

# Community Association Land Use Committee (CALUC) Procedures for Processing Official Community Plan Amendment, Rezoning, Variance, Temporary Use Permit and Liquor License Applications

Approved by Council on December 8, 2016.

## PURPOSE

This document is intended to guide and provide a common approach for processing Official Community Plan (OCP) Amendment, Rezoning, Variance, Temporary Use Permit (TUP) and Liquor License applications as the process relates to involvement with the Community Association Land Use Committees (CALUCs). Although a uniform process would be ideal for simplicity and consistency, there are distinct differences between neighbourhoods and the types of development applications that are common to them, which make absolute uniformity impractical. In lieu of a prescriptive approach, this document strives to standardize the basic requirements for each phase of the process and to clarify roles; it sets out the purpose, principles, CALUC role, outcome, deliverables and supporting resources for development application types and for different stages within development applications types. In addition, opportunities for developer-led consultation for complex / large scale development applications are clarified.

## REZONING AND OCP AMENDMENT APPLICATIONS

When changes are requested by an applicant to the use or density entitlement of a zone as regulated by the *Zoning Regulation Bylaw*, a rezoning application is required. Some proposals also require an Official Community Plan Amendment Application, particularly if the land use designation is proposed to be changed and/or if new or revised design guidelines are required.

Communication between applicants, neighbours, CALUCs and the City is encouraged throughout the application process; however, there are two main stages where CALUCs are directly involved in these processes:

- the “preliminary consultation phase”, and;
- the “community meeting.”

### Preliminary Consultation Phase

The primary purpose of the preliminary consultation phase associated with OCP Amendment and Rezoning Applications is for the CALUC and the developer to come-together to engage in initial dialogue about the proposal and the process going forward. Typically, this phase which is mandatory, will be characterized by one or more meetings where the CALUC and developer come together in one location; however, these meetings may include other attendees/participants as well. In some instances, with the agreement of the CALUC, a phone call or site visit may satisfy the requirement for preliminary consultation. This phase is different from the formal community meeting which takes place later in the process and is characterized by a mailed invitation to nearby owners and occupiers.

#### Purpose

Besides providing an opportunity for the developer and CALUC to come-together to have an initial dialogue about the proposal and the process, there are a number of other purposes and objectives associated with the preliminary consultation phase:

- establish “lines of communication” between the CALUC and developer
- “blue-sky” to determine if there is a common vision / goals
- promote an understanding of the proposal and all potential impacts
- provide early feedback on preliminary development plans with the understanding that it will be informal and reflective only of those in attendance and that a formal community meeting with a mailed notice to nearby neighbours will occur later in the process

- discuss land use policies including neighbourhood plans and the OCP
- prepare for the formal community meeting and discuss timelines
- educate attendees regarding process and empower / encourage participation
- provide an opportunity to discuss developer led consultation activities
- reduce conflict in later stages of the rezoning process.

### Principles

The following principles will guide the process:

- it should be respectful of everyone involved in the process
- there should be a sense of openness to share and receive feedback while understanding there will be a variety of opinions, and that applicants may or may not be able, or willing, to incorporate ideas and comments received.

### CALUC Role

During the preliminary consultation phase, the CALUC's role may include:

- offering feedback to the developer on potential areas of community concern, benefit, as well as, perceived community values, interests and issues with the caveat that the feedback is based on the views and understanding of the neighbourhood and of the CALUC members in attendance at that meeting
- discussing CALUCs perception of the potential fit with applicable land use policies including neighbourhood plans and the OCP
- facilitating early feedback from interested neighbours who may be in attendance
- preparing for the formal community meeting (outlining to applicant community meeting expectations, required materials / documentation, discuss scheduling)
- educating attendees about the process and empower / encourage participation
- offering input / advice into developer-led consultation activities.

### Outcome / Deliverables

The following are the typical outcomes or deliverables that are achieved through the preliminary consultation phase:

- opening "lines of communication" and a mutual understanding of project and process
- verbal feedback provided to the applicant
- a plan or strategy for moving forward to a formal community meeting for when (if) the developer wishes to proceed.

### Supporting Resources

The following resources are intended to assist and help establish a more standardized approach to the Preliminary Consultation Phase (Please note: Some resources are still under development):

- Rezoning Process Flow Chart
- Meeting Space Guidelines / Assistance
- Preliminary Meeting Checklist / Guidelines

### **Community Meeting**

The main purpose of the formal community meeting is to provide an opportunity for owners and occupiers of properties located within 100 or 200 metres to attend a meeting with the developer, hosted by the CALUC, in order to learn about the proposal, ask questions and provide feedback (the notification distance depends on whether an OCP Amendment is required or not.)

Although the notification distance is set, anyone with an interest in the proposal may attend and participate in the meeting. The spirit of the meeting is to engage the local community and to establish open dialogue, rather than providing an opportunity for advocates external to the

neighbourhood to “lobby” for or against a proposal. Arranging and holding a community meeting is a prerequisite to submitting a rezoning application to the City of Victoria.

