

CITY OF PITT MEADOWS DEVELOPMENT PERMIT DELEGATION

Bylaw No. 2338 and amendments thereto

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws listed below. The amending bylaws have been consolidated with the original bylaws for convenience only.

Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

<u>BYLAW NO.</u>	<u>ADOPTED</u>
2338	September 18, 2007
2528	November 15, 2011

The bylaw numbers in **bold** at the end of the clause refer to the bylaws that amended the principal bylaw.

DEVELOPMENT PERMIT DELEGATION BYLAW
Bylaw No. 2338, 2007

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A Bylaw to Adopt the "Pitt Meadows Development Permit Delegation"

The Council of The Corporation of the City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "**City of Pitt Meadows Development Permit Delegation Bylaw No. 2338, 2007**".
2. Pursuant to Section 154(1) (b) of the Community Charter, Council delegates to the Director of Operations and Development Services or designee the powers of Council under Section 920 of the Local Government Act to amend minor development permits issued by Council and to issue development permits for infill housing including duplexes, garden suites and up to four contiguous infill single-family lots, and within the Residential Infill Development Permit Area of the Official Community Plan; (***Bylaw 2528, 2011***)
3. The delegatee shall not amend a development permit under Section 2, unless the delegatee considers that the amendment is a minor amendment that conforms with the guidelines attached as Schedule A.
4. An application for a minor amendment or infill housing development permit shall be made in a form satisfactory to the delegatee and shall be accompanied by such information as the delegatee considers necessary to enable him or her to appropriately review the application. (***Bylaw 2528, 2011***)
5. When a development permit for any form of infill housing is issued by the Director of Operations and Development Services or designee, the applicant shall provide security in accordance with Section 925 of the Local Government Act. Security shall be maintained as long as there is a reasonable possibility of contravention of a landscaping condition, the creation of an unsafe condition, or causing the harm to the environment in connection with the development authorized by the permit. (***Bylaw 2528, 2011***)
6. All of the following apply to any decision by a delegatee under this Bylaw:
 - a) Any owner of property that is subject to a decision under this Bylaw who is dissatisfied with the decision is entitled to have the decision reconsidered by Council in accordance with this Section;
 - b) Any owner who wishes to have a decision reconsidered by Council must apply for the reconsideration by delivering written notice of the

request for reconsideration to the Director of Legislative Services within 30 days after the decision is communicated in writing to the owner, and provide

- i. the name of the delegatee who made the decision, the date of the decision and the nature of the decision;
 - ii. reasons why the owner wishes the decision to be reconsidered by Council;
 - iii. the decision the owner requests be made by Council, with brief reasons in support of the requested decision; and
 - iv. a copy of any materials considered by the owner to be relevant to the reconsideration by Council.
- c) A reconsideration application must be considered by Council at a regular meeting of Council;
- d) The Director of Legislative Services must:
 - i. place each reconsideration application on the agenda for a regular meeting of Council in accordance with Section 5 (c);
 - ii. give notice of each reconsideration by Council in accordance with any notice requirements in respect of the original application that are set out in the Pitt Meadows Development Procedures Bylaw or the Local Government Act; and
 - iii. before each reconsideration by Council, deliver to each Council member a copy of the materials that were considered by the delegatee in making the decision that is to be reconsidered.
- e) In reconsidering a decision the Council must consider the material that was considered by the delgatee in making the decision;
- f) Council is entitled to adjourn a reconsideration of a decision.
- g) After having reconsidered a decision, Council may either confirm the decision or may set aside the decision and substitute the decision of Council.

Schedule "A" to Bylaw No. 2338, 2007

**GUIDELINES FOR CONSIDERATION OF
MINOR AMENDMENTS TO DEVELOPMENT PERMITS**

Introduction:

These criteria are intended as a guide for review of minor changes to approved Development Permit drawings, which will not result in the need for an amendment application to be considered by Council. Minor changes do not include modifications to the basic form and character of a development and will not involve impact to adjacent properties and the streetscape. Proposed modifications should enhance the project and should not change the basic site planning and urban design details.

Applicants should identify all required modifications from the original Development Permit submission, as the building permit review stage, to allow the total impact of proposed changes to be assessed. This assessment is not intended for approval of modifications which have already been constructed.

Criteria:

In order to be considered for minor amendment, the following criteria must be met:

1. Proposed modifications must not require any new development variances or increase approved variances.
2. The density as defined in the applicable zoning category of the development must not be increased beyond the level specified in the approved Development Permit.
3. Proposed modifications must not alter elements that were controversial or that attracted considerable discussion from the public, staff, Advisory Design Panel, or Council during the original Development Permit process.
4. Proposed exterior modification must maintain or enhance the quality of the development and must retain the basic form and character of the development.

Criteria Cont'd:

5. Modifications should not alter the approved lot coverage, siting, scale, spacing, or configuration of buildings, with the exception of minor changes and additions to buildings to accommodate Building Code or servicing requirements.
6. Approved open space and amenity areas should be maintained; proposed changes to landscaping detail should be minor in nature and of equivalent value to approved plans.
7. Proposed changes to the location and configuration of vehicle access and parking areas should be minor in nature.
8. Proposed modifications must not contravene the applicable Development Permit Area Guidelines and Objectives.