

Minor Development Permit Application and Exemption Policy 02-80-186

Minor Development Permit Application and Exemption Policy 02-80-186 was approved by Council in April of 1991. The existing policy does not reflect the site-specific policy in the Official Community Plan which lists exemptions per Development Permit Area as required by the *Local Government Act*. Minor Development Permit Applications are currently defined and regulated under Development Procedures Bylaw No. 4940, 2017.

Boat Storage Guidelines Policy 02-80-187

Boat Storage Guidelines Policy 02-80-187 was approved by the Policy and Planning Committee in December of 1982 with the purpose of regulating the storage of boats over 20 feet in length through a Development Permit. The guidelines under this policy are not regulated under the Development Procedures Bylaw No. 4940, 2017, and are not included within the Official Community Plan which specifies Development Permit Areas and the scope of work under which a Development Permit is required.

Caulfeild Plateau Land Use Contract Policy 02-80-235

Caulfeild Plateau Land Use Contract Policy 02-80-235 was approved by Council in 1978. Pursuant to Section 547 of the *Local Government Act*, Land Use Contracts were to be terminated on June 30, 2024. In accordance with this section, Council approved Zoning Bylaw Amendment 5321, 2024 in June of 2024 to replace the existing policy through the creation of the CD86 zone.

Personal Communication Service (PCS) Antenna Cell Sites Approval Process Policy 02-80-275

Personal Communication Service (PCS) Antenna Cell Sites Approval Process Policy 02-80-275 was approved by the Policy and Planning Committee in December of 1997 to establish an approval process for PCS applications. The existing policy became outdated when Council approved Wireless Communication Facilities Policy 02-80-342 in May of 2013 which standardised the approval process for antenna cell sites as well as additional communication facilities defined under the policy.

Boulevard Maintenance and Encroachment Policy 02-80-340

Boulevard Maintenance and Encroachment Policy 02-80-340 was approved by Council in September of 2000. In April 2016, Council adopted the Boulevard Bylaw No. 4886, 2016 which encompasses and expands the scope of the existing policy.

Interim Zoning Amendment Policy 02-80-370

Interim Zoning Amendment Policy 02-80-370 was approved by Council in 2017 to establish priorities for Council's consideration of zoning amendment applications while the Official Community Plan (OCP) and boundaries of the Local Area Plans were under

Date: August 26, 2025

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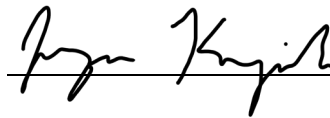
To: Council

From: Jayne Kuzmich, Planning Technician

Re: Administrative Updates to Council Policies **Administrative Updates to Council Policies**

review. With the adoption of the current OCP in June of 2018 that includes Policy 2.1.15 (that provides policies for considering development proposals within local area planning boundaries) the existing, interim policy has become redundant.

Author:



Appendices

Appendix A: Minor Development Permit Application and Exemption Policy 02-80-186

Appendix B: Boat Storage Guidelines Policy 02-80-187

Appendix C: Caulfeild Plateau Land Use Contract Policy 02-80-235

Appendix D: Personal Communication Service (PCS) Antenna Cell Sites Approval Process Policy 02-80-275

Appendix E: Boulevard Maintenance and Encroachment Policy 02-80-340

Appendix F: Interim Zoning Amendment Policy 02-80-370

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District of West Vancouver Corporate Policy

Planning & Development Services	Minor Development Permit Application and Exemption Policy
Policy #02-80-186	
File #1010-00	

1.0 Purpose

The West Vancouver Official Community Plan designates Development Permit Areas to ensure that the special physical, environmental, siting and design considerations are properly integrated for long-term quality development in West Vancouver. The Minor Development Permit Application and Exemption Policy provides for effective implementation of the Plan's objectives, policies and guidelines of the Development Permit Area designations.

2.0 Policy

2.1 Development Permit Applications are defined as "Minor" for the following proposed developments:

- a) One single family house within a Development Permit Area designated for the protection of the natural environment or protection of development from hazardous conditions
- b) One duplex
- c) A multiple family development comprised of less than ten new dwelling units
- d) Subdivision that results in the creation of a maximum of five additional lots within a Development Permit Area designated for the protection of the natural environment or protection of development from hazardous conditions
- e) A commercial building or mixed commercial / residential building on a lot not exceeding 500 sq.m.¹
- f) External alteration to a commercial, multiple family or mixed use building

¹ For example, a 33 x 120' commercial lot is 370 sq. m.

