

## **ADVISORY PLANNING COMMISSION**

Tuesday, March 21, 2017 at **5:30** pm  
Council Chambers

### **AGENDA**

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## **ADVISORY PLANNING COMMISSION**

**Tuesday, January 17, 2017 at 6:30 p.m.  
Council Chambers**

### **MINUTES**

#### **VOTING MEMBERS PRESENT:**

Brian Shigetomi	- Chair, Community Member
Richard Carswell	- Community Member (exited at 8:52 p.m.)
Laura Cornish	- Community Member
Peter Goodwin	- Community Member
Peter Hall	- Community Member
Andrew Hull	- Community Member (arrived at 6:38 p.m.)
Christa MacArthur	- Community Member

#### **REGRETS:**

Alex Swezey	- Community Member
Margaret Fairweather	- Community Member

#### **GUESTS:**

Arthur Buse	- Boldwing Continuum Architects
Sandra Moore	- Birmingham Wood Architects and Planners

#### **STAFF:**

Jim Hurst	- Development Planner
Nick Hardy	- Planning Assistant
Lauren Blake	- Committee Clerk

The meeting was called to order at 6:31 p.m.

### **1.0 ADDITIONS TO AGENDA**

There were no additions.

## **2.0 ADOPTION OF MINUTES**

### **2.1 Adoption of the minutes of Tuesday, November 15, 2016**

#### **MOVED and SECONDED**

*THAT the November 15, 2016 Advisory Planning Commission minutes be adopted.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

## **3.0 INFORMATION PRESENTATIONS**

There were no items.

## **4.0 REZONING**

### **4.1 260 Twelfth Street**

**REZ00107**

Jim Hurst, Development Planner, summarized the report dated January 17, 2017, regarding an rezoning application that has been received for 260 Twelfth Street (Calvary Worship Centre and John Knox Christian School) to rezone from Public and Institutional Districts (Medium Rise) (P-2) to Comprehensive Development District (260 Twelfth Street) (CD – 68) in order to allow a development with the Calvary Worship Centre and John Knox Christian School sharing the building and parking. The school would have up to 450 pupils and 45 staff. The sanctuary of the worship centre would hold up to 250 people.

#### **MOVED and SECONDED**

*THAT the following on-table correspondence regarding 260 Twelfth Street be received for information:*

- *Email from Nick Kabani dated January 16, 2017;*
- *Email from Adam Isfeld dated January 14, 2017; and,*
- *Email from Brian Moore dated January 12, 2017.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

In response to questions from the Commission, Mr. Hurst provided the following information:

- Site contamination remediation must be completed by the building permit stage of development. Remediation must be completed to Provincial standards, and the City is not involved during the remediation process;

- The school meets the minimum bicycle storage requirements as outlined in the Zoning Bylaw;
- The City has an agreement with the New Westminster School District to use the school gymnasiums for recreation; however, there is no registered covenant. It would be possible to register such a covenant;
- The school would be responsible for including a bus shelter overhang as part of their design;
- It is anticipated that the proposal would result in a minimal loss of parking spots in the area; and,
- It is anticipated that Twelfth Street would be developed to include a bicycle lane and a wider boulevard.

Witmar Abele, KMBR Architects Planners Inc., provided a PowerPoint presentation outlining details of the project as summarized in the report dated January 17, 2017.

Anne Ferguson, Principle of John Knox Christian School, provided an overview of the school, and noted the following information:

- The school is committed to encouraging students and staff to bike to school, and the school will include a bicycle repair shop;
- The school is committed to sustainability, and has located garden plots outside of the biology classrooms;
- Students have a variety of before and after school programs, which will stagger start and finish times; and,
- There is a bus stop located in front on the proposed project site, and it is anticipated that the majority of students would utilize public transit and bus services.

