NO: R063   COUNCIL DATE: April 18, 2011

REGULAR COUNCIL

TO: **Mayor & Council**   DATE: **April 18, 2011**

FROM: **General Manager, Planning and Development**   FILE: **6950-30** (Sustainability
                                                            Planning Initiatives)

SUBJECT: **Surrey Sustainable Development Checklist**

RECOMMENDATIONS

The Planning and Development Department recommends that Council:

1. Receive this report as information;

2. Approve the Surrey Sustainable Development Checklist, a copy of which is attached as
    Appendix I to this report, for use as part of the City's standard development application
    process; and

3. Instruct staff to monitor the use of the Surrey Sustainable Development Checklist with a view
    to further refining it over time to build its effectiveness in the context of ensuring a focus on
    sustainability in the continued physical development of the City.

INTENT

The purpose of this report is to provide an update on the process that has been followed to
develop the Surrey Sustainable Development Checklist (the "Checklist") and to obtain Council
approval for use of the Checklist in relation to new development applications with a view to
refining the Checklist over time.

The purpose of the Checklist is to:

*   encourage more sustainable land use and building design;
*   provide a consistent "sustainability-focused" review of development applications;
*   raise awareness in the development industry of the benefits of the application of sustainable
    best management practices; and
*   explore and document how and to what extent new developments in Surrey are incorporating
    sustainable design and technology.

Subject to Council approval, the Checklist will be a new component of the development
application process.

BACKGROUND

On September 29, 2008, Council received Corporate Report No. R175, regarding a proposed Sustainability Charter for the City of Surrey. After considering the report, Council adopted the Sustainability Charter as the overarching policy document for the City. The Sustainability Charter includes Scope Action item EN9 – Institutionalize Sustainable Land Use Planning and Development Practices. This Action item states that:

> "*The City will promote sustainable land use and development by creating sustainability practices through the development of tools, such as 'Sustainability Checklists,' that will be used in the review and approval of new development*".

The Sustainability Charter also included an immediate action for staff to:

> "*Develop a Sustainability Checklist, in consultation with the development industry, City Committees and community stakeholders*".

Inter-departmental and Advisory Committee Consultation

An inter-departmental staff committee was formed to develop the draft Checklist with a view to such a checklist assisting to address the City's sustainability objectives. The committee was involved in matching the Sustainability Charter objectives to development criteria and gathering sustainability checklists currently used in other jurisdictions.

Staff held several meetings with a sub-committee of the Development Advisory Committee ("DAC") to refine the draft Checklist questions to ensure that they were applicable and generally understood by the development community. The draft Checklist was also the subject of two workshops. One such workshop was held with community stakeholders representing a variety of socio-cultural, economic, and environment interests and the second workshop was with volunteers representing all of the City's Advisory Committees, including the DAC.

Other meetings involving staff, DAC representatives and the Surrey Sustainable Indicators Taskforce representatives were also held to refine the draft Checklist.

DISCUSSION

The Checklist, which is attached as Appendix I, is intended to provide staff with a means to communicate the City's sustainability objectives to the development community, integrate the concepts of liveability and sustainability into the planning and development approval process, and monitor progress with respect to the City's sustainability indicators.

The Checklist is not intended to act as a "pass" or "fail" test of development plans or proposals, but rather to assist project proponents in developing sustainable high-quality buildings and neighbourhoods. The Checklist supports Surrey's vision and goals for a Sustainable City and will act to inform community stakeholders and the development industry about the opportunities to enhance sustainability as part of any new development. Information obtained from the Checklist, such as accessibility measures, housing diversity and energy efficiency, will assist the City in monitoring these key sustainability indicators to determine if existing policies and practices are adequate for realizing the City's desired sustainability outcomes.

Six months after implementation, staff intends to review the Checklist with the DAC Sub-committee and also the Sustainability Charter "Targets and Indicators Working Group" that have been involved throughout the process, and provide a further report to Council.

Overview of the Checklist

The Checklist is separated into two parts related to two distinct stages of the development approval process. The first stage relates to land use applications (i.e., Official Community Plan amendment, rezoning, development permit, land use contract amendment, etc.) and the second stage relates to building permit applications.

The Checklist includes 11 sections related to sustainable community and building components with a number of questions and responses listed in each section. Applicants will be requested to complete and submit a copy of the Checklist with their development application(s). This will enable staff to monitor the number and type of sustainable features proposed for or incorporated into each proposed project.

Only one Checklist will need to be completed and submitted per development site at the land use application stage even though there may be multiple concurrent applications being processed for the site (i.e., Official Community Plan amendment, rezoning and development permit, for example). The Stage 2 component of the Checklist will be submitted at the time of building permit application for a site.