- g) Additions not exceeding 10,000 sq.ft. (930 sq.m.) in total new floor area of a commercial, multiple family or mixed use building where, in all cases, the development shows substantial compliance with existing regulations.
- 2.2 A Minor Development Permit application may be forwarded by the Director of Planning, Lands and Permits to the Design Advisory Committee and any other advisory group from which the Director wishes to obtain advice, prior to a decision on the application.
- 2.3 Council delegates to the Director of Planning, Lands and Permits the authority to exempt a Minor Development Permit application from the requirement for a Development Permit for an external alteration or addition that:
 - a) conforms with Municipal building, zoning, subdivision and other applicable regulations or renovation,
 - b) is valued at less than \$50,000, and
 - c) would not materially affect building appearance.
- 2.4 Council delegates to the Director of Planning, Lands and Permits the authority to exempt an application from the requirement for a Public Meeting and to issue a Development Permit for:
 - a) An external alteration or addition to a commercial or multiple family building that does not exceed 930 sq. m. in total floor area, and
 - b) A new duplex dwelling that:
 - i) conforms with Municipal building, zoning, subdivision and other applicable regulations,
 - ii) the design has been recommended for approval by the Design Advisory Committee, and
 - iii) a Landscape Security in the amount of \$10,000 has been received from the Owner in a form acceptable to the Director of Planning, Lands and Permits or the Landscape Security requirement is waived by the Director.
- 2.5 An application for a Minor Development Permit may be exempt from the sign posting requirement if the Director of Planning, Lands and Permits determines that a sign is not required for a decision on the application.

Approval Date: April 08, 1991	Approved by: Council
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District of West Vancouver CORPORATE POLICY

Planning	Boat Storage Guidelines
Policy #02-80-187	
CIS File: 1010-00	

1.0 Purpose

- 1.1 To establish a policy guideline for storage of boats in excess of twenty feet in length.

2.0 Policy

- 2.1 The following guidelines apply to the storage of boats in excess of twenty feet in length on water front properties. They do not apply to the storage of boats under twenty feet in length (permitted on all properties) or to moorage buoys (not permitted).

Storage of boats in excess of twenty feet in length is only permitted by way of Development Permit. Any development Permit is conditional upon the receipt of special permission to use the foreshore to gain access to the private upland property. Such permits may be considered under the following conditions:

1. The proposal shall not restrict public access to the foreshore nor unreasonably intrude upon or interfere with use of the foreshore by the public.
2. The proposal should not unreasonably interfere with existing views from public lands or from adjacent neighbours.
3. No proposal will involve the construction or placement of substantial structures or improvements within the foreshore area, or require the placement of a boat in an area which is exposed to the public or private views and incapable of screening.
4. Such storage shall be accommodated within the property boundaries unless storage facilities utilizing the public fore shore area produce a public or community benefit.
5. In the event that there are objections to the proposal, or a question arises as to whether one of the above guidelines should be applicable in an exceptional circumstance, Council may seek further advice from the Parks and Recreation Advisory Commission as to policy, or the Advisory Design Panel as to design.

6. Any application for a Development Permit shall include detailed plans, including plot plan, elevations and engineering drawings, which clearly indicate the feasibility and impact on adjacent properties. Such drawings shall be submitted to all neighbours who are directly affected, and their approval in writing shall be required prior to issuance of a Permit.
7. The issuance of a Development Permit is an exception to standard Bylaw regulations, and is at the sole discretion of the Municipal Council.

Approval Date: December 13, 1982	Approved by: Policy and Planning Committee
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**District of West Vancouver
CORPORATE POLICY**

Planning	Caulfeild Plateau Land Use Contract
Policy #02-80-235	
CIS File: 0282-02-80-235	

1.0 Purpose

1.1 To establish a policy concerning Caulfeild Plateau Land Use.

2.0 Policy

2.1 The following principles and requirements have been approved by Municipal Council:

- i) All roads as outlined in the Land Use Contract will be completed as scheduled in the Contract unless Council gives special permission.
- ii) Present instances of intrusion into the green belts will be identified and Council authorizes the Mayor to write to the offending parties requesting they restore the affected areas.
- iii) A Council Committee shall meet with the Caulfeild Property Owners Association to review these actions and any other items of mutual concern as soon as possible.
- iv) Council affirms the principles contained in the entire Statement of Intent which reads:

Statement of Intent

The Municipality of West Vancouver, a group of six developers who own land on the Caulfeild Plateau and the citizens of West Vancouver, and most particularly those citizens represented by the Caulfeild Ratepayers Association, have supported and adopted a land use Contract as a development control agreement (device) for the Caulfeild Plateau.

