

Draft Development Review Guidelines

These draft guidelines will be further refined and augmented prior to their implementation. They will apply to developers seeking District approval to Rezone or Subdivide their property and developers seeking a Development Permit or Development Variance Permit. Please see listing of definitions in right hand column.

Rationale:

Development within the District of Sechelt is a privilege which conveys upon a developer a number of responsibilities, including:

- learning about the community and its vision for the future;
- being open to innovative ideas that improve the overall design of a proposal;
- involving and listening to the community;
- working closely with the District.

The goal is a high standard of development that makes a significant contribution to the community; one in which all residents can feel proud.

Approval Process:

Pre-Application Stage:

The developer meets with District staff to review his or her development objectives and to become better informed about all municipal plans and requirements, including the:

- Vision Plan;
- Official Community Plan (OCP);
- Zoning Bylaw;
- Development Standards / Community Design Guidelines;
- Environmental, Geotechnical, Stormwater and Traffic Impact Requirements;
- Site-Specific Features, including Natural Systems and Topography;
- Social/Cultural Considerations;
- Approval Process, including Referral Agencies.

The developer is informed about the community's development objectives and expectations and is stepped through the approval process.

Conceptual Stage:

The developer is required to prepare up to three alternative (preliminary) development concepts that show massing, densities, circulation patterns and open space. He or she is also required to provide an air photo and a site analysis of existing geographic features, including surface hydrology and vegetation. All development concepts must be consistent with the Vision Plan and the OCP.

Zoning:

Zoning is a site-specific regulation that details permitted development. Every property in the District is zoned according to the type of development allowed on a site and it addresses such areas as minimum parcel size, building heights, densities, setbacks and parking requirements. Bylaw No. 25 is the District's Zoning Bylaw.

Rezoning Application:

A Rezoning Application is required when a proposal does not conform to the development currently permitted in the Zoning Bylaw. Rezoning legally changes the zoning category of the property to permit the proposed development.

Subdivision Application:

A Subdivision Application is required when a parcel of land is legally divided into two or more parcels or when a lot line is reconfigured or moved.

Development Permit:

A Development Permit directs or regulates quality urban design, protects the natural environment and ensures that development in hazardous areas is safe.

A Development Permit Area is a specific area designated in the Official Community Plan, in which a Development Permit is required. Generally, all areas, with the exception of single-family neighbourhoods, require a Permit.

Development Variance Permit:

A Development Variance Permit, which is issued by Council, is required when the Zoning Bylaw is varied. Land use, density and floodplain specification cannot be varied. Zoning provisions may be varied if Council feels that the reasons for the variance are appropriate.

For more information about the above development processes, please go to:
www.district.sechelt.bc.ca/departments/landuse.php

District staff will assess the development concepts for consistency with the Vision Plan, the OCP and all regulatory requirements. At this time, staff will advise the developer of the most desirable option and may require the developer to resubmit if inconsistencies are identified and/or consult with the community. If there are no concerns, then staff will advise the developer to prepare a detailed design concept for development application.

Application Stage:

The developer submits his or her application which is referred to a wide range of agencies, including community groups and resident associations, for comment. These bodies have one month to respond after receipt of the application and the resultant feedback is analyzed and summarized. District staff then prepare a report for review by the Planning Committee.

Community Consultation Stage:

The developer is required to hold at least one open house or public information meeting to present the development proposal. He or she may also be required to retain an independent professional to facilitate the event or events and to prepare a written summary of the proceedings, which will become a public document.

Development Review Stage:

The developer submits the development proposal to District staff. The proposal, along with the staff report and the consultation summary, is then forwarded to the Planning Committee. The Planning Committee reviews the proposal, recommending modifications or forwarding it on to District Council for consideration of first reading of Bylaw Amendment (or Development Permit or Development Variance Permit); then to statutory Public Hearing.

First Reading: (Rezoning and OCP Amendment Only)

District Council gives first reading and refers the proposal to Public Hearing.

Development Permit and Development Variance Permit:

District Council consideration and approval required.

Public Hearing: (Rezoning and OCP Amendment Only)

The notification of the Public Hearing must be advertised in two subsequent editions of a local newspaper and a public notice sign must be prominently located on or adjacent to the property in question. 'Impacted' residents and property owners must receive notice by hand delivery or mail. Public notification must include visual information, including the layout for the property in question.

The public hearing must provide adequate time for comments and questions. All public input, along with any subsequent decisions regarding the proposal in question, must be posted on the District website.

Second and Third Reading:

District Council gives second and third reading of the bylaw usually together at a subsequent Council meeting.

Preliminary Layout Approval Stage: (Subdivision Only)

Preliminary layout approval of a Subdivision is required by policy prior to fourth and final reading of the bylaw.

Fourth Reading:

District Council gives fourth and final reading of the bylaw at a subsequent Council meeting.

Development Permit Stage:

Development Permit approval is required by policy.

Final Approval: (Subdivision Only)

Final Subdivision approval is granted once the Preliminary Layout Approval and Subdivision Bylaw 430 requirements are fulfilled and everything is signed off.

Final Development Permit Approval