

NO: R192

COUNCIL DATE: September 11, 2017

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## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **September 7, 2017**

FROM: **General Manager, Planning & Development** FILE: **3900-20-18020**

SUBJECT: **Bylaw Amendments to Accommodate Truck Parking Facilities: Official Community Plan, Development Permit Procedures and Delegation Bylaw, and Development Application Fees Bylaw**

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## RECOMMENDATION

The Planning & Development Department recommends that Council:

1. Receive this report as information;
2. Amend *Surrey Official Community Plan Bylaw 2013, No. 18020* as described in this report and documented in Appendix “I;”
3. Amend *Development Permit Procedures and Delegation Bylaw 2016, No. 18642* as described in this report and documented in Appendix “II;”
4. Amend *Development Application Fees Bylaw 2016, No. 18641* as described in this report and documented in Appendix “III;” and
5. Authorize the City Clerk to bring forward the necessary bylaws for the required readings and to set a date for the required public hearing.

## PURPOSE

The purpose of this report is to obtain Council approval to amend *Surrey Official Community Plan Bylaw 2013, No. 18020* (OCP), *Development Permit Procedures and Delegation Bylaw 2016, No. 18642* (the “DP Procedures and Delegation Bylaw”), and *Development Application Fees Bylaw 2016, No. 18641* (the “Fees Bylaw”) in order to permit delegated authority for Development Permits (DPs) for truck parking facilities where there are no other development applications required. This delegated authority to issue such a DP would only be permitted when there is no other type of development application necessary (for example: rezoning, subdivision, variance). This is because those applications are required to be approved by Council; therefore, the truck parking facility DP would have to go to Council as well so that there is no one application being processed out of context with the other application(s) on the property. This is the same process for all other delegated authority DP types currently in use. These changes will streamline the approval and construction of truck parking facilities within Surrey.

## BACKGROUND

City staff has been working to establish procedures to support the creation of legal truck parking facilities. Approvals are required to ensure these facilities are located and designed appropriately, which is determined through the Truck Parking Facilities Permit and the Form and Character DP processes. In order to streamline the issuance of a DP for truck parking facilities, it is proposed to add this development type to the list of DPs which may be issued by delegated authority. This requires amending the OCP, the DP Procedures and Delegation Bylaw, and the Development Application Fees Bylaw.

## DISCUSSION

### Official Community Plan

The OCP includes four DP areas:

1. Form and Character;
2. Hazard Lands;
3. Sensitive Ecosystems; and
4. Farm Protection.

The Form and Character guidelines were established to ensure commercial, industrial, and multiple family developments contribute to a complete community and a built environment that is safe, attractive, people friendly, and energy efficient. Form and Character guidelines are also used to ensure high standards are achieved in the design quality of the built environment while also protecting the natural environment.

Most Form and Character DPs proceed to Council for approval because they include full site development with multiple buildings and complex site considerations. However, several types of Form and Character DPs may be approved by a delegated authority, including DPs for minor amendments, sign design packages, surface parking, and free-standing signs. Issuing delegated DPs reduces application processing times and costs, and is appropriate when the developments are minor in nature.

In order to streamline applications for truck parking facilities, it is proposed to include truck parking in the list of DPs that can be approved by delegated authority. In order to accomplish this, the Implementation Section of the Form and Character DP Area is required to be amended (see Appendix "I") indicating that truck parking facilities may be issued by delegated authority. This amendment will also ensure consistency with the DP Procedures and Delegation Bylaw which establishes the legal authority for delegated DPs.

### Development Permit Procedures and Delegation Bylaw

The DP Procedures and Delegation Bylaw provides direction on how to process DP applications and provides the authority for a delegated official (the Approving Officer) to issue DPs for specific types of developments.

Delegated authority exists for DPs in all of Surrey's DP Areas, and specific to Form and Character delegated authority only applies to the following:

- Minor amendments to a previously issued DP.

- Re-issuance or extensions of an expired DP.
- Free standing signs.
- Sign design packages.
- Surface parking lots.

In order to permit DPs to be issued by a delegated authority for truck parking, this bylaw is required to be amended as shown as Appendix “II” to add the truck parking facility reference.

