



District of West Vancouver

**Development Procedures Bylaw No. 4940, 2017,
Amendment Bylaw No. 5354, 2024**

Effective Date:

Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5354, 2024

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District of West Vancouver

Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5354, 2024

A bylaw to provide greater clarity to miscellaneous regulations, correct inadvertent errors, and align the District's development procedures with the *Local Government Act*.

Previous amendments: Amendment bylaws 5029, 5043, 5073, 5077, 5109, 5127, 5156, 5224, 5232, 5271, 5318, and 5210.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for miscellaneous Development Procedures Bylaw amendments;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as Development Procedures Bylaw No. 4940, 2017, Amendment Bylaw No. 5354, 2024.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amendment of Regulations

- 3.1 Development Procedures Bylaw No. 4940, 2017, Part 4 (Definitions) is amended by:
 - 3.1.1 Deleting the existing definition for "Director" and replacing it with the following:

“Director” means the Director of Planning, Development and Environment Services for the District;

3.1.2 Deleting the following text from Part 4.1:

“DRC” means the District’s Design Review Committee;

3.2 Development Procedures Bylaw No. 4940, 2017, Part 7 (Application) is amended by:

3.2.1 Deleting Part 7.3.1 and replacing it with the following:

When processing an application, the Director or Council may refer the application to a Committee of Council, or other agencies, associations, groups persons or other staff members for comment or evaluation.

3.2.2 Deleting Part 7.3.2 in its entirety.

3.3 Development Procedures Bylaw No. 4940, 2017, Part 9 (Public Hearing and Meetings) is amended by:

3.3.1 Deleting Part 9 in its entirety and replacing it with the following:

Part 9 (Public Hearings and Meetings)

9.1 Public Meetings

9.1.1 Council may provide an opportunity for public comment in the form and to the extent Council considers appropriate before passing a resolution to issue:

- (a) a Development Variance Permit;
- (b) a Development Permit with variances; or
- (c) a Temporary Use Permit.

9.1.2 Notwithstanding 9.1.1, a meeting would not be held for a Development Variance Permit or Development Permit that is being concurrently considered with a Zoning Amendment that is prohibited from having a public hearing in accordance with the Local Government Act.

9.2 Public Hearings

9.2.1 Public Hearings will be scheduled as per requirements of the *Local Government Act*.

3.4 Development Procedures Bylaw No. 4940, 2017, Part 10 (Notification) is amended by:

3.4.1 Deleting Part 10 in its entirety and replacing it with the following:

Part 10 (Notification)

10.1 Notice of Public Hearing or Public Hearing Not Held

10.1.1 The specified distance where mailing or delivery of a notice of a Public Hearing, or a notice in advance of first reading if a public hearing will not be held as required by the *Local Government Act*, is 100 metres from the perimeter of the subject parcel.

10.2 Notice of Consideration

10.2.1 Notice of consideration of the applications shown in Column A below shall be given to owners and occupants of all parcels of land, any part of which is the subject of the application or within the distance specified in Column B below from the perimeter of the subject parcel:

A. Development Application	B. Distance
Major Development Permit (with or without variances)	100 metres
Minor Development Permit (with or without variances)	50 metres
Development Variance Permit	50 metres
Temporary Use Permit	50 metres
Heritage Alteration Permit	50 metres
Heritage Alteration Permit in Lower Caulfeild Heritage Conservation Area	Entire Lower Caulfeild Heritage Conservation Area
Natural Environment and Hazardous Areas NE2, NE5, and NE13 (with variances)	50 metres
Minor Development Variance Permit (for single family sites)	50 metres

10.3 Where the consideration or issuance of any permit shown in Column A above has been delegated to the Director, the Director will notify all owners and occupants within the

distance specified in Column B above from the perimeter of the subject parcel and will:

- 10.3.1 allow two weeks for owners and occupants to provide comments to the Director, and
- 10.3.2 where no concerns relating to the relevant development permit guidelines or criteria within the Development Procedures Bylaw are received, or where the Director deems concerns to be resolved, the Director may consider the application, or
- 10.3.3 where concerns relating to the relevant development permit area guidelines or criteria within the Development Procedures Bylaw are received that cannot, in the Director's opinion, be resolved, the application shall be forwarded and considered by Council.