In response to questions from the Commission, Mr. Abele and Ms. Ferguson provided the following information:

- The owner of the site has received a stage two environmental report, and the site is not contaminated;
- Greenspaces are mandated for public schools; however, the proposal includes greenspace in the roof top garden, courtyard and tiered green spaces along Third Avenue;
- The proposal includes adequate space for physical activities for the number of students that the school anticipates will attend;
- Many of the school's library books are available online, which decreases the amount of space required for a physical library;
- The school has an existing traffic management plan, which includes five cross walk guards and significant signage;

- Students involved in trade programs generally complete their training off site;
- Approximately 30 students currently bike to school;
- The bicycle repair shop onsite includes room for bicycle storage;
- Currently, the school rents out their gym to community groups at least twice a week. The school's policy is to rent the gym when it is not in school use; and,
- The school's underground parkade would only be accessible via a right-hand turn in and out.

Kamran Sobhani, Assistant General Manager of Key West Ford, expressed concerns regarding safety, parking and traffic issues, noting the following comments:

- The proposed project is located in an accident prone area near Twelfth Street, Third Avenue and Stewardson Way;
- The proposed location could be dangerous for first time drivers, such as students;
- The proposed location currently struggles with a lack of parking availability, and it was suggested that the addition of a school and church could exacerbate the problem;
- It was questioned how the no left-hand turn out of the underground parkade would be monitored; and,
- The proposal is not a good use of the site, and is an inappropriate location for a school.

Nick Kabani, Owner of Kabani Auto, expressed concerns regarding the lack of greenspace included as part of the proposal, as well as for safety, parking and traffic issues, noting the following comments:

- The proposed location is inappropriate for a school;
- There are no amenities, such as shops or restaurants, located nearby for students to access;
- It was suggested that Third Street would be unable to accommodate additional parking if the school's gym was rented out for community events; and,
- It was questioned if Twelfth Street would be able to simultaneously accommodate a TransLink bus and a school bus, without blocking traffic.

In response to questions and comments from Mr. Sobhani and Mr. Kabani, Mr. Abele, Ms. Ferguson and Simon Mueller, Bundt and Associates, provided the following information:

- School representatives have met with the Strata Council of Discovery Reach, located across Twelfth Street. The Strata has expressed support for the project, suggesting that it could provide improvements to the area;
- School traffic should not be congruent with main traffic peaks;
- The underground parkade would be available for pick-up and drop-off;
- It is anticipated that congestion would occur in the area regardless of the school's presence;
- It was suggested that safety may improve with additional congestion, as drivers may slow down and be more aware;
- The applicant's measurements indicate that there is adequate room on Twelfth Street for both a TransLink bus and a school bus; and,
- The school's after hours functions are generally limited to about four events per year.

The Commission acknowledged the concerns regarding traffic, parking and safety issues. In addition, the Commission noted the following comments:

- It was suggested that the pedestrian and bike routes to the school may not have been adequately addressed. The bicycle infrastructure to the school may require upgrading;
- It was suggested that the long term bicycle storage could be relocated to parking stalls one, two and three, for easier accessibility from the driveway ramp;
- It was acknowledged that the proposed Official Community Plan outlines this area as medium to high density, and that congestion would likely increase regardless of the school. Therefore, traffic and parking issues would need to be addressed at a City level in the future as the area densifies;
- It was suggested that drivers may drive more carefully if a school is located in the area;
- The parking lot for the church congregation appears adequate, and meets the bylaw requirements;
- It was suggested that the applicant could contact the City for information regarding the Intelligent City initiative to include as part of the infrastructure of the school;
- The proposed school has a good, compact design;
- The proposal could provide vibrancy to the neighbourhood, and could provide animation at night;

- The proposal could provide a positive interface between the commercial space located along Stewardson Way and Third Avenue and the residential area located along Twelfth Street; and,
- The proposal could act as an anchor for Lower Twelfth Street.

