

Appendix "B" - Development Checklist

"B" - Development Checklist

INTRODUCTION

The North Shore is a varied, compact and well-established combination of neighbourhoods. The diversity of services, residential accommodation and recreational opportunities compliments a lifestyle where residents can walk, cycle or take transit for their daily needs and where access to leisure and activity space is nearby and readily accessible by all age and income groups. Building on, enhancing and embracing this lifestyle is a key component to the goals of the North Shore Neighbourhood Plan. In order to fulfill that commitment, it is essential that development compliment the values and desires of the community to ensure the identified vision is kept in sight as change takes place.

An essential component of change in any urban environment is the accommodation of new development into an existing fabric of buildings, people and patterns. Those who are involved with new development, whether it be consultants, developers or property owners, are key players in achieving a community's long-term goals. As such, a development checklist has been created to assist property owners, developers and consultants to create the most sustainable, innovative, appropriate and long-lasting projects possible.

The use of this Development Checklist is meant to advance the goals of the North Shore Neighbourhood Plan, as supported by the North Shore community. It is separated into six sections:

Regulatory Conditions - includes the policies, by-laws and plans that govern the use and form and character that regulate development within the North Shore.

Public Health and Safety - refers to features of the proposed development that affect the public interest in ways that lead to a safe and secure environment as well as an enhanced well-being for the community.

Urban Design - pertains to the architectural elements, selected materials and public realm enhancements that work toward creating an environment with visual and functional appeal, actively working toward improving the public realm.

Social Sustainability - refers to the ability for the development to contribute to the social well-being of the community through economic enhancement, provision of public services and amenities, supply of affordable housing and other measures that can positively impact the social realm of the community.

Site Access, Connectivity and Parking - refers to the movement of people and vehicles, on and off site, as well as to how well the site performs in terms of connection to the adjacent and surrounding road network.

Environmental Sustainability - refers to the ability of the development to contribute to an enhanced community environment through the reduction in the consumption of non-renewable resources, sound stewardship of environmental resources, and a reduction in the pressures of infrastructure systems.

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SUBMIT A COMPLETE DEVELOPMENT CHECKLIST, WITH SUPPORTING DOCUMENTATION, WITH YOUR DEVELOPMENT APPLICATION.

DEVELOPMENT INFORMATION

Please provide the following information regarding your development proposal:

1. Name of Applicant:	
2. Subject Property Address:	
3. Legal Description:	
4. Date of Application:	

INSTRUCTIONS

All applications for Zoning By-law Amendments, Development Permits, Development Variance Permits, Official Community Plan Amendments and Temporary Commercial or Industrial Use Permits are required to complete this Development Checklist according to the following steps:

1. Review and complete the Development Checklist (note: partial points are not permitted; items must be completed in order to receive point tallies).
2. Submit Development Checklist with the above noted applications.
3. *Submit any documentation, plans and information that substantiate and coordinates with the Development Checklist items that were identified for the proposed development.*
4. If needed, prepare a supplementary letter explaining, in more detail, how the proposed development incorporates the features identified in the North Shore Neighbourhood Plan Goals Section.
5. Staff will review the Development Checklist, in conjunction with your application information and provide comments on your submitted materials.
6. If additional information or changes to submissions are required, re-submit the changes, addressing comments received from staff.
7. *Your Development Checklist and application material will become your official application and will be forwarded to City Council for review.*

Applicants are encouraged to provide as much information as possible to assist City Council and staff on their review of development proposals. The relevance of the Development Checklist questions will depend on the nature and scope of the project. The intent of the Development Checklist is to assist applicants and the City in working together to develop high quality projects that are a benefit and lasting legacy to the community.

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A. REGULATORY CONDITIONS

The North Shore Neighbourhood Plan is a comprehensive document comprising policies, zoning regulations and Development Permit Guidelines established and supported by the North Shore community, to guide development over the next 5 - 10 years. Ensuring that development proposals meet the policies and by-laws that govern the uses and form and character of the North Shore is paramount to the success of the Plan.

Regulatory Conditions - includes the policies, by-laws and plans that govern the use and form and character that regulate development within the North Shore.

