



Deep Roots
Greater Heights

POLICY MANUAL

Title: DEVELOPMENT INFORMATION MEETINGS	Policy No: 6.20 Supersedes: Revised January 26, 2010
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: March 22, 2005 Review Date:

POLICY STATEMENT:

That with respect to Development Information Meetings, be it resolved that the policy take effect when approved by Council.

1. For any application involving an Official Community Plan amendment (other than a conservation boundary adjustment or for legal reasons), or for the rezoning of land to permit a significant amount of development in compliance with the Official Community Plan (any development proposing 25 or more dwelling units – or in the case of a staged development, where the site has the potential for 25 or more dwelling units) or where in the opinion of the Director of Planning, that a smaller development could have a significant impact on the amenities or character of the surrounding area particularly in the area of infill development , the applicant shall be required to hold a Development Information Meeting. The meeting is the responsibility of the applicant to host and all costs related to the meeting are to be assumed by the applicant. A fee is also charged by the Municipality to cover the cost of staff time as set out in the current District of Maple Ridge Fee By-law, should a staff member attend the meeting as an observer.

For such proposals, the following materials should be made available at the Public Information Meeting:

- a) **Project Analysis**
 - reconciliation of major elements of the plan
- b) **Neighbourhood Context**
That may include:
 - overall relationship in character and massing to the surrounding area
 - impact on views
 - relationship to adjacent buildings
- c) **Site Planning**
That may include:
 - effectiveness of building locations and open spaces
 - parking access and provision
 - cross-sections or topographic information for sloping sites
 - inventory of site features, including plants and vegetation to be retained
 - preliminary grading information
 - extent of soft and hard landscaping

- d) **Building Design**
That may include:
 - general massing and overall articulation
 - appropriateness of form to use
 - roofscape-form and function (screening of essential services)
 - e) **Comment sheets**
 - The distribution of a comment sheet to allow the public to record any concerns or comments they might have with the project or any aspect of the project is recommended.
2. The applicant shall be responsible for the format of the meeting and the keeping of a detailed record of the meeting. After the meeting, a summary report shall be submitted to the Planning Department as soon as possible. The report should include the meeting record, copies of all comment sheets, an analysis of the comment sheets, and a discussion on how the issues and concerns identified from the Development Information Meeting are to be addressed in the project.
 3. Applicants will be required to discuss the timing of the development information meeting with the Planning Department and agree upon the appropriate scheduling of the meeting. An applicant who holds a development information meeting without having reached agreement with the Planning Department will be required to reschedule another meeting at an agreed upon time.
 4. Staff from the Planning Department will not generally attend the meetings but may attend as an observer at the discretion of the Director of Planning.
 5. The arrangement for and provision of facilities for the Development Information Meeting are the responsibility of the applicant. The meeting should be at a time that ensures adequate opportunity for the public to attend. The location of the meeting should be in close proximity to the project site and should be large enough to accommodate the anticipated turnout. Appropriate venues may include community halls, schools or churches, but do not include private homes and/or offices of applicant.
 6. The applicant shall be responsible for all notification of the Development Information Meeting. The notice shall contain the following:
 - a) The application number;
 - b) The location of the subject property;
 - c) The purpose of the application;
 - d) The date, place, and time of the Development Information Meeting;
 - e) An invitation to obtain information on the application from either the Planning Department or the developer/applicant with contact numbers;
 - f) A map showing the location of the property(ies) involved in the application;
 7. The applicant should mail or otherwise deliver the notice of the meeting to all property owners and residents within 50 metres of the subject property(s) and to the Planning Department, at least 10 days in advance of the meeting date. The Planning Department will provide applicants with a list of property owners, their mailing addresses and mailing labels.
 8. The notice of the Development Information Meeting must be published in at least 2 consecutive issues of a local newspaper, the last publication to appear not less than 3 and not more than 10 days before the meeting. The notice must be a minimum 9 cm x 12 cm (3 inches x 4 inches) in size and include a property location map, the civic address of the property under application, the date, time and location of the Development Information Meeting, and a contact number for the applicant and the Planning Department.

9. Notification signs shall be posted on the site in accordance with the District of Maple Ridge Policy regarding the Posting of Development Signs.

PURPOSE:

To establish a minimum standard for the hosting of a meeting by a developer to inform the public of proposed development changes in their neighbourhood and to allow for the identification of issues and concerns early on in the development process.