Checklist Sections

The Checklist includes 11 sections involving 34 questions that cover a multi-faceted range of sustainability issues. This range of questions is necessary to address the many different:

- building types (commercial, industrial, institutional, and residential);
- types of development (new, alterations, additions and retrofits); and
- application types (both land use applications and building permit applications).

The 11 sections of the Checklist are listed in Table 2 below.

Table 1 - Sustainable Development Checklist Sections

Stage 1	Stage 2
1. Context	9. Employment and Economy
2. Location	10. Efficiency and Resources
3. Density and Diversity	11. Other Sustainability Features
4. Ecology and Stewardship	
5. Sustainable Transportation	
6. Green Certification	
7. Education and Awareness	
8. Accessibility and Safety	

Checklist Questions

There are questions under each of the 11 sections. These are structured to be "user-friendly", involving either tick-boxes or simple textual responses.

Staff will review each completed Checklist, as submitted by the applicant, to confirm that it is fully complete. Figure 1 provides an example of a question from the draft Checklist.

Figure 1 - Example Query from Sustainable Development Checklist

Query		Check Those That Apply		Describe Amounts/Explain		
B2	Does the development include a mix of uses?	Yes ☐ No ☐ Not Permitted ☐		**Use** Residential Commercial Industrial Business Park Conservation Agricultural	**% of Total Floor Space**	**% of Total Site Area**

Future modifications to the Checklist may involve the inclusion of targets and, based on an analysis of exemplary projects and opportunities for development incentives and awards based on specific achievements.

Checklist Submission Procedure

The Checklist seeks information that is generally available at the time a development application is submitted to the City. The following lists the steps that will need to be taken to complete and submit the Checklist and the use of the Checklists thereafter:

- The applicant will attend a pre-application meeting with appropriate City staff;
- Applicants will complete the Checklist and answer and/or tick-off appropriate questions that apply to the particular application (i.e., land use or building permit);
- Applicants will submit the completed Checklist to the appropriate City staff along with a completed land use application (Stage 1) or building permit (Stage 2) application;
- Planning and Development Department staff will review the completed Checklist and discuss the submission as part of the development application review process;
- A brief summary of the project Checklist will be attached to land use planning reports to Council;
- The project Checklist will be available for public review;
- The Sustainability Manager will include in the annual report on the Sustainability Charter a summary of the results of the Checklist process; and
- A database of all Checklist data submitted over time will be maintained by staff as a means to track, monitor and report on trends in development sustainability across the City.

It is expected that the Checklist will evolve over time as staff gains experience with its administration. Staff intends to provide a report to Council approximately six months after its introduction, which will provide an evaluation of the use of Checklist to that point in time and recommend amendments to the Checklist or its administration that are considered necessary at that time.

Additional Checklist Resources and Form

A glossary of terms will be included at the back of the Checklist to define the italicized terms used throughout the document. Links to web-based resources are also provided to assist applicants in completion of the Checklist. Staff will make the Checklist available for downloading on the City's website and available in hard-copy form at the Planning and Development Department counters.

It is expected that the Checklist will be a password-protected "smart" online form or an editable PDF file, from which form-fields can be automatically stored in a database.

Future Sustainable Development Scorecard for Secondary Land Use Plans

Staff is developing a Sustainable Development Scorecard and explanatory notes to be used in the preparation of Neighbourhood Concept Plans and Town Centre Plans. A Sustainable Development Scorecard would introduce sustainability rating schemes in land use planning processes, such as Leadership in Energy and Environmental Design for Neighbourhood Development LEED-ND, with a view to ensuring that land use plans achieve reasonable targets from a sustainability perspective.

SUSTAINABILITY CONSIDERATIONS

The Sustainability Charter contains actions to promote sustainable land use and development, including direction to, "Develop a Sustainability Checklist". By implementing a Sustainable Development Checklist, the City will be better positioned to achieve the Sustainability Charter's goals, objectives and targets.

CONCLUSION

Based on the above discussion, it is recommended that Council:

- Approve the Checklist, a copy of which is attached as Appendix I to this report, for use as part of the City's standard development application process; and

- Instruct staff to monitor the use of the Checklist with a view to further refining it over time to build its effectiveness in the context of ensuring a focus on sustainability in the continued physical development of the City.

By endorsing the use of the Checklist, Council will enhance community understanding of Surrey's Sustainability objectives and provide a means to promote, monitor and reward high quality development projects in the City.

