



District of West Vancouver

**Preliminary Development Proposal and  
Public Consultation Policy  
02-80-377, 2017**  
(Development Procedures Update)

Effective Date: July 24, 2017

# District of West Vancouver

## CORPORATE POLICY

Planning and Development Services	<b>Preliminary Development Proposal and Public Consultation Policy</b>
Policy: 02-80-377	
CIS File:	

### 1.0 Purpose

- 1.1 To establish preliminary development proposal and public consultation procedures to expand opportunities for public input and information sharing and to provide a forum to identify and discuss potential issues and concerns early in the development proposal process.
- 1.2 The District encourages applicants preparing development proposals described in Section 2.1 of this policy to liaise with District staff and the public prior to the proposal being formally considered by Council as these proposals generally involve broader neighbourhood implications and public considerations.

### 2.0 Policy

- 2.1 Prior to an applicant submitting a formal development proposal for:
  - a) amendments to the Official Community Plan (OCP) and Zoning Bylaw;
  - b) applications for Heritage Revitalization Agreements (HRAs); and
  - c) applications for Heritage Alteration Permits for properties that are located within the Lower Caulfeild Heritage Conservation Area (LCHCA),applicants will submit a preliminary development proposal and undertake preliminary public consultation to allow for initial staff review and public input.

### 3.0 Procedures

#### 3.1 Staff Review of Preliminary Development Proposals

- a) Proposals for amendments described in section 2.1 of this Policy shall submit preliminary plans, project statistics, a project rationale, and information that describes the proposed use of the site to the satisfaction of the Director of Planning and Development Services.
- b) Following staff review of the preliminary development proposal and after the applicant responds to staff comments and concerns to the satisfaction of the Director of Planning and Development Services, the applicant shall organize, publicize, host, and facilitate a Preliminary Public Consultation Meeting, unless waived by the Director of Planning and Development Services.
- c) A summary of the Preliminary Public Consultation Meeting and the applicant's responses to comments and concerns raised at the meeting shall be summarized in a written report by the applicant and accompany the development application.

#### 3.2 Public Consultation of Preliminary Development Proposals

- a) Preliminary Public Consultation Meeting Procedures and Scheduling:
  - i) The applicant is responsible for making all arrangements for the meeting, conducting the meeting, and paying all costs related to the meeting.
  - ii) The meeting shall be held as early as possible in the process and after Council has been advised of the proposal.
  - iii) The meeting is to be held in a convenient, accessible location such as a local school, church, or meeting room.
  - iv) At the meeting:
    - (i) visual material, such as sketches and models, are to be provided;
    - (ii) the public is to have an opportunity to ask questions, submit comments, and informally discuss the project; and
    - (iii) Planning and Development Services staff may attend as an observer and be available to respond to questions on policy and process.
  - v) The applicant may provide forms for comments or questions, which will be collected at the meeting or following the meeting within a specified period of time by the applicant.

- vi) More than one preliminary public consultation meeting may be held on a preliminary development proposal at the determination of the Director of Planning and Development Services.

### 3.3 Notification of Preliminary Public Information Meetings

- a) The applicant shall prepare a notice and an information package for approval by Planning and Development Services prior to mailing or delivery.
- b) The notice is to include the following:
  - i) the heading "Preliminary Public Consultation Meeting";
  - ii) the date, time, and place of the meeting;
  - iii) a clear statement that the applicant is conducting the meeting in advance of submitting a development application;
  - iv) the topic of the meeting;
  - v) a map showing the location of the property; and
  - vi) the format of the meeting, including the time of any presentation to be given by the applicant.
- c) The information package is to include the following:
  - i) the notice;
  - ii) details of the proposal, including any applicable information, drawings, plans, etc.;
  - iii) a fact sheet that summarizes the approval process and general information about the proposal;
  - iv) outline opportunities for public input; and
  - v) availability of further information pertaining to District policy and plans.
- d) The applicant is to mail or otherwise deliver the notice and the information package to all property owners and occupants of land consistent with the notification distance requirements set out in the Development Procedures Bylaw No. 4940, 2017, members of Council, and to registered ratepayer organizations and any community or resident associations in the area.
- e) The meeting notice should be delivered a minimum of 10 calendar days prior to the meeting.
- f) At the determination of the Director of Planning and Development Services, the applicant shall advertise the meeting in a display ad in two consecutive issues of a local newspaper (e.g. The North Shore News) during the week prior to the meeting. The advertisement is

to be reviewed by Planning and Development Services prior to publication.

<b>Approval Date:</b> July 24, 2017 Council Meeting (Item 13)	<b>Approved by:</b> Council
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