Features		Point Value	Points Earned	Supporting Comments and Documentation
<u>Regulatory Support</u>				
a.1	Development meets the policies for development as expressed in the North Shore Neighbourhood Plan.	10		
a.2	Development meets regulatory criteria as expressed in the North Shore Development Permit Guidelines.	10		
a.3	Development meets regulatory criteria as expressed in the North Shore Zoning Code.	10		
Total Points Earned (Minimum Base Points Required = 30)				
Regulatory Conditions Minimum Achieved?			Y / N	

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B. PUBLIC HEALTH AND SAFETY

Design of the urban environment can incorporate elements that reduce crime nuisances. This improves the livability and sustainability of the urban environment through reducing both risk and fear of crime. Preventing crime before it happens saves enormous costs for property owners and the community as a whole. The most effective way of designing for crime prevention is to integrate a comprehensive crime prevention program review, such as CPTED (Crime Prevention Through Environmental Design), at the early stages of the development design process.

Public Health and Safety - refers to features of the proposed development that affect the public interest in ways that lead to a safe and secure environment as well as enhanced well-being for the community.

Features		Point Value	Points Earned	Supporting Comments and Documentation
<u>Safety and Security</u>				
b.1	Design generally incorporates CPTED principles.	10		
b.2	Conducted and prepared a CPTED review analysis of the site.	10		
b.3	Design specifically addresses identified travel routes, gathering places and conflict areas in and around the development site.	10		
b.4	Neighbourhood has been contacted to obtain a clear picture of issues that exist within the community in conjunction with the development site.	5		
b.5	Design does not create dark, dead-end spaces and allows for pedestrians to have a clear view of what is ahead of them.	5		
b.6	Landscaping type and placement does not create hiding places or block view sight lines.	10		
<u>Innovation and Design</u>				
b.7	Development adds other unique or innovative features not covered by the above checklist. Provide details.	5		
Total Points Earned (Minimum Base Points Required = 20)				
Public Health and Safety Minimum Achieved?			Y / N	

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C. URBAN DESIGN

Urban Design strives to create urban spaces based on the strength of the existing character and identity of a place. It also strives to create continuity for ease of movement, to establish quality public spaces, to create cities that have the ability to adapt easily over time and to provide choice and variety. New development should examine its impact on existing and adjacent uses to ensure an appropriate fit is being made.

Urban Design - pertains to the architectural elements, selected materials and public realm enhancements that work toward creating an environment with visual and functional appeal, actively working toward improving the public realm.

Features		Point Value	Points Earned	Supporting Comments and Documentation
Building Design				
c.1	Quality of the building design and exterior materials is high (e.g. using a combination of timber, stone, brick, concrete, metal and glass) and creates visual interest.	20		
c.2	Timber, stone, brick and transparent glass are substantial parts of building design.	5		
c.3	Development is compatible with, and complimentary to, existing and/or planned developments, in terms of architecture, character, scale, massing, height, setbacks and open space.	10		
c.4	Residential design incorporates balconies suitable for active use and seating.	10		
c.5	Developments are designed and sited to reduce their intrusion on the privacy of adjacent properties.	5		
Site Context				
c.6	Design provides a landmark or focal point feature consistent with site context.	5		
c.7	Buildings front onto public streets and have 'active' frontages with windows, doorways, decks, etc. which allow interaction between people in the building and people on the street.	10		
c.8	Solid, blank walls at street level are avoided.	10		
c.9	Public and private open spaces are created that have a high (e.g. exceeds the minimum standards established in the zoning regulations, Development Permit Guidelines and Landscape Guidelines) standard of landscaping and include amenities such as benches, waste receptacles, special lighting, water features and public art.	5		
c.10	Ground floor commercial is pedestrian-oriented with separate storefronts opening onto the public right-of-way.	5		

(Cont...)

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C. URBAN DESIGN (cont.)