This Agreement was reached in recognition of the wide variety of terrain on the Plateau the flora and fauna; the sensitive relationship to surrounding residential communities; and the desire to continue a policy of promoting excellence and variety in residential accommodation.

It was the intent that the lands would be developed:

1. within the context of an overall plan which would include:
 - (a) an overall road plan;
 - (b) an overall plan for green belts;
 - (c) an overall drainage plan;
 - (d) creation of residential enclaves;
 - (e) creation of a commercial service centre for the Plateau.
2. that all development would follow flexible siting principles that would:
 - (a) minimize tree removal during the development stage;
 - (b) minimize blasting and other types of geo-physical disturbance;
 - (c) would create the best storm drainage and water and sewer layout;
 - (d) maximize privacy for each residential unit;
 - (e) maximize views whenever possible
 - (f) provide a choice of housing types that are still basically single family in character, e.g. has private outdoor space, a sense of spaciousness and privacy, private entry, etc., but have varying lot sizes and house sitting;

and that in order to give effect to these intention, home sites would be selected first, and all other services, roads, etc., would be brought to the home site in the most sensitive (least damaging) manner possible.

Furthermore, in plans published by the developers, in information newspapers published by the Municipality, and in the public hearings it was made clear that standard subdivision would not occur on the Plateau. In fact, the developers, members of Council and staff always responded by asserting that standard subdivision techniques were inappropriate as methods of developing the Plateau.

In order to give recognition to Council's intent for sensitive development, the Council agreed to a gross density of three unites per acre, which reflected the average density in this area of the Community (Gleneagles, Eagle Harbour and Caulfeild); but is more units than the developers could have developed under existing R.S. 2 and R.S. 3 Zoning of the Plateau.

And in light of this decision on density, it was Council's intention that the developers bring forward the type of plans that reflect sensitive development and that the staff facilitate those proposals which demonstrate sensitive development and that they reject those proposals which utilize standard subdivision techniques – techniques which do not acknowledge the special nature of the Caulfeild Plateau.

- (v) A public hearing be held to consider the addition of a "floor area ratio" to the zoning bylaw, such hearing to be held as soon as possible.
- (vi) The Municipal Solicitor be instructed to review the Land use Contract as soon as possible and provide the Council and ultimately the Caulfeild Property Owners Association with advice on what steps can be taken if further breaches occur in the implementation of the Contract.

In accordance with the provisions of the Caulfeild Plateau Land Use Contract, the Council hereby declares its intent to require the Caulfeild Plateau/ Marine Drive access road to be opened and deems the Dale access to be necessary.

Staff are directed to obtain necessary agreement from the appropriate developers of Caulfeild Plateau to ensure the repayment to the Municipality of those costs incurred in the extension of the Dale link, the signalized railway crossing and the reconstruction of the intersection of Keith Road and Marine Drive.

Approval Date:	Approved by:
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District of West Vancouver CORPORATE POLICY

Planning	Personal Communication Service (PCS) Antenna Cell Sites Approval Process
Policy #02-80-275	
File #2390-18	

1.0 Purpose

To establish an approval process for applications for personal communication service (PCS) antenna cell sites.

2.0 Policy

Personal Communication Service (PCS) Antenna Cell Sites Approval Process:

- 2.1 All applications, including proposed sitings on Federal or Provincial lands, require issuance of both a Building Permit and an Electrical Permit. Other Permits, such as a Crossing Permit for a driveway, may also be required, depending on the circumstances of the particular application.
- 2.2 All applications must conform to Zoning Bylaw regulations respecting siting on a property.
- 2.3 Prior to issuance of a Building Permit, applications are to be reviewed by the Advisory Design Panel for issues of design, colour, placement, etc. Siting in remote, unpopulated areas of the Municipality may be exempted from this review. Applications involving significant visual impact or the loss of significant stands of trees will be discouraged.
- 2.4 Licensees will be required to present a comprehensive plan showing all proposed antennae locations, rather than having applications processed on an individual basis.
- 2.5 Prior to issuance of a Building Permit or Electrical Permit, the PCS Company will be responsible for undertaking a public notification and information process.
- 2.6 Signage notifying the public of a PCS antennae location and warning of exposure risk will be required to be installed for all sites.

- 2.7 For all applications, the Providing Company will be required to enter into a “hold harmless” agreement, prior to issuance of Building Permit or Electrical Permit, indemnifying the Municipality against any damage claim, including costs.
- 2.8 Council approval will be required for all Licence To Occupy Agreements for the installation of antennae facilities on Municipal property. Municipal approval shall also be required for any application which does not conform to the Zoning Bylaw. Council will be informed of all PCS applications, even when Council approval of the applications is not required.