Original signed by
Jean Lamontagne
General Manager,
Planning and Development

DL:saw
<u>Attachment</u>:
Appendix I   Surrey Sustainable Development Checklist

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[SUSTAINABLE DEVELOPMENT CHECKLIST]

The Surrey Sustainable Development Checklist (SSDC) is intended to encourage new development and buildings that support and advance Surrey's Sustainability Charter objectives. The new SSDC will help improve air and water quality, reduce greenhouse gas emissions, support Community, and enhance the natural environment. The checklist is a two staged process and should be completed by the project architect or planning consultant and reviewed with and submitted to City Planning staff (Stage 1) as part of a land development application, and Building Division staff (Stage 2) as part of a building permit application.

STAGE 1

DEVELOPMENT APPLICATION TYPES

OCP AMENDMENT
REZONING
DEVELOPMENT PERMIT
DEVELOPMENT VARIANCE PERMIT
SUBDVISION (>3 *LOTS*)

CHECKLIST SECTIONS

(1) Context *(Office Use Only)*
(2) Location
(3) Density and Diversity
(4) Ecology and Stewardship
(5) Sustainable Transportation

(6) Accessibility & Mobility
(7) Green Certification
(8) Education and Awareness

INSTRUCTIONS:

Following a pre-application meeting with a development Planner, please answer and/or tick off appropriate questions that apply to the type and scale of your application, beginning with "**(2) Location**" section, as specified in the shaded box above. If a section does not apply to your application, please answer "N/A". If you have any questions, please review the *"Definitions Sheet"* and/or contact the development Planner for your application. Once you have completed the checklist please submit it to the Planning and Development Department with your development application.

THIS SECTION FOR OFFICE USE ONLY

	Query	Amenity Type	Amenity Name	Proximity (Meters) *(As the crow flies)*	Proximity (Meters) *(As a pedestrian)*
(1) CONTEXT	Development sites proximity to nearest existing or planned Amenity:	Transit Route / Stop Elementary School *Secondary School* Full Grocery Store Neighbourhood Commercial Rail Line Active Community Park Passive Green Space / Park Multiuse Pathways			

APPLICANTS TO FILL OUT THIS SECTION FORWARD

		Query	Check Those That Apply		Name / Explain
(2) LOCATION	A1	Development site is located within:	City Centre Town Centre Urban Infill Area Frequent Transit Corridor Agricultural Lands Rural Area Other	☐ ☐ ☐ ☐ ☐ ☐ ☐	
	A2	Development application is consistent with a Secondary Plan and/or the OCP?	Yes No *N/A*	☐ ☐ ☐	

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		Query			Provide Density Below		

		Query			**Provide Density Below**		
	B1	Development Density	Permitted Gross Density based on NCP/Town Centre Plan		*(FAR for Commercial/Industrial/Apartments & UPH for Residential/Townhouses)*		
			Proposed Gross Density				

		Query	**Check Those That Apply**		**Describe Amounts/ Explain**		
(3) DENSITY AND DIVERSITY	B2	Does the development include a mix of uses?	Yes ☐ No ☐ Not Permitted ☐		**Use** Residential Commercial Industrial Business Park Conservation Agricultural	**% of Total Floor Space**	**% of Total Site Area**
	B3	Does the **residential development** include a mix of housing types?	Yes ☐ No ☐ Not Permitted ☐		**Housing Type** Single Family (<4000 sq ft lot) Single Family (>4000 sq ft lot) Attached Residential (2-4 units) Ground Oriented Townhouses Walk-up Apartments	**# of Structures**	**% Housing Type**
	B4	Does the **multifamily residential development** contain a range of unit sizes for a variety of household types?	Yes ☐ No ☐ Not Permitted ☐ N/A ☐		**Unit Types** Multi-bedroom (3+ bedrooms) Multi-bedroom (2 bedrooms) Single-bedroom (1 bedroom) Bachelor **TOTAL # of UNITS**		**# of Units**
	B5	Does the **residential development** include purpose built market rental units or social non-market housing?	Yes ☐ No ☐ Not Permitted ☐ N/A ☐		**Housing Type** Purpose-built market rental housing Social non-market housing		**# of Units**
	B6	Does the project include heritage designation or protection on site /off site, and/or adaptive reuse of heritage structures?	Yes ☐ No ☐ N/A ☐				
	B7	Does the development allocate opportunities / space for community or private gardens or other food-producing landscaping or planting?	Yes ☐ No ☐ Not Permitted ☐		Community "Public" Gardens Common "Private" Strata Gardens Private Garden Rooftop Gardens Edible Landscaping Please Describe:		**Area (m2)**