In some instances, where there are substantial changes made, a second community meeting may be required. Additionally, there may be occasions where the CALUC may waive the requirement for a community meeting or cancel it. Criteria are outlined below.

### Purpose

The primary purposes/objectives associated with the formal community meeting are to:

- promote an understanding of the proposal and its potential impact
- provide an opportunity for those who own or occupy property in close proximity to the proposal to learn about the development proposal, ask questions and provide feedback
- provide an opportunity for developers to receive feedback on the proposal so they can respond with design revisions, if feasible, from their perspective
- reduce conflict in later stages of the rezoning process.

### Principles

The following principles will guide the process:

- it should be respectful of everyone involved in the process
- there should be a sense of openness to share and receive feedback while understanding there will be a variety of opinions and that applicants may or may not be able or willing to incorporate ideas and comments received.

### CALUC Role

During the community meeting, the CALUC’s primarily role is to:

- set the stage for an open, respectful meeting at the meeting outset and read aloud the introduction (Appendix 1) to ensure the basic details of the process and expectations are explained
- facilitate dialogue to ensure all voices are heard
- record feedback and submit to City and applicant
- educate attendees regarding process and empower / encourage participation.

### Outcome/ Deliverables

The following are the typical outcomes or deliverables that are achieved through the community meeting:

- a mutual and broader community understanding of project and process
- verbal feedback provided to the applicant
- written feedback provided to the City with a copy to the applicant within 30 days.

### Supporting Resources

The following resources are intended to assist and help establish a more standardized approach to the community meeting (Please note: some resources are still under development):

- Rezoning Process Flow Chart
- Meeting Space Guidelines / Assistance
- Community Meeting Notice Form (and envelope)
- Introduction Read at the Beginning of a Community Meeting (Appendix 1)
- Offer of staff support and attendance at meetings for complex / OCP amendment applications
- Template to Record Feedback / Meeting Proceedings

### Criteria for a Second Community Meeting

After an application is submitted to the Development Services Division, it undergoes an internal review by City staff. This review sometimes results in the applicant making changes to the proposal. Alternatively, the applicant may make changes between the community meeting and formal submission with the City. If changes are made that fall into the following categories, a second community meeting is required at the expense of the applicant:

- a change to the uses (additional uses added)
- an increase in the height
- an increase in the density or floor space ratio (FSR)
- a reduction in the setbacks or increase in site coverage equal to or greater than 20%.

The Area Planner will notify the Community Association Land Use Committee (CALUC) and the proponent if a second community meeting is triggered.

A second community meeting is not required if:

- there are no changes from the first community meeting
- changes are in response to community input
- decrease in height if the massing of the building is not altered.

Note: a CALUC may waive the requirement for the second community meeting if they feel it is not warranted.

In the event that changes to a proposal do not fall into the categories specified above, but the CALUC feels that the changes are significant, of particular interest to the neighbourhood or impact the proposal's fit with the surrounding neighbourhood, they may request that a second community meeting take place. In this event, the CALUC should:

- make this initial request of the developer, and if the developer is agreeable, the developer must complete a Community Meeting Notice form and come to the Development Services Division to arrange and pay for a second mail out
- if a second community meeting has not been agreed to by the developer and the CALUC still feels strongly that it should occur, the CALUC may make a written request outlining the reasons to Mayor and Council (If the letter is received in the Development Services Division prior to the completion of the Committee of the Whole (COTW) report the request will be attached to the report, otherwise it will be paired-up with the report leading up to the COTW presentation.)

### Criteria for Waiving a Community Meeting

A CALUC may waive or postpone the requirement for a community meeting in their neighbourhood by providing written notice to the City. Reasons may include, but are not limited to:

- it is a minor application, such as a change of use to an existing building
- it is believed that there is limited interest / no concerns about an application
- the CALUC cannot accommodate a "community meeting" in a timely fashion because of holidays or other scheduling challenges
- it is a complex project that the CALUC would rather have initiated with the City to work out technical and policy issues, prior to holding a community meeting.

### Criteria for Cancelling a Community Meeting

A CALUC may cancel a community meeting if the applicant does not attend with the prescribed list of plans as specified in the "Community Meeting Notice and Instructions" (site plan, floor plans, elevations, landscape plan, photos or illustration of proposal in relation to flanking buildings.) In these instances, the applicant is responsible for arranging and paying for another community meeting.

## **DEVELOPER-LED CONSULTATION FOR COMPLEX / LARGE SCALE DEVELOPMENT APPLICATIONS**

The preliminary consultation phase (or any point in the application review process) may include additional developer-led community engagement activities such as design charrettes, surveys, and open houses. These types of developer-led consultation initiatives would typically be associated with OCP amendment and rezoning applications; however, they may be associated with other types of applications as well. The CALUC can provide valuable insights into scheduling, venues, topics for discussion, format and the like; however, the ultimate planning and implementation of any additional consultation is at the discretion of the developer.