Features		Point Value	Points Earned	Supporting Comments and Documentation
Public Realm Enhancements				
c.11	Mature trees are retained on site.	2		
c.12	High (e.g. exceeds the minimum standards established in the zoning regulations, Development Permit Guidelines and Landscape Guidelines) quality landscaping is provided.	10		
c.13	Public spaces encourage public life on the street and address sun, shade, wind, safety, and weather protection.	5		
c.14	Lighting systems create visual interest, are pedestrian-oriented and do not create light pollution.	10		
c.15	Buildings do not create shadow or shade conditions that negatively impact on the site or on adjacent properties.	10		
c.16	Utility and service areas and equipment are screened from adjacent streets and properties.	1		
c.17	Utility and service areas are screened with high (e.g. exceeds the minimum standards established in the zoning regulations, Development Permit Guidelines and Landscape Guidelines) quality landscaping.	5		
Signage				
c.18	Signage is incorporated into building design in a coordinated and visually appealing manner, including sign lighting methods.	5		
c.19	Signage is pedestrian-oriented and designed using high-quality material that reflects the materials used on the corresponding development.	5		
Innovation in Design				
c.20	Development adds other unique or innovative features not covered by the above checklist. Provide details.	5		
Total Points Earned (Minimum Base Points Required = 70)				
Urban Design Minimum Achieved?			y / n	

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D. SOCIAL SUSTAINABILITY

The primary purpose of a city is to provide for the well-being of its residents, businesses and visitors. New development should contribute to the health and safety of the North Shore, as well as enhance the range of housing, services and recreational options and commercial opportunities, to meet the community's needs. The design of new development should reflect the local heritage and provide attractive public spaces that encourage social interaction.

Social Sustainability - refers to the ability for the development to contribute to the social well-being of the community through economic enhancement, provision of public services and amenities, supply of affordable housing and other measures that can positively impact the social realm of the community.

Features		Point Value	Points Earned	Supporting Comments and Documentation
<u>Economic Benefits</u>				
d.1	Permanent, local employment is created during construction.	1		
d.2	Direct employment to be created after construction.	1		
d.3	Other components of economic sustainability (e.g. flex suites, home-based business adaptable) are created.	1		
d.4	Residential units are considered affordable (based on CMHC definition).	10		
<u>Non-Market Housing</u>				
d.5	Non-market housing is included.	5		
d.6	At least 20% of units are non-market housing.	5		
d.7	At least 50% of units are non-market housing.	7		
d.8	At least 80% of units are non-market housing.	10		
d.9	Non-market housing (minimum 15%) is included with market housing in the same development.	10		

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D. SOCIAL SUSTAINABILITY (cont.)

Features		Point Value	Points Earned	Supporting Comments and Documentation
<u>Rental Housing</u>				
d.10	Rental housing is included.	5		
d.11	At least 20% of the units are rental units.	1		
d.12	At least 50% of the units are rental units.	2		
d.13	At least 80% of the units are rental units.	3		
d.14	Rent is considered affordable (based on CMHC definition).	1		
d.15	Housing Agreement used to guarantee a minimum of ten years of rent control.	5		
<u>Accessibility</u>				
d.16	Accessibility features (e.g. handicapped-oriented suites, adaptable rental units) are included.	5		
d.17	Development is ground-oriented with entrances off of public right-of way.	5		
<u>Local Identity Reinforcement</u>				
d.18	Development enhances local identity and character (e.g. see Sections 3.3 and 3.6 under General Regulations for details pertaining to local identity and character).	5		
d.19	Development incorporates horizontal and vertical mix of uses.	5		
d.20	Development contributes to heritage revitalization.	1		
d.21	Heritage buildings municipally designated.	1		
<u>Social Amenities</u>				
d.22	Public art (e.g. murals, sculptures, reader boards, etc.) is provided.	1		
d.23	A child care facility is integrated into the development.	1		
d.24	Other public social amenities (such as water features, benches etc.) are provided.	1		
d.25	A Green Roof, to a minimum of 50% of the total roof area, is provided as amenity space.	2		
d.26	Private amenities (such as pools, daycare, recreation rooms) are provided.	1		

(Cont...)

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D. SOCIAL SUSTAINABILITY (cont.)

Features		Point Value	Points Earned	Supporting Comments and Documentation
<u>Planning Process</u>				
d.27	Residents, community stakeholders and end-user groups were involved in the planning, design and development process.	2		
<u>Innovation in Design</u>				
d.28	Development adds other unique or innovative features not covered by the above checklist. Provide details.	5		
Total Points Earned (Minimum Base Points Required = 20)				
Social Sustainability Minimum Achieved?			Y / N	

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E. SITE ACCESS, CONNECTIVITY AND PARKING

The North Shore is one of Kamloops' most walkable and accessible neighbourhoods. Protecting that walkability and ensuring that service and shopping opportunities remain available to pedestrians requires supporting and encouraging residential development to locate within close proximity to community amenities, health facilities and parkland. Development is located close to urban cores and in more dense environments should be considered first above peripheral, auto-dependent sites.