**MOVED and SECONDED**

*THAT the application for the Rezoning at 260 Twelfth Street be supported.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

**4.2 1002, 1012, 1016, and 1020 Auckland Street**

**REZ00127**

Jim Hurst, Development Planner, summarized the report dated January 17, 2017 regarding a proposed Rezoning from Light Industrial Mixed Use Districts (M-5) to a Comprehensive Development Districts zone to allow a development with 88 residential units. The project would have 75 units in a 5/6 storey apartment building with the front door facing Auckland Street. There would be 13 townhouse units that wrap around the base of the building and have their front doors facing Quebec Street.

In response to questions from the Commission, Mr. Hurst advised that the allowed height for the project was calculated based on a specific elevation, and is specific to this site. Mr. Hurst further advised that there is no intention to widen Auckland Street.

Viktor Saton, Porte Development, John Bingham, Bingham Hill Architects, and Meredith Mitchell, M2 Landscape Architecture, provided a PowerPoint presentation summarizing details as outlined in the report dated January 17, 2017.

In response to questions from the Commission, Ms. Mitchell provided the following information:

- The patio spaces were designed to provide “eyes on the street” and the public planting is terraced downwards towards the street, in order to address Crime Prevention through Environmental Design (CPTED) concerns;
- There is one main lobby located on Auckland Street for pedestrian entry. The building has one entrance for security purposes; and,
- Bicycle parking is usually for tenant use only.

Doris Schoebel, Resident, expressed concerns with respect to parking.

In response to questions from Ms. Schoebel, Mr. Hurst advised that the project would include 140 parking stalls, with 18 stalls available for visitors. Mr. Hurst noted that street parking is not allocated for multi-family buildings.

Discussion ensued, and the Commission noted the following comments:

- The proposal appears to address CPTED concerns;
- A single pedestrian entrance to the project located at the top of Auckland Street may not be conducive to the project's walkability or bicycle access. It was suggested that the project could provide an additional ramp entrance at the lower portion of the project in order to encourage tenants to walk or bicycle;
- The townhomes have an appropriate degree of separation from the apartment units;
- Appreciation was expressed for the inclusion of family-friendly housing near a SkyTrain station;
- The proposal provides sensitive densification near a SkyTrain station; and,
- Concerns were expressed regarding the size of the larger units.

**MOVED and SECONDED**

*THAT the application for the Rezoning at 1002, 1012, 1016, and 1020 Auckland Street be supported.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

**4.3 1102, 1110, 1116, and 1122 Salter Street**

**OCP00015, REZ00128**

Jim Hurst, Development Planner, summarized the report dated January 17, 2017 regarding a proposed Official Community Plan Amendment and Rezoning from Queensborough Residential Dwelling Districts (RQ-1) to a Mixed Residential Zone in order to allow a the development of a 78 unit residential development, which would also provide a 0.42 acre (0.17 hectare) dedication to the City for an extension of the Queensborough Perimeter Trail.

In response to questions from the Commission, Mr. Hurst provided the following information:

- This zoning is being considered as Council has expressed an interest in providing a variety of ownership options and forms for ground oriented homes;
- A Designated Compact Lot zoning has been considered in order to be filled to support the dyke;
- None of the units would be permitted to maintain a secondary suite;

- The Ministry of Fisheries would not provide any approval to create any permanent structures along the river fronts;
- The City’s traffic engineers have not indicated that traffic along South Dyke Road is busy enough to require a separated bicycle lane. A standard painted bicycle lane would be implemented;
- Traffic calming measures along South Dyke Road could improve the route for bicyclists and pedestrians;
- The greenspace located at the end of the right of way would be built by the developer and maintained by the City;
- There are parking requirements for the townhomes; there are no parking requirements for the row homes, duplexes and compact homes, as they are considered single family dwellings; and,
- There is street parking available around the perimeter of the site.

Bernard Decosse, Bernard Decosse Architect, provided a PowerPoint presentation summarizing details of the project as outlined in the report dated January 17, 2017.