### CALUC Role

The CALUC may be asked to provide advice to the developer and or participate in developer-led consultation activities; however, ultimately this is left up to the developer.

## **VARIANCE, TEMPORARY USE PERMIT AND LIQUOR LICENSE APPLICATION PROCESS**

The variance process is used in instances when the use or density are not being proposed to be changed but there are changes to other zoning regulations such as height, setbacks, site coverage or parking. The following types of variance applications along with Temporary Use Permit (TUP) and liquor license applications are referred to CALUCs:

- Development Variance Permit Applications
- Development Permit Applications with Variances
- Heritage Alteration Permits with Variances.

The City of Victoria variance and temporary use permit application forms recommend that the applicant contact the adjacent neighbours and the CALUC, and although staff also encourage this, it is voluntary on the part of the applicant. Arranging and holding a meeting is not a prerequisite to submitting the above noted applications to the City of Victoria.

Once an application is received by the City, and the City has verified the type of application and whether variances are required, the City will send an email to the CALUC notifying them of the application and directing them to information on the City's website (Development Tracker.) The CALUC has 30 days to provide comments to Mayor and Council. How (or if) a review is undertaken by the CALUC is left to the discretion of each CALUC. If a CALUC responds to the City that they wish time to comment on an application and/or believe that consultation should be required due to the nature of the application, this information will be provided to Council.

### Purpose

The purpose of referring variance applications is to advise the CALUC of applications within their neighbourhoods and to provide an opportunity for CALUC comments, which may include a request that further consultation be required.

### Principles

The following principles will guide the process:

- it should be respectful of everyone involved in the process.
- if a meeting occurs, or if the applicant consults with the CALUC, there should be a sense of openness to share and receive feedback while understanding there will be a variety of opinions and that applicants may or may not be able or willing to incorporate ideas and comments received.

### CALUC Role

During the variance application process, the CALUC's primarily role is to:

- determine if the application is significant enough to provide a request to Council that further consultation be required

- offer feedback to the developer on potential areas of community concern, benefit, as well as perceived community values, interests and issues with the caveat that the feedback is based on the present CALUC members' views and understanding of the neighbourhood
- if a consultation meeting occurs, to facilitate dialogue to ensure all voices are heard and record feedback and submit to the City and applicant.

### Outcomes/ Deliverables

The following are the typical outcomes or deliverables that are achieved through the variance, TUP and liquor license application process:

- notification to the CALUC that an application has been received
- an opportunity for the applicant to engage the CALUC, if they choose
- an opportunity for the CALUC to request additional consultation requirements, if they feel it is warranted
- verbal feedback provided to the applicant
- written feedback provided to the City with a copy to the applicant if a consultation meeting takes place.

### Supporting Resources

The following resources are intended to assist and help establish a more standardized approach to the variance process (Please note: some resources are still under development):

- Meeting Space Guidelines / Assistance
- Variance and TUP Process Flow Chart
- Template to Record Feedback / Meeting Proceedings

## **REFERENCES**

- City of Victoria Zoning Regulation Bylaw, Bylaw No. 80-159
- Land Use Procedures Bylaw

## **Appendix 1**

### **Introduction read by CALUC Chairs at the beginning of Community Meetings**

It is recommended that the following points be communicated by the Community Association Land Use Committee Chairs at the beginning of each community meeting where a Rezoning or OCP Amendment application is being presented.

Please start the meeting by introducing the proponent and the Land Use Committee members followed by the comments below:

- We wish this to be a respectful meeting – allowing everyone the opportunity to speak and be heard. The meeting is about the proposal not about applicant or others involved in the project.
- This meeting is about zoning and land use and any changes run in perpetuity with the land and independent of ownership (the Chair may provide an example.)
- At this meeting, the proponent (developer) will present the plans. There will then be an opportunity for community members to ask questions and to comment.
- This meeting is required before the applicant can make a formal application to the City.
- The outcome of this meeting is a letter to Council and City Staff.
- There is no decision by the CALUC to support or oppose an application made at this meeting or after this meeting.

This meeting is only one step in the process. Plans do change. If this application is important to you, you need to stay involved through the entirety of the process, which generally takes a minimum of six months for a Rezoning / OCP Amendment application. Some ways to stay involved are:

- Attend the Committee of the Whole meeting. You are invited to attend but you are not able to make a presentation.
- Attend other Advisory Committees, such as Advisory Design Panel. You are invited to attend but you are not able to make a presentation.
- Attend the Public Hearing. Anyone who feels their interest in property may be affected is able to make a presentation.
- Share your thoughts with City Council. You may submit your comments by email through the City web site.
- If an application is submitted to the City, information can be obtained through the Development Tracker feature of the City's website.