

# CITY OF COQUITLAM

## Policy & Procedure Manual



### MASTER DEVELOPMENT PLAN REZONING POLICY & PROCEDURE PLANNING & DEVELOPMENT DEPARTMENT

Council Adoption Date: September 28, 2020

#### 1.0 Reason for Policy

The purpose of a Master Development Plan (MDP) Rezoning is to provide for rezoning applications tailored for large, multi-phase sites. The MDP will build on the policy direction of the applicable Area and/or Neighbourhood Plan in the *Official Community Plan (OCP)* to provide a finer level of detail for how large, multi-phase sites will be developed over time by establishing the general locations of land uses and densities, street, lane and pathway networks, utility servicing, parks and open spaces, amenities, public benefits, and development phasing.

#### 2.0 Background

Policies related to Master Development Plans are found in Part 2, Chapter 2, Section 2.1.2 of the OCP. This subject policy provides supplemental guidance to that section and to the standard Rezoning procedure as outlined in the *Development Procedures Bylaw* for MDP Rezonings.

A MDP is intended to fit between the OCP and a standard rezoning/Development Permit (DP) application, recognizing that large, multi-phase development projects may have additional complexity that cannot be adequately addressed through a standard rezoning/DP process. This policy sets consistent expectations for and provides certainty to both the applicant and the City and provides the basis for rezoning appropriate sites without an associated development permit at the rezoning stage.

#### 3.0 Policy

A MDP is applicant-initiated and only applies to the properties under application. A MDP will take into account the site's relationships to adjacent lands, in terms of land use compatibility, site access, transportation network and infrastructure needs, and with specific regard for neighbouring remnant parcels, ensuring these sites are able to redevelop separately under their Land Use Designation:

- a) A MDP Rezoning is required for all sites greater than 2.5 hectares (6.15 acres);
  - i. Projects that do not meet the 2.5 HA threshold, yet the scale of development meets the spirit and intent of an MDP including a mix of uses, multiple phases, complex servicing or other considerations may be directed into the MDP application stream under the discretion of the General Manager Planning and Development;
  - ii. MDP rezonings do not apply to single-family subdivisions larger than 2.5 ha;
- b) The MDP rezoning will be for the entire property or set of properties under application;
- c) The MDP will address all the topics covered in the OCP policy for the preparation of Master Development Plans and based on the form and content requirements in Section 5.0, and be subject to review and approval by the City;

- d) The MDP will be included in a Development Agreement that would be registered on title under a s.219 covenant, which would occur prior to, or in conjunction with, fourth and final reading of the bylaw;
- e) The applicant will proceed with individual Subdivision and Development Permit applications by phase as guided by the MDP and Development Agreement;
- f) The MDP may allow for each phase of a project to share entitlements, including density, across the entire project site and for each phase to not have to stand alone (i.e., meet the full expectations for open space, amenities, uses, housing affordability, employment-generating floorspace, transportation demand management, etc.) provided the project as a whole meets the overall requirements, recognizing that all public benefits can not be deferred to the final phase;
- g) The MDP may also support OCP amendments, as appropriate, following the OCP amendment criteria outlined in the OCP;
- h) Amendments to the MDP or Development Agreement will follow the same process as outlined in Section 4.0 below.

#### **4.0 Process and Procedure**

1. The property owner(s) applies for a MDP Rezoning, in conjunction with other applicable applications, and a File Manager is assigned;
2. Staff complete initial review and send out first referral;
3. Staff presents a report to Council-in-Committee that includes:
  - Details of the application received;
  - Results of initial staff review;
  - High level staff commentary based on the MDP criteria set out in the OCP;
  - The applicant being encouraged to appear as a delegation at the same meeting.
4. Staff sends the first requirements letter to applicant including Committee's feedback;
5. Applicant conducts first round of public consultation;
6. Applicant submits a second submission to address initial feedback;
7. Staff complete second review and send out second referral;
8. Developer-led workshop with Strategic Priorities Standing Committee:
  - Committee to be provided with applicant's presentation in advance of meeting;
  - Review the results of initial public consultation;
  - Maximum of 20-minute presentation by applicant at meeting;
  - Followed by Committee asking questions and providing feedback.
9. Staff sends the second requirements letter to applicant including Committee's feedback;
10. Applicant conducts second round of public consultation;
11. Staff presents a second report to Council-in-Committee that outlines:

- Refined MDP based on Committee feedback, public input, staff feedback, and further work by applicant;
  - Results of second round of public consultation;
  - Once full agreement is reached on all issues, staff recommend that:
    - The MDP be included as part of the development agreement for the subject lands;
    - A zoning amendment bylaw be brought forward to Council for consideration of first reading.
12. **NOTE:** For large and complex MDPs, and also depending on feedback, additional rounds of review, public consultation, and reports to Committee may be required;
  13. First reading of zoning amendment bylaw and draft development agreement, which will include the MDP;
  14. Public Hearing and second and third readings;
  15. Approval of the Development agreement, which includes the MDP, is registered on title with a s. 219 covenant;
  16. All other outstanding requirements are met and all agreements are finalized;
  17. Fourth reading of Zoning Amendment Bylaw and final consideration of Development Agreement.