Site Access, Connectivity and Parking - refers to the movement of people and vehicles, on and off site, as well as how well the site performs in terms of connection to the adjacent and surrounding road network.

Features		Point Value	Points Earned	Supporting Comments and Documentation
200 m (2 1/2-minute) Connectivity				
e.1	Development located within 200 m of a public transit bus stop.	2		
e.2	Development located within 200 m of recreation trails.	1		
e.3	Development located within 200 m of a clearly defined commercial area.	2		
400 m (5-minute) Connectivity				
e.4	Development located within 400 m of a neighbourhood store.	1		
e.5	Development located within 400 m of a school.	1		
e.6	Development located within 400 m of a community service.	1		
e.7	Development located within 400 m of a child care facility.	1		
e.8	Development located within 400 m of a health service.	1		
e.9	Development located within 400 m of a park or trails.	1		
e.10	Development located within 400 m of a public transit bus stop.	1		
e.11	Development located within 400 m of a minimum of 4 (four) of the above criteria.	10		

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E. SITE ACCESS, CONNECTIVITY AND PARKING (cont.)

Features		Point Value	Points Earned	Supporting Comments and Documentation
<u>Site Connectivity</u>				
e.12	The pedestrian network is well integrated throughout the site.	1		
e.13	Buildings are oriented along pedestrian routes, or sidewalks, to provide passive surveillance.	1		
e.14	Laneways are provided and optimized for garbage and/or service access to minimize sidewalks being crossed over by driveways.	1		
e.15	The pedestrian network from adjacent sites is incorporated in site design.	1		
<u>Transportation Features</u>				
e.16	Covered and secure bicycle storage is provided.	5		
e.17	Change rooms are provided.	1		
e.18	Designated carpool parking is provided.	1		
e.19	Development incorporated Transportation Demand Management principles.	1		
e.20	Development incorporates an innovative parking and transportation strategy.	2		
<u>Parking</u>				
e.21	Surface parking is located to the side or rear of the building.	5		
e.22	Surface parking areas are landscaped and/or screened.	2		
e.23	A minimum of 80% of residential parking is located underground or in a parking structure incorporated into the design of the building.	5		
e.24	Parking is provided for underground or incorporated into the design of the building with an 'active' (refer to "c.7" in this Checklist) frontage.	5		
<u>Innovation in Design</u>				
e.25	Development adds other unique or innovative features not covered by the above checklist. Provide details.	5		
Total Points Earned (Minimum Base Points Required = 20)				
Site Access, Connectivity and Parking Minimum Achieved?			Y / N	

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F. ENVIRONMENTAL SUSTAINABILITY

Community and building design can significantly influence the resource consumption (e.g. energy and water) and the waste (e.g. vehicle emissions, stormwater run-off) produced in a local community. New development on the North Shore should be designed to minimize negative impacts on the natural environment and should showcase and provide an example of green development for the rest of Kamloops to emulate and implement.

Environmental Sustainability - refers to the ability of the development to contribute to an enhanced community environment through the reduction in the consumption of non-renewable resources, sound stewardship of environmental resources, and a reduction in the pressures of infrastructure systems.

Features		Point Value	Points Earned	Supporting Comments and Documentation
<u>Green Building Certification</u>				
f.1	The development is LEED/Built Green certified.	5		
f.2	The development reached LEED/Built Green silver.	15		
f.3	The development reached LEED/Built Green gold.	20		
f.4	The development reached LEED/Built Green platinum.	25		
<u>Environmental Stewardship</u>				
f.5	Greenspace (e.g. landscaped areas that have shrubs, trees and/or grass) for the development is provided.	1		
f.6	Trees are added to the landscaped areas.	1		
f.7	Significant environmental features are maintained and/or enhanced.	1		
<u>On-site Stormwater Management</u>				
f.8	Rain gardens, detention ponds and other on-site stormwater management features are incorporated into landscaped areas.	5		
f.9	Green Roof installed to a minimum of 50% of the total roof area.	5		
f.10	Green Street used in development.	2		
<u>Water Efficiency</u>				
f.11	Water efficient landscaping used.	2		
f.12	Non-potable water system installed and used for irrigation.	2		
f.13	Innovative wastewater technologies used (e.g. low consumption fixtures, grey water systems, stormwater irrigation).	2		

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F. ENVIRONMENTAL SUSTAINABILITY (cont.)