The Commission expressed support for the proposal, noting that it is well designed and provides appropriate variety and densification. In addition, the Commission provided the following suggestions:

- Access could be provided from the interior of the site to South Dyke Road;
- A drive way apron could be implemented; and,
- Duplexes could be implemented along the west side of the site.

**MOVED and SECONDED**

*THAT the applications for the Official Community Plan Amendment and Rezoning for 1102, 1110, 1116, and 1122 Salter Street be supported.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

**5.0 NEW BUSINESS**

There were no items.

## 6.0 REPORTS AND INFORMATION

### 6.1 Zoning Bylaw amendment to allow arcades

Nick Hardy, Planning Assistant, summarized the report dated January 17, 2017, regarding an approach to permitting Contemporary Arcades in New Westminster: Zoning Bylaw Amendment to permit in C-3, C-4 and C-8 zones.

In response to questions from the Commission, Mr. Hardy provided the following information:

- The C-4 zone is Downtown, the C-3 zone Uptown and the C-8 zone is heritage related;
- The enquiry received pertained to a retro arcade; however, but the proposed amendments would allow for any arcade to operate in the future;
- The proposed bylaw does not include the ability for arcades to serve liquor. An applicant could apply for a liquor licence from the Province and a rezoning in order to allow liquor;
- The City does not control liquor licences; however, the City is able to provide comments to the Province during a liquor licence application;
- An applicant would be required to apply for a rezoning bylaw regardless of the proposed bylaw allowing arcades the ability to serve liquor;
- Anticipated amendments to the liquor licence process could make it easier for an applicant to apply for a liquor licence; and,
- The applicant interested in developing an arcade has a proposed location on Columbia Street.

The Commission expressed support for the proposed bylaw; however, it was suggested that the proposed bylaw could be proactive and allow an applicant to have the ability to apply for a liquor licence by omitting number six of item three in section 5.1.

#### **MOVED and SECONDED**

*THAT the Commission recommend that Council support the recommended approach to permitting contemporary arcades in New Westminster.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

## 7.0 CORRESPONDENCE

There were no additions.

**8.0 NEXT MEETING**

February 21, 2017 in Council Chamber

**9.0 ADJOURNMENT**

**ON MOTION**, the meeting adjourned at 9:49 p.m.

Certified Correct,

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**Brian Shigetomi**  
Chair

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**Lauren Blake**  
Committee Clerk

# **R E P O R T**

## *DEVELOPMENT SERVICES DEPARTMENT*

To: Members of the Advisory Planning Commission                      Date: March 21, 2017  
From: Britney Quail, Planning Analyst                      File: 13.2605.40  
Subject: Queen's Park Heritage Conservation Area: Draft policy provisions

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### **PURPOSE**

This report presents the Advisory Planning Commission with the first draft of provisions for the proposed Queen's Park neighbourhood Heritage Conservation Area. The report is for their review and comment.

### **EXECUTIVE SUMMARY**

In May 2016, Council directed staff to proceed with exploring a Heritage Conservation Area for the Queen's Park neighbourhood, including an update of the Queen's Park residential Design Guidelines. Based on historic research, community consultation and Council feedback, staff has drafted the provisions of the heritage protection policy.

The policy would only apply to single-detached dwellings and is based on a three-tier system of heritage protection. Community consultation indicates that the character of the neighbourhood as a whole is valued, but that the older properties are more strongly valued than later properties. As such, through the proposed policy, the oldest homes in the community (Pre1900-1929) are proposed to have the highest level of heritage protection in which major changes to the front and sides of the building (including demolition) would require approval by Council or its delegate; Depression/Wartime Era (1930-1949) homes are proposed to be subject to review and approval for demolitions only; and newer homes (1950-today) are proposed not to be subject to heritage protection. Exterior renovation to properties with the highest level of protection and all

new houses built would be required to be designed in accordance with a set of Design Guidelines, which are in development.

