

ITEM	10
MANAGER'S REPORT NO.	11
COUNCIL MEETING	1980 02 11

RE: REZONING APPLICATIONS  
PROPOSED IMPROVEMENTS TO THE PUBLIC INFORMATION PROCESS

The following report from the Director of Planning contains suggestions for improvement to the manner in which the public is informed about rezoning applications.

RECOMMENDATION:

1. THAT the recommendations of the Director of Planning be adopted.

\*\*\*\*\*

TO: MUNICIPAL MANAGER PLANNING DEPARTMENT  
 1980 FEBRUARY 05

FROM: DIRECTOR OF PLANNING

SUBJECT: REZONING APPLICATIONS -  
 IMPROVEMENT OF PUBLIC INFORMATION PROCESS

---

RECOMMENDATIONS:

1. THAT Council adopt the policy of requiring applicants for rezoning to post 1.2 m x 2.4 m (4 ft. x 8 ft.) sign(s) on each principal street frontage of the site outlining the purpose for the rezoning application in accordance with the guidelines set out in Section 3.1 of this report.
2. THAT the Planning Department be authorized to hold public information meetings prior to the actual Public Hearings in cases where there is a high level of public interest in a rezoning proposal and on the understanding that the Director of Planning will report to Council and obtain Council authority before the public information meetings are held.

REPORT

1.0 BACKGROUND

From time-to-time, concern has been expressed by residents of Burnaby regarding the process through which the public is advised that an application for rezoning has been received by the Planning Department. The comment has been made that until a Public Hearing has been set up, the public has limited opportunity to become informed about new development proposals.

In some cases, this situation generates concern between the affected residents and the Municipality at the time of the Public Hearing when notifications of meetings are sent out and the signs are placed on the property involved in the Public Hearing. In most cases, by the time a project design has been submitted to a Public Hearing, extensive staff time and architectural work has gone into the project and a fairly complete design has been prepared.

This report does not propose changes to the existing practice; rather, it does propose some additional measures to supplement present methods of informing the public about rezoning applications.

## 2.0 EXISTING NOTIFICATION PROCESS

In addition to the rezoning Public Hearing process newspaper notices required under the terms of the Municipal Act, Burnaby is also required to inform the public through written notices which go to owners and/or occupiers within 30 m (100 ft.) of the site of a rezoning application. It is also Council policy to have rezoning sites posted with standard signs which state that the property is the subject of a rezoning request and that further information may be obtained from the Planning Department. These signs are presently posted for seven days preceding the date of the Public Hearing.

The Planning Information Program (P.I.P.) is also effective where ongoing resident associations or ratepayer groups exist. The two community newspapers now available in Burnaby can obtain the information from the rezoning reports submitted to Council following the receipt of a rezoning application by the Planning Department and also assist in disseminating information.

The publication "Information Burnaby" is potentially useful in providing information on the existence of community plans and long term projects; however, its use for publishing current rezoning proposal information is limited due to the fact that it is printed quarterly.

## 3.0 PROPOSED ADDITIONAL MEASURES

While the various means noted above and the Public Hearing notification process have in the past usually served to inform interested persons of rezoning proposals, some criticism regarding the information process has arisen in the case of larger and/or more controversial rezoning applications.

Two relatively simple methods are proposed to improve the level of public information pertaining to proposed changes of zoning:

- 3.1 Posting of a sign(s) on site following Council's initial acknowledgement of a rezoning application and well in advance of a Public Hearing.

One or more signs (approximately 1.2m x 2.4m 4' x 8' would be placed on each principal street frontage and contain the following information presented in a standardized graphic format:

- the name of the rezoning applicant
- the existing and requested zoning
- a brief description of the proposed development
- a sketch map illustrating the extent of the property involved
- the telephone numbers of the developers/architect and the Planning Department for further information
- space for announcing the Public Hearing date

These signs would be issued temporary permits under the terms of the Burnaby Sign Bylaw [schedule No. 1 Section (2)], as once Council has approved this policy these signs would be governmental public information signs.

Rezoning Applications -  
Improvement of Public Information Process  
PLANNING DEPARTMENT  
1980 February 05 - Page 3

### 3.0 Proposed Additional Measures - cont'd

- 3.1 The signs would be erected by the developer at his cost after Council has had the opportunity to consider the rezoning application. In a case where Council's initial response to the application is negative, no sign would be required of the developer.

The signs would be required to be put into place by the applicant within five working days of Council's consideration of the application. The signs would remain in place until such time as the rezoning application was rejected by Council or until the application had received Final Adoption.

Similar signs are used in the City of Vancouver for both rezoning and development permit applications. The staff of the Vancouver Planning Department have indicated that the signs cost approximately \$200; however, they feel that they are effective in notifying people who may not receive Public Hearing notices. Vancouver does not utilize the type of sign used in Burnaby advising of the Public Hearing. Our current practice of placing small signs with a notification of zoning change for the week preceding a Public Hearing would be discontinued and would be replaced by having our crews add the date of the Public Hearing, once it has been established, to the larger sign for at least one week prior to the Hearing. This will result in a saving in cost to the Municipality. There will be some advantages to the developer in that the sign will serve to publicize the proposal which may be of interest to potential purchasers or tenants of the new building or development.

A limited sampling of developers indicate that they would support these changes to the rezoning process if this process would afford the opportunity to make projects more acceptable to the citizen's groups affected and the process did not unduly delay the Public Hearing.

A guideline will be prepared prescribing the graphic layout, design and construction standard of the signs to assist developers and ensure that clear and consistent signs are erected for all rezonings.

### 3.2 Public Information Meetings

In the case of larger or more controversial rezonings, or where the rezoning proposals generate a significant amount of interest, public information meetings could be held in advance of the Public Hearings. The purpose of these meetings would be to provide information on the proposal and to afford an opportunity to have the Planning Department staff apprised of local concerns early in the design consideration. At the time the Planning Department reports to Council on a rezoning application the possibility of having a public information meeting would be considered by staff and either recommended or not recommended for a given rezoning application. These meetings could be held in locations near the site of the rezoning and attended by staff and possibly the developer.

ITEM	10
MANAGER'S REPORT NO.	11
COUNCIL MEETING	1980 02 11

Rezoning Applications -  
 Improvement of Public Information Process  
 PLANNING DEPARTMENT  
 1980 February 05 - Page 4

---

3.0 Proposed Additional Measures - cont'd

3.2 Cont'd

The Planning Department, if recommending that a public information meeting be held, would include details such as the proposed time and place, the proposed notification methods to be employed and the approximate costs involved when seeking Council approval for holding any such meeting.

4.0 SUMMARY

In order to improve the level of general public information regarding rezoning applications, two proposals are being made in addition to the existing Public Hearing notification process: firstly, the placement of large, clearly visible sign(s) explaining the purpose of the rezoning on the site to be rezoned. The signs would be placed following Council's receiving the application; secondly, in cases where there is a high level of interest in the rezoning application, the holding of public information meetings to provide staff with the concerns of affected residents early in the design process and in advance of the formal Public Hearing.



A.L. Parr  
 DIRECTOR OF PLANNING

BR/rlp

cc: Municipal Clerk