

Re: NEIGHBOURHOOD PLANNING OFFICE FOR THE  
NEIGHBOURHOOD IMPROVEMENT PROGRAM

ITEM	9
MANAGER'S REPORT NO.	25
COUNCIL MEETING	Apr. 20/76

Following is a report from the Director of Planning regarding proposed office accommodation for the NIP program.

RECOMMENDATIONS:

1. THAT the Director of Planning be authorized to establish a temporary Neighbourhood office in the NIP area, and
2. THAT the office be established in the Municipal office space outlined in Option 1 and paid for out of NIP funds at current market rates.

\* \* \* \*

Planning Department,  
April 14, 1976  
Our File #12.129

TO: MUNICIPAL MANAGER  
FROM: DIRECTOR OF PLANNING  
RE: NEIGHBOURHOOD PLANNING OFFICE FOR THE  
NEIGHBOURHOOD IMPROVEMENT PROGRAM.

INTRODUCTION

The Planning Department, following a request by the Advisory Resident Planning Committee, has investigated the establishment of a neighbourhood office in the NIP area, and has prepared the following report.

PURPOSE

The purpose of the office would be to assist the Planning Department's efforts to inform residents about NIP; to provide an information and display space in the NIP area; and to establish an identifiable meeting place for area residents.

An office would:

- provide a community focal point, information centre and meeting place for the Resident Planning Committee
- provide easy access to all area residents for information on and participation in NIP
- bring the planner closer to the neighbourhood situation during stage II of NIP
- facilitate obtaining the input of people who may not wish to sit on the Planning Committee

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- invite public input on a less formal basis
- facilitate utilizing volunteers to assist staff with matters relating to the program
- provide space for information, map displays and a resource library close to residents

Coordination of local and municipal involvement during the planning stage of NIP will continue to take place through the Municipal Interdepartmental Committee on NIP. The committee is composed of representatives from all Municipal departments.

STAFF

The existing NIP planner and a clerk-typist are required for the administration of the program. The establishment of a temporary neighbourhood office will not require any additional staff to be hired. These staff positions are temporary. (i.e. 6 months to 1 year).

TIMING

The office would be required during the planning stage of the NIP project, a period of approximately six months.

ALTERNATIVES

At present, weekly evening meetings are held in Edmonds School which has the disadvantage of not affording permanent display space and not providing a visible focal point in the community.

The following alternative store front sites have been investigated.

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>	<u>Option 5</u>
Address	7731 Edmonds	7498 Edmonds Vista Plaza(1)	7498 Edmonds Vista Plaza(2)	7443 Edmonds	7587 Edmonds
Owner-ship	municipal	private	private	private	private
Size (sq. ft.)	840 (est.)	704	902	200	3000
Available	immed.	immed.	immed.	immed.	immed.
Rent Cost/month	*	323	413	160	812
Cleaning & Maint./mo.	50 (est.)	80	90		
Lease	not req'd.	3 yr. preferred	3 yr. preferred	not req'd.	1 yr. min.
Utilities	not Incl.	Incl.	Incl.	Incl.	not Incl.

\* to be based on current rates.

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	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>	<u>Option 5</u>
Building Condition	fair	good	good	good	new
Alteration req'd.	paint, some maint.	no	no		
Parking	good	good	good	good	good
Pedestrian Visibility Accessibility	very good	very good	very good	fair	good
Total Cost/ per Month	\$ * + util.	\$ 403	\$ 503	\$ 150 + cleaning	\$ 812 + util. + cleaning

\*to be based on current rates.

Options 4 and 5 do not fulfill the needs of the program, due to the size of the space available.

Options 2 and 3 are acceptable provided the owners would be prepared to accept a short term lease.

Option 1, the Municipally owned office space meets all requirements for the program.

In view of the fact that the Municipality owns the office space at 7731 Edmonds Street, (Option 1) and the fact that this space meets all other requirements of a neighbourhood office (size, location etc.) the Planning Department feels this is a preferred option.

#### COSTS

The costs incurred for an office and for staff will be paid out of the planning stage allocation and the costs borne by the Municipality compose 25% of the total expenditure.

#### OFFICE FURNITURE

It is expected that most of the desks, chairs, tables and cabinets could be borrowed from Municipal stores. Rental of some equipment such as a typewriter may be necessary.

#### CONCLUSIONS

It is evident from our investigations into the establishment of a Neighbourhood office that not only do residents of the NIP area strongly support such an office, but that the advantages to be gained from an office during the planning stage of the program outweigh any costs attached to the establishment and operation of a Neighbourhood site office.

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RECOMMENDATIONS

In light of the residents request for a temporary Neighbourhood office, and the benefits which can be gained from such an office, it is therefore recommended

THAT the Director of Planning be authorized to establish a temporary Neighbourhood office in the NIP area, and

THAT the office be established in the Municipal office space outlined in Option 1 and paid for out of NIP funds at current market rates.

  
A. L. Parr,  
DIRECTOR OF PLANNING.

BR:RE:ew