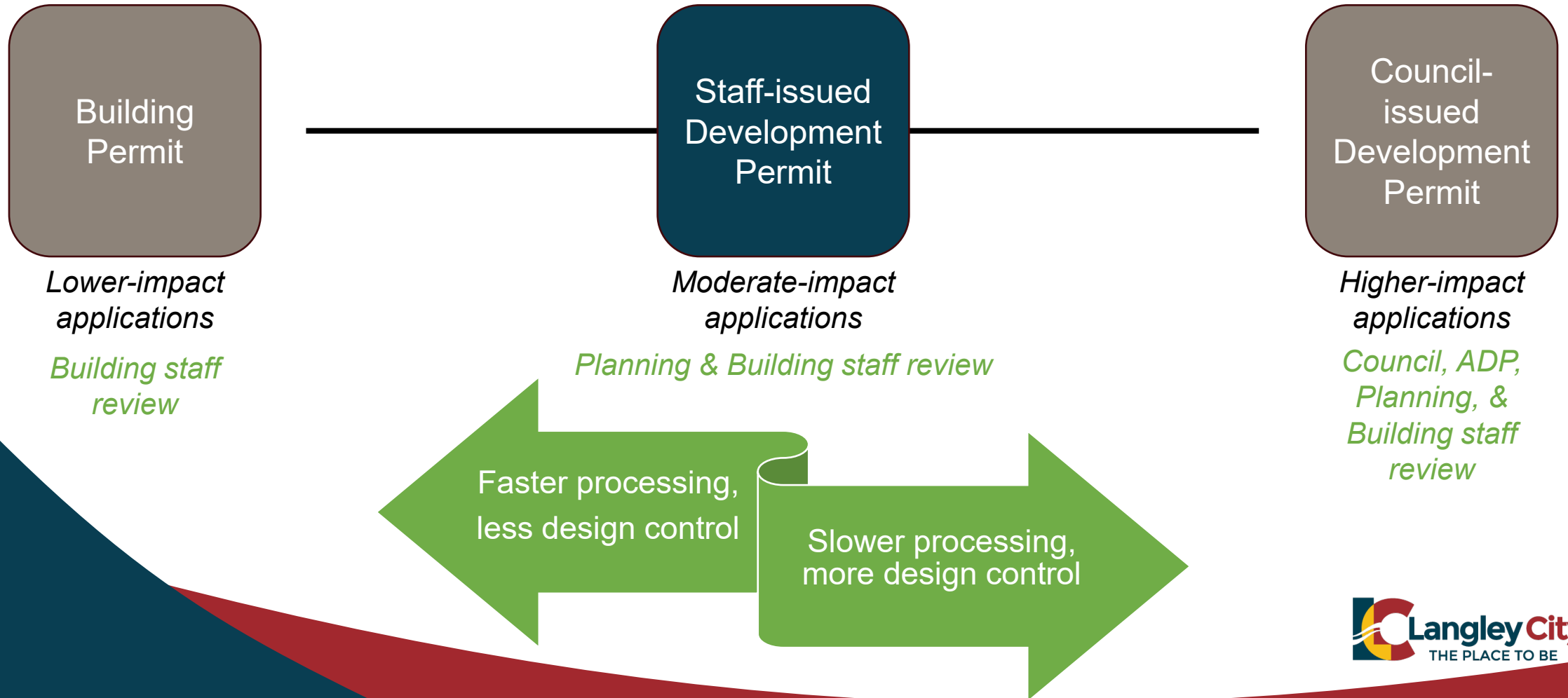
## 2. Delegated Development Permits: Overview

- Enabled by [Section 154\(1\)\(b\)](#) of the *Community Charter*
- Exempted from ADP review
- Streamlined public notice (i.e. on website, no signs)
- Staff retain right to refer applications to ADP and/or Council
  - Standard Council meeting notice would be provided
- Council retains issuance authority if other application types involved (e.g. rezoning, “major” variances)
  - Still exempt from ADP

## 2. Delegated Development Permits: Overview - *continued*

- Applicant can appeal staff decision to Council
- Reduced application fees
- No impact on standard requirements (e.g. frontage upgrades)
- Some works already staff-administered – for example:
  - Additions 200 m<sup>2</sup> or less
  - Façade & landscaping updates
  - R1 Zone subdivision

# 2. Delegated Development Permits: Rationale



## 2. Proposed Delegated Development Permits

- a) Residential applications with 6 units or fewer (SSMUH)
- b) C2 and M1 zone developments of 1,000 m<sup>2</sup> floor area or less
- c) Industrial zone developments of 2,000 m<sup>2</sup> floor area or less
- d) Development Permit amendments
- e) Non-residential subdivision

## 2. a) Residential Delegated Development Permits

- Developments with 6 units or fewer (SSMUH)
- Primarily for R1 lots (3,000+ lots) & some small R2 lots (~40)
- Not delegated if rezoning or “major” variances required
- Supports plex-home development

# 2. a) Residential Delegated Development Permits: Examples



R1 triplex



R1 fourplex



R2 sixplex  
*(or R1 w/ frequent transit SSMUH)*

## 2. a) Residential Delegated Development Permits: Precedents, Permits

No Development Permits	Delegated Development Permits	Council Development Permits
✓✓✓✓	✓✓✓✓✓✓✓✓✓✓	✓✓