The draft policy is currently undergoing community consultation with the public, stakeholder groups, and City committees. All the feedback from these groups will be compiled in a report back to Council this spring, at which time staff will be asking Council for further direction in order to revise the draft policy. The administrative components of the policy are in development and will also be brought forward to Council this spring.

## **BACKGROUND**

### **Heritage Value of the Queen's Park Neighbourhood**

For many years, the Queen's Park neighbourhood has been identified as having a unique character and high heritage value: the development of the neighbourhood is seen to be reflective of the history of New Westminster throughout the twentieth century. In 1999, the neighbourhood was formally recognized as a Historic District within the city.

### **Queen's Park Neighbourhood Heritage Study (2013-2016)**

Launched due to community concern, the Queen's Park Neighbourhood Heritage Study sought to identify an appropriate approach to heritage conservation in the Queen's Park neighbourhood. In April 2016, after more than two years of consultation and research, the Study concluded and the residents' Working Group provided a set of final recommendations to Council. The recommendations included that Council explore establishing a Heritage Conservation Area.

### **Community Consultation**

As per the endorsed Heritage Conservation Area Work Plan (October 2016), two rounds of community consultation are scheduled as part of the policy development process. On January 30 2016, staff reported back on the first round of community consultation. The consultation events were held in November and December 2016, and generally asked three questions:

- Should there be a Heritage Conservation Area in the Queen's Park neighbourhood?
- What should be protected through that Heritage Conservation Area?

- What should be the principles for new Design Guidelines?

The feedback received from the consultation demonstrated general support for a Heritage Conservation Area in the Queen’s Park neighbourhood and support for mandatory Design Guidelines. Additionally, the feedback indicated that there is support in the neighbourhood for protecting some older eras of housing, though less support for protecting newer housing styles.

### **‘Out-of-Scope’ Elements of the Proposed Policy**

Through the community consultation, staff and consultants engaged the public on what elements of the neighbourhood were deemed to be important; both historically and to the local residents. The consultation questions built on previous work in the Queen’s Park Neighborhood Heritage Study (2013-2016), which also sought to identify these elements.

Stemming from the information collected, only single-detached dwelling properties (mostly zoned RS-1) would be subject to the Heritage Conservation Area’s protection and design control requirements. The following would be excluded:

- Commercially zoned properties (especially prominent along Sixth Street and Sixth Avenue);
- Institutionally zoned properties (such as churches and recreational facilities);
- Multi-family zoned properties (RM or RT); and
- Auxiliary buildings in any zone (such as workshops or garages).

Though the provisions of the Heritage Conservation Area would not apply to these properties, they would continue to be regulated through the appropriate sections of the Official Community Plan (OCP), the Zoning Bylaw, and other city-wide policies. Existing city-wide heritage programs such as voluntary Heritage Designation or Heritage Revitalization Agreements would still be available as methods of protection to these properties’ owners.

## **POLICY AND REGULATIONS**

### **Heritage Conservation Areas**

Enabled through Section 614 of the Local Government Act, a Heritage Conservation Area is a distinct neighbourhood, characterized by its historic value, which is identified in a City’s Official Community Plan (OCP) for heritage conservation purposes. The

implementation of this style of policy would essentially place a layer of heritage protection and design control over all properties within the area. Heritage protection could include the requirement that changes to a building in the area be approved by City Council (or its delegate).

A Heritage Conservation Area may specify conditions under which heritage protection requirements do not apply on a property, or alternatively, specify conditions under which additional requirements for heritage protection would apply. Effectively, this creates three or more levels of heritage protection. Design control over entirely new construction would apply for all properties in the area, regardless of the level of heritage protection assigned to that property.

A Conservation Area provides a layer of regulation in addition to that of the OCP and the Zoning Bylaw which continue to apply to the properties along with other city-wide policies and bylaws. The inclusion of property within a Heritage Conservation Area does not require the permission of the property owner, even for the highest level of protection. However, all affected property owners are required to be notified prior to the public hearing. Upon the implementation of a Heritage Conservation Area, there is no requirement for compensation to a property owner by the City.