Approval Date: December 01, 1997	Approved by: Policy and Planning Committee
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District of West Vancouver

Policy #

CIS File:

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Boulevard Maintenance and Encroachment Policy

1.0 Purpose

It is Council's objective to encourage the creation and conservation of attractive, safe streets, boulevards and lanes with a diversity of landscaping in keeping with the local streetscape and the surrounding neighbourhood qualities.

2.0 Policy

It is Council policy that:

1. The boulevard, and any encroachments within the boulevard (other than works intended for the benefit of more than one property owner such as group mailboxes), shall be maintained by the abutting property owner.
2. Any works within the boulevard shall not interfere with municipal services, reduce public safety or restrict public access to the waterfront or public recreation lands.
3. Low-scale landscaping within boulevards shall be encouraged and extensive paved surfaces for parking purposes be discouraged.
4. Minor works such as low fences, walls and rocks placed to retain existing grades and specialized paving treatments shall be permitted where characteristic of the streetscape.
5. Major works such as high fences and retaining walls (over 1.8 metres in height) and buildings and structures for exclusive private use shall be prohibited. Council may, where site-specific circumstances dictate, approve such works by bylaw amendment.
6. Major works intended for the benefit of more than one property owner, such as group mailbox structures and neighbourhood entry features, shall be reviewed by the Design Advisory Committee prior to Council consideration.
7. A registered Encroachment Agreement and an annual fee shall be required for any building or structure within the boulevard that is for the exclusive private use of the abutting property owner.

DISTRICT OF WEST VANCOUVER

Boulevard Maintenance and Encroachment Policy

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8. Prior to approval, works within the boulevard shall be judged for compliance with the July 1999 Council Policy, *Guidelines for Residential Roads in West Vancouver*.
9. The planting and cutting of trees within the boulevard shall be in accordance with the *Municipal Tree Policy* and subject to the issuance of a Tree Permit.
10. Special boulevard policies and regulations may be adopted where warranted for specific neighbourhoods or streets (e.g. Altamont, Lower Caulfeild, 17th Street).
11. Utility lots owned by the Municipality shall be treated the same as a boulevard in the application of this policy.
12. In general, existing encroachments may remain. The Municipality may remove or modify any encroachment placed, constructed or planted at any time, particularly if it considers the encroachment to unduly affect public safety, interfere with municipal services or restrict public access or if its removal is required for public use.

Approval Date: September 11, 2000	Approved by: Council
Amendment Date: October 6, 2003	Approved by:
Amendment Date:	Approved by:

District of West Vancouver

CORPORATE POLICY

Planning and Development Services	Interim Zoning Amendment Policy
Policy: 02-80-370	
CIS File: 2517-06	

1.0 Purpose

- 1.1 To establish priorities for Council's consideration of zoning amendment applications while the District's Official Community Plan (OCP) is under review. This review includes the updating of over-arching objectives and policies, as well as the preparation of Local Area Plans (LAPs) for:
- a) Ambleside Town Centre;
 - b) Cypress Village;
 - c) Horseshoe Bay Village;
 - d) Marine Drive (Park Royal area); and
 - e) Taylor Way Corridors.
- 1.2 Priority will be given to the OCP review over zoning amendment applications that are not consistent with current policies and priorities. Therefore applications that do not meet the criteria and conditions set out in this policy will be deferred during the review of the OCP and LAPs.

2.0 Policy

- 2.1 Zoning amendment applications that meet the criteria and conditions described in 2.2 or 2.3 may be considered by Council while the review of the OCP and LAPs are underway.
- 2.2 For sites specifically identified as a site for change in the OCP:
- a) Where there is site-specific policy regarding land use, building height, or density, the application should be consistent with each such direction;
 - b) Where there is no site-specific policy regarding land use, building height, or density, the application should be compatible with neighbourhood character and the scale of built form in the neighbourhood, and for these purposes the neighbourhood is the area that is within a 400 metre radius from the site that is the subject of the application.
- 2.3 For sites not specifically identified as a site for change in the OCP the proposed development should deliver significant social benefit, which may be: significant non-market or special needs/supportive housing; the use of public land in the public interest; or other benefits as determined by Council.

- 2.4 Applications that do not meet the criteria and conditions described in 2.2 and 2.3 may proceed for consideration by Council once the review of the OCP or the relevant LAP is complete.

Approval Date: February 20, 2017	Approved by: Council
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