### Development Application Fees Bylaw

The Fees Bylaw establishes fees for all of Surrey’s development applications, including DPs. In order for the Fees Bylaw to be consistent with the OCP and the DP Procedures and Delegation Bylaws, a minor amendment is required under the DP-Delegated section to include truck parking facilities as shown as Appendix “III.”

## **SUSTAINABILITY CONSIDERATIONS**

The recommendations in this report support the following Desired Outcomes (DO) in the Sustainability Charter:

### **Built Environment and Neighbourhoods**

- DO6: Land is used efficiently and sensitively, and development minimizes the impacts on the natural environment, viewsapes, agricultural land and urban wildlife.
- DO7: Exposure to natural hazards is minimized through appropriate location and design of development.

### **Economic Prosperity and Livelihoods**

- DO4: Surrey’s economy is diversified with a mix of service, industrial, agricultural and innovation-based businesses.
- DO8: Economic activities recognize the importance of, and have minimal impact on the natural environment.

## **CONCLUSION**

The proposed changes to the OCP, DP Procedures and Delegation Bylaw, and Fees Bylaw will support a streamlined approach to processing truck parking facilities; therefore, it is recommended that Council:

- Amend *Surrey Official Community Plan Bylaw 2013, No. 18020* as described in this report and documented in Appendix “I;”
- Amend *Development Permit Procedures and Delegation Bylaw 2016, No. 18642* as described in this report and documented in Appendix “II;”
- Amend *Development Application Fees Bylaw 2016, No. 18641* as described in this report and documented in Appendix “III;” and

- Authorize the City Clerk to bring forward the necessary bylaws for the required readings and to set a date for the required public hearing.

*Original signed by*  
Jean Lamontagne  
General Manager, Planning & Development

CS/ss

Appendix "I" – Proposed Amendments to *Surrey Official Community Plan Bylaw 2013, No. 18020*

Appendix "II" – Proposed Amendments to *Development Permit Procedures and Delegation Bylaw 2016, No. 18642*

Appendix "III" – Proposed Amendments to *Development Application Fees Bylaw 2016, No. 18641*

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# Appendix “I”

## Proposed Amendments to Surrey Official Community Plan

The following amendments are proposed for Surrey Official Community Plan Bylaw, 2013, No. 18020:

1. Page 284, Implementation Section, II (d) Implementation Instruments, Development Permits, DP1: Form and Character, Implementation:

- a) by deleting the following text:

“Unless otherwise indicated, any Development Permit falling within the parameters of this Section requires approval of City Council.

In accordance with the Surrey Development Permit Procedures and Delegation Bylaw, as amended, authority to issue a Development Permit for free standing signs, surface parking lots and sign design packages has been delegated to the Planning and Development Department. Where a disagreement exists between the Planning and Development Department and an applicant, authority to issue a Development Permit defaults to City Council.”

- b) and replacing it with:

“Unless otherwise indicated, any Development Permit falling within the parameters of this Section requires approval of City Council. In accordance with the Surrey Development Permit Procedures and Delegation Bylaw, as amended, authority to issue a Development Permit for: (a) free standing signs, (b) surface parking lots (including truck parking facilities), (c) sign design packages, (d) minor amendments to a previously issued Development Permit; and (e) reissuance or extension of an expired Development Permit has been delegated to the Planning and Development Department. Where a disagreement exists between the Planning and Development Department and an applicant, authority to issue a Development Permit defaults to City Council.”

## Appendix “II”

### **Proposed Amendments to Surrey Development Permit Procedures and Delegation Bylaw**

The following amendments are proposed for Surrey Development Permit Procedures and Delegation Bylaw 2016, No. 18642:

1. Delegation of Consideration of Development Permit, Section 10:
  - Item “c” by deleting the word “and”;
  - Item “d” by adding “; and” after the word “packages”; and
  - After Item “d”, by adding a new Item as follows: “e) surface parking lots (including truck parking facilities)”.

## Appendix “III”

### **Proposed Amendments to Surrey Development Application Fees Bylaw**

The following amendments are proposed for Surrey Development Application Fees Bylaw 2016, No. 18641:

1. Section 21, Development Permit – Delegated, Subsection 21.1 New Applications, after the words “Surface Parking Lots” add the following “(Includes Truck Parking Facilities)”.