



Project Charter

Project Name: Conservation Subdivision Review

Creation Date: June 19, 2013

Last Updated: June 27, 2013

Version: 1

Purpose

The purpose of this project is to review the subdivision regulations in the North Pender Island Land Use Bylaw (LUB) and any related policies in the North Pender Island Official Community Plan (OCP) and consider amendments that would encourage property owners to apply a conservation approach for the design and layout of future subdivisions to minimize adverse impacts from development.

Background

The LTC adopted regulations implementing lot clustering as an option in 2009 although it has not yet been applied in practice. Both lot clustering and conservation subdivisions have the potential to maximize open space to be preserved from development without reducing density. Conservation subdivisions would focus layout on the values to be preserved in addition to reducing the development footprint and costs. The key is identification of the values to be protected, including ecological, topographical, cultural, archaeological, aesthetic, etc. Conservation areas within one subdivision plan should also interconnect with adjacent lands to create a network of protected lands where appropriate.

A conservation subdivision approach should apply the following stages:

1. Background – understand/assess local context, map features, prioritize objectives, and integrate.
2. Design – identify potential conservation areas, locate house sites, design connections, identify lots.

At the design stage the process would be to identify the areas to remain free of development first, and then identify potential building sites, followed by access routes, and then finally future lot lines are added.

Project Objectives

- Foster a community conversation about conservation subdivisions
- Engage the community to identify and prioritize ecological and cultural values for protection.
- Review existing subdivision regulations and policies and considering new regulatory options with a priority on larger lots with significant subdivision potential of at least three or more additional lots.
- Encourage creation of compact, energy efficient communities as committed to in the BC Climate Action Charter and the OCP.
- Embrace opportunities and reduce barriers for new subdivisions to become part of, and contribute to, creating a sense of community.
- Promote connectivity of new subdivisions to existing neighbourhoods by: consideration of access to or through lots by roads, trails, or pathways; the potential for connections to existing neighbouring services or park lands; preserving wildlife corridors; and striving to maintain intact viewscales and complementary patterns of development.
- Recognize the role of sustainable resource management in balancing economic benefits of resource extraction with protecting ecosystem function and biodiversity, and aesthetic values at the landscape level.

Project Scope

In Scope	Out of Scope
<ol style="list-style-type: none"> 1. Determine the overarching guiding principles 2. Identify the features and values to be addressed in design layout using: <ul style="list-style-type: none"> • Existing IT mapping • Other mapping sources • Identify other sources of information and features • Assessment of the vulnerability of the identified features and their priority and suitability for protection. 3. Preparation of background materials or a discussion paper for engagement purposes. 4. Community engagement: <ul style="list-style-type: none"> • Examples of conservation approach, possible guest speakers • Discuss potential impacts on neighbouring properties • Input to prioritize values and features to be protected • Targeted stakeholder engagement with owners 5. Review existing policies and regulations. <ul style="list-style-type: none"> • Current regulations re: conservation subdivision layout • OCP policies • Subdivision servicing regulations. • Zoning • Existing DPA 6. Consider policy and regulatory options to implement conservation approach to subdivision for larger lots: <ul style="list-style-type: none"> • Updated park land dedication mapping and/or policies. • amendments to subdivision regulations • development permit area for large lots. • zoning amendments of large lots. • regulations to require lot clustering under specified criteria. • policies to permit density transfer 7. Engage with targeted 'technical' stakeholders (developers, designers, surveyors) <ul style="list-style-type: none"> • options to streamline conservation subdivision applications 8. Implement regulatory and bylaw changes. 	<ul style="list-style-type: none"> ▪ New or additional mapping. ▪ Change in maximum lot potential (as based on minimum lot potential and average lot areas). ▪ Amending the road standards agreements between Islands Trust and MOTI. ▪ A general technical review of the subdivision regulations as they affect smaller subdivisions that would result in only one or two additional lots.