#### **4.1 Public Engagement Expectations**

- a) The applicant is responsible for all public engagement to support their MDP application prior to any statutory (City-led) Public Hearing;
- b) Public engagement will occur a minimum of twice<sup>1</sup> during the MDP process. Each round will include a minimum of:
  - i. A project website with appropriate background information, application details, contact information, and a public feedback form;
  - ii. An applicant led Public Information Meeting, including notification via:
    - Sign(s) on the property;
    - Mail-out to surrounding property owners and tenants;
    - Notices in local newspaper.
  - iii. Meeting(s) with stakeholder groups, as applicable (e.g., business, neighbourhood, community);
- c) Each public engagement round will include opportunities to receive input from the public and stakeholders;
- d) Copies of all input received to be provided by applicant to City;
- e) At Council's direction, additional rounds of public consultation may be required.

---

<sup>1</sup> Applications which are consistent with the OCP, are not proposing major variances, and the final MDP is relatively consistent with the first round of public feedback, may request to waive the second round of public engagement at Council's discretion.

## 5.0 Master Development Plan Form and Content

Further to the policies in the OCP, Part 2, Chapter 2, Section 2.1.2, the below outlines the expected format and provides additional detail on the individual components for a MDP:

- a) Cover Page
  - Should include an image/rendering;
  - Title: XYZ Master Development Plan;
  - Submitted to the City of Coquitlam;
  - Name(s) of developer/applicant;
  - Names of consulting firms;
  - Date;
  - Mark as “Draft” or “Final”.
- b) Table of Contents
- c) Location and Site Statistics
  - Parcel legal description(s);
  - Address(es);
  - Map showing location in context of surrounding area;
  - OCP land use designations;
  - Proposed zone(s);
  - Project statistics on a block-specific basis and in total:
    - Land area;
    - Floor area (density allocation) for each land use type (residential, commercial, etc.);
    - Floor Area Ratios (FARs);
    - Number of residential units and unit mix, by tenure and size;
    - Number of parking stalls and loading bays.
  - Other information, as appropriate for the development.
- d) Site Plan and Context Plan
  - General location and uses of all buildings, streets and public spaces;
  - Land use distribution and zones that will be applied;
  - Context plan, considering the relationship to adjacent properties;
  - Conceptual drawings for any adjacent parcels, demonstrating how they can feasibly develop independently may be required.
- e) Density and Building Heights
  - Density and building height ranges for each development parcel;
  - Conceptual building massing.
- f) Housing Affordability
  - An approach consistent with the OCP and the *Housing Affordability Strategy*.
- g) Public Space, Parks, and Amenities Plan
  - Building on the applicable Area or Neighbourhood Plan and the *Parks, Recreation and Culture Master Plan*, design a series of public open spaces that incorporates parks, publically accessible open spaces and/ or plazas;

- This plan shall include a minimum public parkland dedication of 5% of the total site area (or cash-in-lieu);
  - The plan shall differentiate between public space (Civic Parks and Facilities) and publically accessible, privately owned spaces;
  - The plan should note the relationship between public open space and private open spaces;
  - Interim pop-up parks should be considered on vacant portions of phased developments. (Pop-up parks do not count towards the parkland dedication expectation).
- h) Urban Design Framework
- Following the urban design policies of the applicable Area or Neighbourhood Plan outline the key corridors, precincts, nodes, landmarks, gateways, streetscapes, plazas, squares, parkettes and other public realm features;
  - Connections between the above elements;
  - Wayfinding strategy utilizing the City's *Wayfinding Plan*.
- i) Master Landscape Concept
- Including interim landscaping between phases.
- j) Public Benefits Plan
- Outline the public benefits of the proposed development, including public amenities, child care, community amenity contributions, social components and other benefits as appropriate.
- k) Public Art Plan
- Building on the City's *Public Art Policy* to identify: types, locations, and themes.
- l) Transportation Plan
- Building on the *Strategic Transportation Plan*, design a transportation system for vehicles, cycling and walking, with an emphasis on supporting a pedestrian friendly environment;
  - Street layout, including lanes, and their proposed classification;
  - Greenways, pedestrian mews, and walkways;
  - Transportation Demand Management strategy;
  - Midblock cross sections (if different from standard cross sections);
  - Walking and cycling strategy;
  - Transit access strategy;
  - Goods movement strategy;
  - Parking and site access strategy;
  - Loading and waste collection strategy;
  - Structures beneath streets, if proposed;
  - May require a Transportation Impact Assessment (TIA)
- m) Utilities Servicing Concept
- Including a capacity assessment of the City's existing water, sewer and drainage systems, and outline improvements required for meeting servicing needs;
  - Including a storm water management plan.

- n) Sustainability Features
  - Building on the City's *Environmental Sustainability Strategy*, outline actions on: natural environment (e.g., watercourses), Climate Action, energy, wastewater, stormwater, and natural materials.
- o) Phasing Plan
  - Details on floor area, land uses and number of dwelling units per phase;
  - Details on infrastructure, transportation and amenities phasing;
  - Phasing may allow for each phase of a project to share entitlements, including density, across the entire project site and for each phase to not have to stand alone (i.e. meet the full expectations for open space, amenities, uses, housing affordability, employment-generating floorspace, transportation demand management, etc.) provided the project as a whole meets the overall requirements, recognizing that public benefits can not be deferred to the final phase;
- p) Other information determined to be required by the City resulting from site-specific conditions.