

AGENDA

MAYOR'S STANDING COMMITTEE ON HOUSING AFFORDABILITY AND SUPPLY

Monday, December 9, 2019 at 8:30 a.m.
Saanich Municipal Hall, Committee Room No. 2

1. **Call to Order**
2. **Adoption of Minutes of Previous Meeting**
 - November 4, 2019
2. **New Business**
 1. Housing Needs Assessment – Suggested Stakeholders for Engagement.
 2. Update from staff on options to increase housing supply within existing single family neighbourhoods.
 3. Update from staff on processes to consider and options to explore the potential for pre-zoning for rental housing as suggested by the Province.
3. **Next Meeting – TBD**
4. **Adjournment**

MINUTES
MAYOR'S STANDING COMMITTEE ON HOUSING
AFFORDABILITY AND SUPPLY

Saanich Municipal Hall, Committee Room No. 2
Monday, November 4, 2019 at 8:35 a.m.

Present: Mayor Haynes and Councillors de Vries, Mersereau and Plant

Staff: Paul Thorkelsson, Chief Administrative Officer; Sharon Hvozanski, Director of Planning; and Lynn Merry, Senior Committee Clerk

CALL TO ORDER

Mayor Haynes called the meeting to order at 8:35 a.m.

ADOPTION OF MINUTES

MOVED by Councillor Plant and Seconded by Councillor de Vries: "That the minutes of the October 21, 2019 Mayor's Standing Committee on Housing Affordability and Supply meeting be adopted with the following amendment: changing "efficiency review" to "Service Delivery Review for Current Planning"."

CARRIED

MOVED by Councillor Plant and Seconded by Councillor Mersereau: "That the Mayor's Standing Committee on Housing Affordability and Supply recommend to Council that a letter be sent to the University of Victoria and Camosun College to encourage them to look at additional on-campus housing."

Committee members made the following comments:

- Further discussions with the University of Victoria and Camosun College on partnerships and encouragement is welcomed.

The Motion was then Put and CARRIED

MOVED by Councillor Plant and Seconded by Councillor Mersereau: "That the minutes of the September 30, 2019 Mayor's Standing Committee on Housing Affordability and Supply meeting be adopted."

CARRIED

NEW BUSINESS

- 1. Status of the motions and report from Councillor Plant on increasing the RA Zone height language and creation of new modified zone.**

The CAO stated:

- The recommendations from the September 30, 2019 committee meeting were not brought forward to Council because the minutes had not been adopted.

The committee made the following comments:

- Not moving recommendations forward until adoption of the minutes could mean items are not addressed in a timely manner during the summer months when committees do not meet.

2. Written update of the previous verbal report on the timelines from the Planning Department on development permits.

The Director of Planning circulated a document entitled "Current Planning – Average Development Application Timelines".

The committee made the following comments:

- It would be appropriate to attach the document to the minutes.

The Director of Planning stated:

- The number of applications in each type of multiple family housing and commercial development and whether or not those developments that were approved were constructed could be provided to the committee at a future meeting.
- The timelines in the document refer to the average time a development application takes from the time it is received at the front counter to when Council gives Final Reading of the bylaw.
- There may be applications that take much longer than average that may skew the numbers.
- Common process delays include: one time or inexperienced applicants not fully understanding the realities of the development process; incomplete/poor quality applications; the need for additional documentation for unforeseen issues; staffing levels, and the need to refer applications to other departments/organizations
- Community Associations are generally timely in providing feedback to application referrals.
- There may be times when a developer would seek further community consultation during the application review process which would obviously lengthen the processing timeline.

MOVED by Councillor Plant and Seconded by Councillor Mersereau: "That public input be permitted at this time."

CARRIED

A. Cooper, Sea View Terrace stated:

- The expectation varies dramatically between Community Associations in terms of how a developer engages with them.
- Consultation in advance of submitting an application generally takes 1-2 months.

The Director of Planning stated:

- Pre-consultation is not included in the development application timeframe document provided by staff.

The committee made the following comments:

- It can be up to eight years from the time land is purchased until completion of construction; this could have a financial impact on developers.

MOVED by Councillor Plant and Seconded by Councillor Mersereau: "That the document entitled "Current Planning – Average Development Application Timelines" be received for information and be attached to the minutes."

CARRIED

3. Update from staff on what is already being done to facilitate height and density across Saanich.

The Director of Planning presented pre and post Shelbourne Valley Action Plan maps highlighting

the changes in the Shelbourne Valley in terms of development and stated:

- Land use planning such as the Shelbourne Valley Action Plan work is a very helpful tool for both residents and developers.
- It gives the public greater clarity where height and density is being considered and allows them to find a home in an area of Saanich that best suits them.
- Land use plans also provide greater certainty for the development community.
- There are approximately 26,000 homes inside the Sewer Service Area that area allowed to have secondary suites.
- Approximately 1 in 6 or 1 in 7 homes currently have a suite. If they are operational is obviously unknown.
- It will be important to continue to work with BC Housing to ensure that "secure" longterm housing will remain/become available.
- If Council were to consider amending some RA zones to allow for six storeys, it would be appropriate to focus such changes to Centres and potentially some designated Corridors/Villages.
- Saanich hires a consultant to do a pro forma analysis on land use plans to make sure that an appropriate amount of profit be made on a development. Obviously, if there is no profit, a market development won't get built.
- At a future Council meeting, if Council wishes to consider increasing density in certain RA zones, it would be best if staff were asked to provide further information.
- It obviously makes sense to put the majority of future growth in centres, villages and designated corridors as is it more sustainable given proximity to services, the cost efficiency of infrastructure and the availability of public transit.