Project Deliverables

1. Mapping and Report to identify key features to prioritize for protection – September 2013
2. Background document and fact sheets – September 2013
3. Preliminary community workshop – October 2013
4. Follow-up community engagement – November 2013
5. Stakeholder meetings – December 2013
6. Reports(s) reviewing existing policies and regulations, providing options for amendment – Jan 2014
7. Draft bylaw(s) – February 2014

Stakeholders

Stakeholder	Represented by	Possible interests, expectations, concerns
Large lot property owners	Individual owners	<ul style="list-style-type: none"> • Preservation of development potential • Opportunities for reduced development costs • Unique marketing opportunities • New or changed requirements
Neighbourhoods near large lots with subdivision potential	Neighbouring property owners	<ul style="list-style-type: none"> • Impacts on local aesthetics, park and trail options, local environmental degradation, reduced potential impacts of ground or surface waters
Surveyors/consultants	BC Land Surveyors, consulting firms	<ul style="list-style-type: none"> • Clear, unambiguous regulations and requirements
Ministry of Transportation and Approving Officer	Saanich Area Office Staff	<ul style="list-style-type: none"> • Impacts to subdivision process, application requirements • Statutory responsibility of Approving Officer role • Need for clear bylaws and regulations, and identified public interest
First Nations	Local Band Councils or staff	<ul style="list-style-type: none"> • Ensure development in areas with registered archaeological sites is avoided • Identify other areas of concern
CRD Building and Fire Services	CRD Staff	<ul style="list-style-type: none"> • Ensuring minimal standards for access and servicing requirements
CRD Parks/EDC	PIPRC Regional Parks Staff	<ul style="list-style-type: none"> • Obstacles or opportunity to advance park land acquisition, expanding trail networks
Service providers	Improvement districts or other local service area operators	<ul style="list-style-type: none"> • Changes in service demands or other impacts.
Community organizations	Neighbourhood associations Realtors PICA MAPs	<ul style="list-style-type: none"> • Local values and impacts • Obstacles or opportunity to advancing other mandates/interests
General public		

First Nations: As with all LTC projects, First Nations with asserted aboriginal rights in the subject area will be contacted early to inform them of the project and ask them to identify any aboriginal rights that may be impacted by the proposed change.

Project Team Resources

Name	Role	Responsibility
Robert Kojima	Project Champion	Ensures project aligns with strategic goals, provide adequate project resources
North Pender Island LTC	Project Sponsor	Provides support through maintaining the project as a work program priority
Andrea Pickard	Project Manager	All project management of the project, lead/ direct all project work

Project Budget

The available budget is \$4,000, a general breakdown of costs is:

Community Information Meeting - separate day from LTC meeting - Focusing on community engagement and education on conservation based subdivision generally - Potential guest speaker highlighting past experiences - Preparation of background materials	\$500
Community Information Meeting - separate day from LTC meeting - Workshop focus with engagement of key stakeholders - Focus on more specified neighbourhoods, conservation features and possible regulatory options -	\$500
Extra advertisement	\$500
Guest speaker for CIM/engagement	\$500
Targeted stakeholder meetings/ workshops	\$500
Public hearing	\$1,500
Contingency (from LTC special projects or LUB review project budget)	\$1000

Project Timeline

Deliverable / Milestone	Target Timeline
Identify project goals and objectives, refine scope and timeline	May LTC
Endorse project charter	June LTC
Technical review of current subdivision potential – update data	July-Sept
Identify key features to guide development pattern and develop mapping – using general concepts and existing mapping	July-Sept
Preliminary community engagement	Sept - Oct
Follow-up community engagement <ul style="list-style-type: none"> A more detailed review for input on specified, proposed implementation 	Nov
Engage targeted stakeholders: large lot owners, surveyors,	Dec
Consider existing subdivision regulations	Dec - Jan
Consider policy and regulatory options	Dec - Jan
Bylaw amendment process including agency referral	Feb - Mar
Community Information Meeting and Public Hearing for any proposed LUB or OCP amendments	Apr

Endorsements

	Name	Endorsement Date
Project Champion	Robert Kojima	June 27, 2013
Project Manager	Andrea Pickard	June 27, 2013
Project Sponsor	Local Trust Committee	June 27, 2013