## **DISCUSSION**

### **Proposed Provisions of Heritage Conservation Area Policy**

The proposed Heritage Conservation Area Policy is based on research, neighbourhood consultation, and Council feedback. Research shows that one of the heritage values of the Queen's Park neighbourhood is the varied housing eras in the neighbourhood--which demonstrate the development patterns and overall history of the city of New Westminster throughout the twentieth century. Properties in the Queen's Park neighbourhood range from pre-1900 to today. Community consultation indicates that the character of the neighbourhood as a whole is valued, and that the older properties (Pre-1900 to 1929) are more strongly valued than later properties. At the same time, the community has indicated that redevelopment of properties should be in keeping with the overall neighbourhood character.

Given this, the proposed provisions for the Queen's Park Heritage Conservation Area are as follows:

- There would be three levels of protection: 1) Advanced; 2) Standard; and 3) Limited.
- Advanced Protection would require a heritage alteration permit for major construction activities on the front and sides of the house, subdivision, and demolition. Colonial Era properties (Pre-1900), Boom Era properties (1900-1929), Heritage Designated, and Heritage Register properties would be included in this level.
- Standard Protection would require a heritage alteration permit for demolition and subdivision. Wartime Era properties (1930-1949) would be in this level.
- Limited Protection would require a heritage alteration permit for subdivision only. Post-Modern Era properties (1950-1975), and Contemporary properties (1976-today) would be in this level.
- All levels would be subject to mandatory design guidelines for new buildings.
- Advanced Protection properties would be subject to mandatory design guidelines for exterior renovations to existing buildings.
- Property owners could apply to increase protection through listing on the Heritage Register, voluntary Heritage Designation or a Heritage Revitalization Agreement.
- Property owners could apply to the City for review to decrease the protection on their property.
- Heritage alteration permits for major construction activities and demolition for properties with Advanced Protection would require Council approval. All other Conservation Area permits would require approval by Council's delegate (the Director of Development Services), with applicants having the right to appeal decisions to Council.
- Applications to decrease protection on a property with Advance Protection would require Council approval. All other such applications would require approval by Council's delegate, again with the right to appeal decisions to Council.

## Number of Protected Properties

There are 702 single-detached dwelling properties which would make up the Queen’s Park Heritage Conservation Area. The majority of these properties are zoned RS-1 and they take the architectural form of single-detached dwellings. Currently, approximately 4% of the properties in the neighbourhood have heritage protection.

The Heritage Conservation Area would be a tool through which the City could protect the entire area, its “feel”, and its streetscapes based on the principle that the whole area has heritage value, above the value of each property contained within it. Under the proposed three-tier policy structure, 80% of properties in the Queen’s Park neighbourhood would have some level of heritage protection, which is consistent with the goal of a Heritage Conservation Area.

The number of properties in the neighbourhood which would be divided into each of the three categories of heritage protection is demonstrated in the table below:

	Advanced Protection	Standard Protection	Limited Protection
<b>Housing Eras</b>			
Colonial (Pre-1900)	73 (10%)		
Boom (1900-1929)	300 (43%)		
Wartime (1930-1949)		140 (20%)	
Post-Modern (1950-1975)			49 (7%)
Contemporary (1976-today)			95 (13%)
<b>Identified Heritage</b>			
Designated Houses (already protected)	26 (4%)		
Register Houses (identified value)	19 (3%)		
<b>Totals</b>			
702 Properties	418 (60%)	140 (20%)	144 (20%)

## **Activities Requiring Approval**

Requiring approval does not mean that construction activity is prohibited. The goal of requiring approval is to ensure that the changes proposed to the house would be consistent with the Heritage Conservation Area's Design Guidelines, and overall heritage principles.

Renovation to protected houses, and all new houses built would be required to be designed in accordance with a set of Design Guidelines, which are in development.