10.4 Council or the Director may define an expanded notification area beyond the prescribed distances specified for an amending bylaw in p. 10.1 or consideration of an application described in p. 10.2.

3.5 Development Procedures Bylaw No. 4940, 2017, Part 19 (Delegation) is amended by:

3.5.1 Deleting Part 19.1.1 and replacing it with the following:

19.1.1 To enter into, and amend, works and services agreements pursuant to Section 509 of the *Local Government Act*.

3.5.2 Adding new Part 19.23 after Part 19.22 as follows:

Heritage Alteration Permits for Lower Caulfeild Heritage Conservation Area

19.23 Heritage alteration permits in respect of Lower Caulfeild Heritage Conservation Area HE 6 may be issued by the Director if the proposed development:

19.23.1 complies with Guidelines HE 6; and
either

19.23.2 conforms to the Zoning Bylaw; or

19.23.3 involves a lot line realignment, construction of a new building or structure, or renovations to an existing building or structure, that either conforms or substantially conforms to the Zoning Bylaw, meaning that any variance is minor and compliance with the Zoning Bylaw would involve hardship or loss of heritage value or character; or

19.23.4 involves replacement of an existing building or structure that was lawfully constructed but does not conform to the current Zoning Bylaw, with a new building or structure that maintains the same siting and massing, and does not require any further variances to the Zoning Bylaw.

3.5.3 Development Procedures Bylaw No. 4940, 2019, is amended by amending the Table of Contents accordingly.

READ A FIRST TIME on December 9, 2024

READ A SECOND TIME on December 9, 2024

READ A THIRD TIME on December 9, 2024

ADOPTED by the Council on

Mayor

Deputy Corporate Officer

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District of West Vancouver

**Sign Bylaw No. 4499, 2007,
Amendment Bylaw No. 5365, 2024**

Effective Date:

District of West Vancouver

Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024

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District of West Vancouver

Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024

A bylaw to add home-based business sign regulations to clarify associated requirements.

Previous amendments: Amendment bylaws 4521, 5115, and 5309.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to add home-based sign regulations to the Sign Bylaw.

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as Sign Bylaw No. 4499, 2007, Amendment Bylaw No. 5365, 2024.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amends the Definitions

- 3.1 Sign Bylaw No. 4499, 2007 is amended by adding the following in alphabetical order to Part 4.1:

“Home Based Business Sign” means a sign indicating the name and address of a home occupation and may include a description of the services provided, but must not include any promotional or advertising content;

Part 4 Amends the Regulations

- 4.1 Sign Bylaw No. 4499, 2007 is amended by deleting Part 14.1.6 in its entirety.
- 4.2 Sign Bylaw No. 4499, 2007 is amended by inserting a new Part 30 Home Based Business Signs as follows:

Part 30 Home Based Business Signs

- 30.1 A home based business sign is not permitted on apartment dwelling units or dwellings over commercial premises;
- 30.2 A Sign Permit is required;
- 30.3 Not more than 1 sign is permitted per dwelling unit;
- 30.4 A sign shall not exceed 0.2 m² [2.2 sq. ft.] in area;
- 30.5 A sign shall not be internally illuminated;
- 30.6 The sign must be professional and not detract from the residential character of the neighbourhood; and
- 30.7 Sign location:
- (a) a sign shall be affixed to the building in which the home-based business is situated and may not exceed the height of the ground-floor level; or
 - (b) placed on a fence or a gate or a freestanding support located within the property lines in which the home-based business is situated and not exceeding 1.2 m [4 ft.] in height above the street or grade.
- 4.2 Sign Bylaw No. 4499, 2007 is amended by renumbering the remaining Parts and sub-parts of the bylaw following Part 30.

Part 5 Amends the Table of Contents

5.1 Sign Bylaw No. 4499, 2007 is amended by amending the Table of Contents accordingly.

READ A FIRST TIME on December 9, 2024

READ A SECOND TIME on December 9, 2024

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ADOPTED by the Council on

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