	Query			Check Those That Apply		

<table>
<tr><td rowspan="4">(4) ECOLOGY AND STEWARDHIP</td><td>C1</td><td>Does the development incorporate in its design Low Impact Development Standards (LIDS)?</td><td>Yes ☐
No ☐
Not Permitted ☐
N/A ☐</td><td colspan="2">Systems that collect, filter and slowly infiltrate rain water:

  Bio-retention cells ☐
  Filter strips / Tree box filters ☐
  Sub-surface collection facilities ☐
  Infiltration trenches ☐
  Cisterns / Rain Barrels ☐
  Rain Gardens / Bio-swales ☐
  Native / Low maintence vegetation landscaping ☐
  Other: ☐

                                            % Coverage
Permeable Landscape Features or Structures:
  Topsoil's >80 cm in depth ▭
  Change in site effective permeability ▭
  Areas of Maintained Natural Soils (Predevelopment levels) ▭</td></tr>
<tr><td>C2</td><td>Does the project protect, enhance or compensate for site ecology and/or riparian /wetland features, on or off site?</td><td>Yes ☐
No ☐
Not Permitted ☐
N/A ☐</td><td colspan="2">% or Amount
% of Natural Vegetation surface retained ▭
% of Protected Trees, retained ▭
# Trees planted on site ▭
# Trees planted off site ▭
% Natural areas retained on site ▭
Replacement Tree Ratio (_ : 1) ▭

Measures to enhance habitat or to compensate for habitat loss on or off site:
Explain:</td></tr>
<tr><td>C3</td><td>Does the development site contain any environmentally sensitive or vulnerable features, Riparian Areas or known Green Infrastructure Opportunities as identified in the Surrey Ecosystem Management Study?</td><td>Yes ☐
No ☐</td><td colspan="2">Name
Riparian Area(s):
  Red Coded Stream (Class A) ☐ ▭
  Magenta Coded Stream (Class AO) ☐ ▭
  Yellow Coded Stream (Class B) ☐ ▭
  Green Coded Stream (Class C) ☐ ▭
  Wetlands ☐ ▭
  Ponds or Lakes ☐ ▭
  Intertidal Areas ☐ ▭

Terrestrial Ecosystem Area(s): ☐
EMS Hub ☐
EMS Site ☐
EMS Corridor</td></tr>
<tr><td>C4</td><td>Does the Development contain provisions for recycling and organic waste facilities or programs?</td><td>Yes ☐
No ☐
Not Permitted ☐
N/A ☐</td><td colspan="2">Composting areas on site ☐
Composting Pickup made available ☐
Recycling Pickup made available ☐
Organic Waste Pickup made available ☐
Other: ☐</td></tr>
</table>

		Query	Check Those That Apply	Check those that Apply and/or indicate Amount
(5) SUSTAINABLE TRANSPORT & MOBILITY	D1	Does the project include private vehicle use reduction and emission reduction measures?	Yes ☐ No ☐ Not Permitted ☐ N/A ☐	Reduced Parking ☐ Car share program ☐ Electric Vehicle Plug-ins ☐ Visible/secure all-weather bicycle parking ☐ Other: ▭
	D2	Does development design include pedestrian or cycling oriented Infrastructure/direct external network linkages?	Yes ☐ No ☐ Not Permitted ☐ N/A ☐	Length of paths and sidewalks on site (m/ha) ▭ Connected to off-site pedestrian and multiuse paths ☐ Covered outdoor waiting areas ☐ Pedestrian-specific lighting ☐ Direct pedestrian linkages to transit stops ☐ Showers and Change Facilities ☐ Bike Racks and/or Lockers ☐ Preferential Carpool Parking ☐ Other: ▭ ☐

		Query	Check Those That Apply	Check those that Apply and/or indicate Amount
(6) ACCESIBILITY & SAFETY	E1	Does the design of the site incorporate CPTED (Crime Prevention Through Environmental Design) principles?	Yes ☐ No ☐ N/A ☐	Explain: ▭
	E2	Does the Development design provide for adaptable and/or accessible units?	Yes ☐ No ☐ N/A ☐	# of adaptable units ▭ % of adaptable units ▭ # of accessible units ▭ % of accessible units ▭
	E3	Does the project provide spaces for different ages groups and/or life stages?	Yes ☐ No ☐ Not Permitted ☐ N/A ☐	Childcare Space ☐ Playground/Recreation Space ☐ Seniors Spaces ☐ Gardens ☐ Other(s): Explain ☐ ▭

		Query	Check Those That Apply	Check Those That Apply / Explain
(7) GREEN G CERTIFICATION	F1	Is the development seeking third party rated green standards or features?	Yes ☐ No ☐ N/A ☐	**Third Party Standards** Built Green ☐ EnerGuide ☐ Energy Star ☐ ASHRAE 90.1 ☐ LEED ☐ BOMA BESt ☐ BREEAM ☐ Other: ☐ ▭