### *Exempted Work*

Notably, some kinds of work, or changes to certain areas of the house would be exempt from the requirement for approvals, regardless of the level of heritage protection on the property. These exemptions stem from the work of the Queen's Park Neighbourhood Heritage Study, the first round of community consultation, and the City's previous practice.

The following work is proposed to be exempt from requirement for approvals:

- Work to the interior of the house;
- Work on the rear of the house;
- Work on /construction of auxiliary buildings (such as garages or sheds);
- Changes to non-building elements (such as fences, pools and retaining walls); and
- Regular maintenance (e.g. re-roofing with similar material, repair of degrading siding, painting, general landscaping).

## **Policy Flexibility**

It is best planning practice to provide clarity within a policy as to how an applicant may request a relaxation or change to how the policy applies to their property. As such, it is proposed that the three-tiered heritage protection system provide a structure through which a property owner could apply to the City to have their property moved up, or down, the levels of protection. This would be accomplished using already available regulatory tools as follows:

### *1) Increasing Protection*

Currently in the city, heritage protection can be achieved through policy tools such as:

- Heritage Revitalization Agreements (HRAs);
- Voluntary Heritage Designation; or
- Listing a property on the Heritage Register.

Similarly, in the case of a Heritage Conservation Area, should a property owner consider their property to have high heritage value, and in their estimation insufficient protection, they could apply to increase their level of protection using any of the three already existing tools, through existing application processes. Per the proposed policy, the use of any of these three tools would increase the property's standing to the Advanced Protection level of heritage protection.

## *2) Decreasing Protection*

Should a property owner consider their property to have little heritage value and/or make little contribution to its streetscape, and in their estimation does not warrant the level of protection, there would be recourse through which that property owner could apply to be move to the Limited Protection level.

## **NEXT STEPS**

### **Application Process and Evaluation Criteria**

As a next step, staff would prepare a proposed administrative policy that describes how each type of application would be processed. This would likely be based on the temporary Heritage Control Period process, currently in place for the Queen's Park neighbourhood. The administrative policy would also include more detailed criteria for evaluation of heritage value and the appropriateness of proposed changes. The criteria would also provide a list of characteristics under which a relaxation to the policy may be provided. These criteria would provide greater clarity to applicants, as well as providing a standard against which applications could be evaluated.

### **Design Guidelines**

The currently existing Design Guidelines for the Queen's Park neighbourhood were created in 1999 for the Historic District. The Design Guidelines are being fully updated as part of the Heritage Conservation Area Review. The updated guidelines will be informed by "The Standards and Guidelines for the Conservation of Historic Places in Canada", best practices in heritage design, as well as feedback gathered from Council,

stakeholders and the community. They will include guidelines for site, landscaping and architectural design. Generally, these Design Guidelines focus on compatibility with the existing streetscape and a traditional design aesthetic.

The development of the Design Guidelines is taking place concurrently with that of the Heritage Conservation Area. On January 30, 2017, Council provided feedback on the direction of the draft Design Guidelines, and on March 6, 2017 Council endorsed in principle a draft set of Design Guidelines for use in community consultation.

### **Community Consultation**

The endorsed Heritage Conservation Area Work Plan (October 2016) included two rounds of community consultation. The second round is currently underway. The design for both rounds of consultation for the Heritage Conservation Area Review were based on the City's Public Engagement Strategy.

Similar to the first round of consultation on this project, two public open houses, an online survey and a variety of stakeholder meetings are scheduled for this second round. As part of the stakeholder meetings, staff is bringing the draft policy forward to relevant City committees for comment and review.

### **Report Back to Council**

Upon completion of the community consultation, staff will compile and analyze the results and make refinements to the draft policy and Design Guidelines. The findings from the consultation and the revised policies will be presented to Council later in the spring. Based on Council direction, staff may present a final draft of the Conservation Area policy to relevant City committees for a recommendation.



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Britney Quail,  
Planning Analyst