## 2. a) Residential Delegated Development Permits: Precedents, Notice

- Multiple local municipalities list delegated Development Permit applications online
- No local municipalities require notice signs for delegated Development Permit applications

## 2. b) C2 & M1 Delegated Development Permits

- Expedites smaller commercial/industrial applications (1,000 m<sup>2</sup> max floor area)
- Expected to primarily apply to additions and pad buildings
- *Maintains Downtown development of all sizes under Council authority (C1 Zone)*

# 2. b) C2 & M1 Delegated Development Permits: Examples



697 m<sup>2</sup>



372 m<sup>2</sup> (C1 Zone)



1,511 m<sup>2</sup>

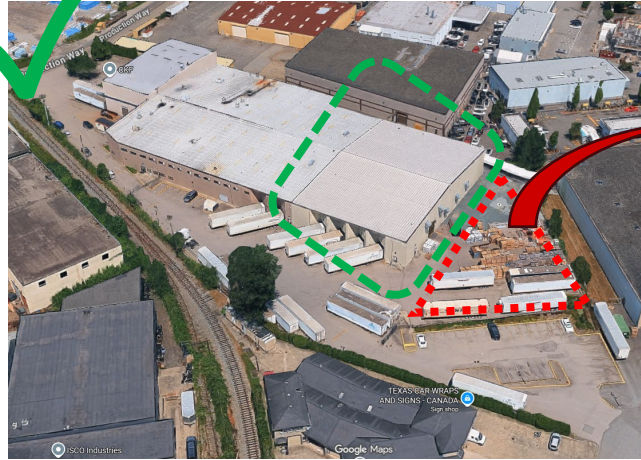


1,094 m<sup>2</sup>

## 2. c) Industrial Delegated Development Permits

- Expedites smaller industrial developments (2,000 m<sup>2</sup> max floor area)
- Expected to primarily apply to additions

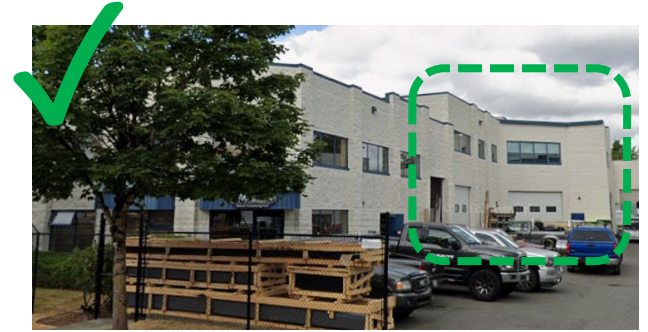
# 2. c) Industrial Delegated Development Permits: Examples



1,858 m<sup>2</sup>



2,166 m<sup>2</sup>



395 m<sup>2</sup>

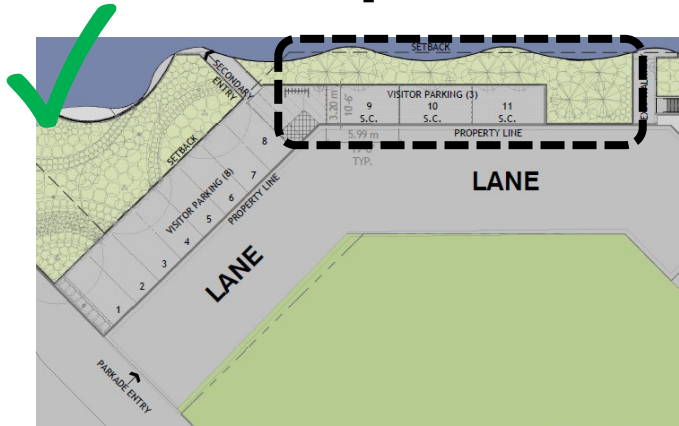


5,825 m<sup>2</sup>

## 2. d) Development Permit amendments

- Streamlines amendments to previously-issued Development Permits (including Council-issued)
- Backstopped by zoning, Development Permit Area (DPA) guidelines, and variance authorities

# 2. d) Development Permit amendments: Examples



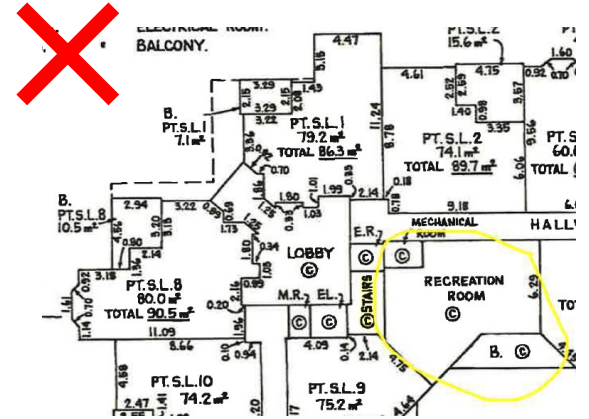
*Landscaping amendment w/  
3 stall (3%) parking variance*



*Rooftop patio –  
Council referral (character)*



*2-unit addition*



*Amenity room conversion  
to dwelling unit –  
Council referral (variance)*

## 2. e) Non-residential subdivision (Development Permits)

- Streamlines non-residential subdivision process (aligned with residential subdivision process)
- Does not apply if rezoning, “major” variance, or other Development Permits (e.g. ESA, hazard area) apply

# 2. e) Non-residential subdivision: Example



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