		Query	Check Those That Apply	Explain
(8) EDUCATION AND AWARNESS	G1	Are residents, community stakeholders and end-user groups involved in the planning process?	Yes ☐ No ☐ N/A ☐	
	G2	Will a sustainable features document be created and given to new occupants/tenants at time of sale?	Yes ☐ No ☐ N/A ☐	
	G3	Do any existing City regulations currently prevent you from implementing innovative or more Sustainable initiatives for this project?	Yes ☐ No ☐	
	G4	Does the project include sustainability features not addressed in this (Stage 1) section of the checklist?	Yes ☐ No ☐	

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[SUSTAINABLE DEVELOPMENT CHECKLIST]

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The Surrey Sustainable Development Checklist (SSDC) encourages new development and buildings that support and advance Surrey's Sustainability Charter objectives. Surpassing the conventional regulatory requirements of Surrey and the BC Building Code will help improve air and water quality, reduce greenhouse gas emissions, support Community, and enhance the natural environment. The checklist is a two staged process and should be completed by the project architect or planning consultant and reviewed with and submitted to City Planning staff (Stage 1) as part of a land development application, and Building Division staff (Stage 2) as part of your building or occupancy permit application.

STAGE 2	APPLICATION TYPE	CHECKLIST SECTIONS
	BUILDING PERMIT	(9) Employment and Economy (10) Efficiency and Resource Use (11) Other Sustainability Features

INSTRUCTIONS:

Following a pre-application meeting with a Plan Reviewer, please answer and/or tick off appropriate questions that apply to the type and scale of your application as specified in the shaded box above. If a section does not apply to your application, please answer "N/A". If you have any questions, please review the "Definitions Sheet" and/or contact the Building Inspector assigned to your application. Once you have completed the checklist please submit it to the Planning and Development Department with your specific (Building/Occupancy Permit) application.

		Query	Check Those That Apply	Amounts	
(9) EMPLOYMENT AND ECONOMY	H1	Does the development project provide Direct local employment opportunities during construction?	Yes ☐ No ☐	# of Jobs (Full-time Equivalent) # of Jobs (Part-time Equivalent) Describe types of jobs:	#
	H2	Does the development project provide employment opportunities and/or home based businesses opportunities on site after construction?	Yes ☐ No ☐ Not Permitted ☐	# of Jobs (Full-time Equivalent) # of Jobs (Part-time Equivalent) Describe types of jobs:	#
	H3	Will the development project attribute to an increased City tax base?	Yes ☐ No ☐ Not Permitted ☐	Estimated $/acre tax base increase Explain:	$/Acre

		Query	Check Those That Apply	Check those that Apply	
	I1	Does the development meet enhanced energy efficient or green building standards and/or features?	Yes ☐ No ☐ N/A ☐	Built Green Achievement level ☐ EnerGuide Rating ☐ Energy Star Building Rating ☐ ASHRAE 90.1 Rating ☐ LEED Rating ☐ BOMA BESt ☐ BREEAM Score/Rating ☐	**Rating/Score** ____ ____ ____ ____ ____ ____ ____
	I2	Does the project employ alternative energy sources?	Yes ☐ No ☐ Not Permitted ☐	Solar Photovoltaic Cells (Solar Panels) ☐ Geothermal Energy Connection ☐ Thermal Storage ☐ District Energy Connection ☐ Biomass production ☐ Heat exchanger ☐ Fuel Cells ☐ Other: ☐	
	I3	Does the project include low-energy HVAC systems, and/or light fixtures and appliances?	Yes ☐ No ☐ N/A ☐	Radiant heating and/or cooling systems ☐ Under floor air systems ☐ Other: ☐	
	I4	Does the project include low-water demand fixtures and appliances?	Yes ☐ No ☐ N/A ☐	Explain:	
	I5	Does the project include onsite recycling and reuse of wastewater/grey water?	Yes ☐ No ☐ N/A ☐ Not Permitted ☐	Explain:	
	I6	Does the development incorporate recycled and reused materials in building construction?	Yes ☐ No ☐ Not Permitted ☐	Reused Content in Building Material Recycled content in Building Material ☐ Demolished debris is recycled ☐ Other: ☐ ☐	

(10) EFFICIENCY AND RESOURCE USE

		Query			
(11) Other	J1	Does the development incorporate any other notable green or Sustainable features not identified in this (Stage 2) section of the checklist?	Yes ☐ No ☐	If Yes, Please Explain:	