



COUNCIL POLICY C015

13 - Planning & Development

Public Consultation Meetings – Policy for Developers

Effective Date: October 19, 1993

Revised Date: May 1, 2012

Reaffirmed Date: July 21, 2015

Purpose:

When a proposed development may be controversial or significant, the City of Pitt Meadows requires that the applicant hold a public consultation meeting with the community. A public consultation meeting serves the best interests of both the applicant and the community by providing a forum to alleviate concerns and clarify misunderstandings or points of contention that typically arise at a Public Hearing much later in the process.

Policy:

A public consultation meeting is required whenever an amendment to the Official Community Plan is proposed, an application for a Temporary Commercial Use Permit or Temporary Industrial Use Permit is made, if the proposed rezoning will result in a project that will have more than ten dwelling units, more than 10,000 square feet of commercial / industrial space, or at the discretion of the Director of Operations and Development Services. Applicants are encouraged to discuss this process with the Planner at the time of application.

It is required that the applicant hold the public consultation meeting before the application is forwarded to Council for second reading. Members of Council and staff (i.e. the Planner, Director of Operations and Development Services) must be advised in writing of the date, time and place of the meeting at least two weeks in advance of the meeting so that municipal representatives may attend as observers. Mid-week evening meetings are preferred.



Public Consultation Meeting Specifications:

The meeting is to be conducted by the applicant and/or representatives (architect, engineer, etc.) and may be held in a local school, church, meeting hall or hotel with the permission of the appropriate authorities. All costs related to the meeting are to be assumed by the applicant.

A fee is also charged by the Municipality to cover the cost of staff time as set out in the current City of Pitt Meadows Development Application Fee Bylaw No. 2629, 2013.

At the meeting, a brief presentation may be provided by the applicant (at a specified time) after which the public will have the opportunity to discuss the project. Any member of the public not able to attend the presentation may drop in at any time during the evening to review the details of the project. The applicant must ensure that there is adequate opportunity for comments and questions from the public. An independent professional vacillator may be required to attend the meeting at the discretion of the Director of Operations and Development Services, the cost of which will be assumed by the applicant.

The applicant should ensure that the following details of the proposal are available at the meeting:

- Site description, including the legal description and the street address
- Existing and proposed zoning / density
- Building arrangement
- Design
- Transportation impacts
- Environmental impacts
- Social impacts
- Community benefit
- Tree retention / landscaping proposals; and
- Development phasing

Visual presentations, such as sketches and models are usually the most effective method of relaying the information to the public. The applicant will also provide forms for comments or questions which will be collected at the meeting, then submitted to the Planning Department.

Advertising:

The proponent is also responsible for notifying neighbouring property owners of the public consultation meeting. The notice must be approved by Planning staff prior to newspaper publication and prior to mailout.

The notice shall contain the following:

- a) The application number;
- b) The location of the subject property;
- c) The purpose of the application;
- d) The date, place, and time of the public consultation meeting;
- e) An invitation to obtain information on the application from either the Planning Department or the developer/applicant with contact numbers;
- f) A map showing the location of the property(ies) involved in the application.

The applicant should mail or otherwise deliver the notice of the meeting to all property owners and residents within a distance of the subject property that is consistent with the Zoning Bylaw provision regarding mailing of notices of public hearing, at least ten days in advance of the meeting date. The notice of meeting should also be delivered to the Planning Department. The Planning Department will provide applicants with a list of property owners, their mailing addresses and mailing labels.

A notice of the public consultation meeting must be published in at least two consecutive issues of a local newspaper, the last publication to appear not less than three and not more than 10 days before the meeting. The notice must include the civic address of the property under application, a map showing the location of the property, the date, time, and location of the public consultation meeting, and a contact number for the applicant and the Planning Department.

Development Proposals may change significantly through the review process. At the Director of Operations and Development's discretion, the applicant may be requested to hold another public consultation meeting.

Notification of the meeting and meeting format are to be similar to that of initial public consultation meeting. Renderings of the original proposal and the revised proposal are to be presented, with the differences between the two clearly noted and explained.

This policy does not preclude Council from holding its own public consultation meeting on any development application.