A. Cooper stated:

- Land use planning helps the development community understand expectations.

MOVED by Councillor Mersereau and Seconded by Councillor de Vries: "That staff be directed to identify a speaker to present on the topic of financing for housing."

CARRIED

The committee made the following comments:

- The speaker could either attend a committee meeting or a Dinner and Learn.

The Director of Planning stated:

- A pre-zoning pilot project is being considered as part of the Uptown Douglas Corridor Plan.
- The Official Community Plan also allows for increased height in conjunction with a significant affordable housing component or other significant amenity such as open space.

A. Cooper stated:

- The requirements for land dedication and additional setbacks in the Shelbourne corridor may be excessive; when reviewing the process, the engineering requirements, what future rights-of-way look like and the viability of the land for development should be considered.
- Having a pro forma analysis is appreciated.

The Director of Planning stated:

- The consultant that Saanich uses provides a pro forma analysis based on foundational elements including engineering requirements, setbacks and land dedication.
- The results of a pro forma do obviously become stale after a few years.
- Involving the community at the beginning of the planning process typically results in greater level of support from residents.
- Maximum heights in the Shelbourne Valley may be worthy of further discussion.

- Density needs to be correct after land dedication otherwise it would result in the development becoming legal non-conforming.
- Statutory right-of-ways have been used by Saanich in certain circumstances.
- Plans such as the draft Uptown Douglas Corridor Plan permit a range of building heights. Council ultimately makes the decision on the height.
- There is a need for infrastructure, amenities and open space in areas of increased density; this is typically achieved through Development Cost Charges and developer contributions.

The committee made the following comments:

- The committee needs to understand the market and examine areas of affordability and supply before it can recommend any appropriate changes.
- There is a need to review the minimum height permitted.
- It can be challenging for Council dealing with outdated planning documents and trying to move forward in a new direction.

The CAO stated:

- It is important that Council has all the information necessary to address communities' concerns with increased height and density.

The Director of Planning provided the document entitled "Regional Housing Needs Report Project Statement of Work".

ITEMS FOR FUTURE MEETINGS

- What does refreshing Action/Local Area Plans look like?
- Invite John Reilly to present (December).
- Saanich Housing Demographics Conditions
- Performa (January)
- Items not addressed at the November 4, 2019 meeting – Update from staff on options to increase housing supply within existing single family neighbourhoods; and Update from staff on processes to consider and options to explore the potential for pre-zoning for rental housing as suggested by the Province.

NEXT MEETING

December 2, 2019, 8:30 a.m. to 10:00 a.m., Committee Room No. 2

MOVED by Councillor Plant and Seconded by Councillor Mersereau: "That the meeting be adjourned at 10:00 a.m.

CARRIED

CHAIR

I hereby certify these Minutes are accurate.

COMMITTEE SECRETARY

Current Planning – AVERAGE Development Application Timelines

(As presented to the Mayor’s Standing Committee on Housing Affordability and Supply on Sept. 30, 2019)

NOTE: These are averages based on applications that have been received and COMPLETED over the last 5 years. The total number of months also includes the length of time it takes an applicant to respond to staff comments as well complete the Council process (Committee of the Whole, Council, Public Hearing and Final Approval). This includes securing any requirements that were committed to by the applicant or requested by Council throughout the process.

Application Type	# of months	Notes
Development Permit with REZ/SUB/Varainces <i>Council Approval Req'd</i>	17	Form and Character – From date application received to date of Final Approval from Council (includes CoW, PH and final approval)
Development Permit <i>Council Approval Req'd</i>	15	Form and Character Development Permit- From date application received to date of Council Resolution.
Subdivision with DPR/REZ/DVP <i>Council Approval Req'd</i>	17	From date application received to date Conditional Approval granted, which would also include a Council Resolution.
Subdivision with DPR/REZ/DVP <i>Council Approval Req'd</i>	21	From date application received to Final Approval (plans registered at LTO) **It takes approximately 4 additional months for an applicant to complete all of the requirements noted in a Conditional Approval letter and get the plans registered at LTO for Final Approval.
Subdivision	9	From date application received to date Conditional Approval granted. ** This is generally smaller, owner/applicant applications.
Subdivision	17	Time from Application Received to Final Approval and plans being registered. **It takes approximately 8 additional months for an applicant to complete all of the requirements noted in a Conditional Approval letter and get the plans registered at LTO for Final Approval for a straight subdivision. This is likely attributed to owners acting as their own applicant and unfamiliar with the complex legal requirements and engineering specifications they are responsible for.
Development Permit Amendment (Major) <i>Council Approval Req'd</i>	7	From date application received to final resolution from Council.
Development Permit Amendment (Minor)	0.5	DPA Applications that are completed through Delegated Authority and are signed by the Director of Planning or staff acting in that position. Average length of time is 2.5 weeks from date of application to sign off and approval.
DVP (Stand Alone) <i>Council Approval Req'd</i>	8	From date application received to final resolution from Council.
REZ (Stand Alone) <i>Council Approval Req'd</i>	21	From date application received to final resolution from Council. These are Rezoning Applications only. **Only two applications received/completed in last 5 years. As such, data is negatively weighted.