

POLICY NAME: Priority Development Application Review Policy	
APPROVING AUTHORITY: <input checked="" type="checkbox"/> Legislative (Council approved) <input type="checkbox"/> Administrative (CAO approved)	
ISSUED BY Community Planning and Infrastructure Department	DATE APPROVED: 06-03-2018 NEXT REVIEW DATE: DD-MM-2021 DATE LAST AMENDED: 05-11-2019

PURPOSE To establish an expedited review process for land development proposals that propose to exceed the District's land use requirements and Community Amenity Contribution targets.

DEFINITIONS **Affordable Housing** means non-market (and core needs) housing available at rental rates and purchase prices below market rates and prices, to those of low and moderate incomes, that is subject to a Housing Agreement between the District and a landowner, pursuant to the Local Government Act, that has some form of occupancy restrictions, and or the rent or price charged to the occupant for the unit, and as more clearly detailed in an affordable housing policy or bylaw approved by Council.

Child Care Facility has the same meaning as that contained in the District's Zoning Bylaw.

Child Care Facility, Residential has the same meaning as that contained in the District's Zoning Bylaw.

Gross Floor Area (GFA) has the same meaning as that contained in the District's Zoning Bylaw.

Housing Agreement means a formal housing agreement as outlined in the Local Government Act.

Employment Space means space in mix-use areas that is purposed to contain commercial, office, industrial, institutional or other non-residential uses which generate employment. For the purpose of this policy, Employment Space excludes Employment Space in primary employment areas such as Sea to Sky Business Park.

Energy Efficient Buildings means a development project which commits to meeting or exceeding the maximum building efficiency standard under the BC Energy Step Code by registration of a restrictive covenant or Land Development Agreement.

Market Rental Housing means purpose-built rental housing that is subject to a Housing Agreement between the District and a landowner, pursuant to the Local Government Act, that has ownership or stratification restrictions.

Priority Application means a development application, such as a rezoning or development permit application, that meets or exceeds the minimum threshold under one or more priority areas outlined in this Policy.

POLICY

The following table outlines priority areas and associated minimum thresholds for development applications wishing to be expedited in accordance with this policy.

Priority Area	Category	Minimum Threshold
Housing	Affordable housing secured in perpetuity.	30% of princ. dwelling units
	Market rental housing secured in perpetuity.	100% of princ. dwelling units
Employment Space	Employment Space in mixed use areas.	100% of total GFA
Energy Efficient Buildings	Development proposing to voluntarily meet or exceed the highest Energy Efficiency Step under the BC Energy Step Code.	100% of units/area.
<u>Child Care</u>	<u>Development involving a standalone Child Care Facility or Child Care Facility, Residential.</u>	<u>Group size of 8.</u>

PROCESSING COMMITMENTS

The following are processing commitments that the District will aim to achieve in processing priority applications. It is important to note that priority processing efficiencies are partially based on the applicant's ability to provide adequate information at every step of the application review process in a timely manner. It is also important to note that not all of the processing commitments can be applied to the full range of development applications, most of the commitments are designed to apply to rezoning or development permit applications while others may also apply to building permit applications.

1. Reduced waiting time for a pre-application meeting by half of standard waiting period.
2. Application (Rezoning and Development Permit only) assigned to staff within 2 business days of receipt of application.
3. Internal/external referrals are sent within 5 business days of receipt of application.
4. Referral response timing is actively pursued at 20 business days.

5. Application response letter is sent to the applicant within 30 days of receipt of application.
6. No more than one (1) Advisory Design Panel (ADP) review, after which District staff work with the applicants to address relevant issues rather than taking the application back to ADP.
7. Project takes priority with respect to other applications on Council, Panel or Committee agendas.
8. Staff availability to meet with applicants on a short notice.
9. Applicant's ability to concurrently apply for a Rezoning and Development Permit. Applicant's ability to apply for a Site Alteration Permit, Servicing Agreement and/or Building Permit prior to Development Permit approval; Site Alteration Permit, Servicing Agreement and/or Building Permit applications receive priority placement in the application queue. Processing of Site Alteration Permit, Servicing Agreement and/or Building Permit application starts once a Development Permit is approved.
10. A Planner assigned as the project manager to support the application through the post planning stages (site alteration, servicing agreement, building permit).

This is a policy commitment and that best efforts will be made to meet expedited timelines but ultimately case-by-case circumstances may result in longer or shorter timelines.

LIMITATIONS

As the level of subscription to the priority policy is unknown, the policy is limited to a maximum of 5 projects that could be expedited in accordance with this policy at any one time.

The policy is reserved for small to medium size projects (up to 200 residential dwelling units) as larger projects are more complex and shall follow the standard review process. Expedited review for Energy Efficient Building applications should be limited to Development Permit and Building Permit applications, not rezoning.

RESPONSIBILITY Community Planning and Infrastructure Department.

PROCEDURES None.

REFERENCES None.

ATTACHMENTS None.

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RECORD OF AMENDMENTS	DATE AMENDED	SUMMARY OF AMENDMENT(S)
	November 5, 2019	Raise market rental threshold from 50% to 100%; Replace energy efficiency threshold from Step 4 to maximum Energy Step.

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