Features		Point Value	Points Earned	Supporting Comments and Documentation
<u>Good Neighbour Features</u>				
f.14	Noise mitigation building design and features used in development.	1		
f.15	Sign and building light pollution minimized.	1		
<u>Construction Management</u>				
f.16	Majority of materials from regional sources.	2		
f.17	Renewable resources used in construction.	1		
f.18	Durable and long-lasting construction materials used.	1		
<u>Energy Conservation</u>				
f.19	Integration of solar power into building design and construction, including the use of design to orient buildings to maximize interior solar accessibility.	1		
f.20	Power Smart and CFC-reducing HVAC systems used in the building.	1		
<u>Site Development</u>				
f.21	Development connects well with surroundings and integrates into the existing character and function of the neighbourhood.	2		
f.22	Wildlife habitat on or adjacent to the site has been protected, enhanced and/or restored.	1		
f.23	Open space exceeds minimum zoning requirements on site (e.g. use of clustering, reduced lot coverage, etc.)	1		
f.24	Heritage features have been preserved and/or enhanced (in conjunction with the Canadian Historic Places Standards and Guidelines).	2		
<u>Innovation in Design</u>				
f.25	Development adds other unique or innovative features not covered by the above checklist. Provide details.	5		
Total Points Earned (Minimum Base Points Required = 35)				
Environmental Sustainability Minimum Achieved?			Y / N	

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H. INCENTIVE LEVEL WORKSHEET (For Office Use Only)

Development incentives will be determined through negotiations with Development and Engineering Services staff, through the development application process and, depending on the type of incentive received, may require approval from City Council.

This Incentive Level Worksheet will be filled out by City Staff confirming the results of the Development Checklist, the Incentive Level reached and the types and amounts of incentives that the development proposal will be eligible for.

Development Checklist				
<i>Regulatory Conditions</i> Minimum Achieved?	yes	no		
<i>Public Health and Safety</i> Minimum Achieved?	yes	no		
<i>Urban Design</i> Minimum Achieved?	yes	no		
<i>Social Sustainability</i> Minimum Achieved?	yes	no		
<i>Site Access, Connectivity and Parking</i> Minimum Achieved?	yes	no		
<i>Environmental Sustainability</i> Minimum Achieved?	yes	no		
Incentive Level				
Number of Checklist Section Minimums Achieved	Less than 4	4	5	6
Incentive Level Reached for Development Proposal	Base	Level 1	Level 2	Level 3
Incentive Amounts (refer to attached Development Incentive Matrix)				
Tax Reduction Amount (%)				
DCC Reduction Amount - Non-market Housing Residential Unit Amount (%) - Green Development Related Amount (%)				
Parking Relaxation Amount (%)				
Amenity Bonus Increase (%)				
Public Realm Partnership Amount Recommended (%)				
Planning Priority Level				
Checklist Approval				
All Supporting Documentation Submitted?	yes	no		
Checklist Approved by Development Services Department	yes	no		
File Manager:	Date Signed:			
Signature:				

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DEVELOPMENT INCENTIVE MATRIX

The following Development Incentive Matrix is an excerpt from the North Shore Neighbourhood Plan (see page 136) and is to be used in conjunction with the Development Checklist to determine if incentives apply to a development proposal, and if so, to what level. Development Incentive Levels need to be discussed with Development and Engineering Services Department staff and some incentives require approval by City Council.

Development Checklist Section	Base Level	Level 1	Level 2	Level 3
Section Minimums refer to the minimum point level for each Section listed within the Development Checklist.	3 or fewer Section Minimums met	4 out of 6 Section Minimums met	5 out of 6 Section Minimums met	6 out of 6 Section Minimums met
Development Incentive Tool	Reduction Amount	Reduction Amount	Reduction Amount	Reduction Amount
Tax Exemption ¹ :	n/a	20%	40%	60%
Within North Shore Towne Centre	n/a	additional 20%	additional 20%	additional 20%
Within Tranquille Commercial District	n/a	additional 15%	additional 15%	additional 15%
Within Tranquille South	n/a	additional 10%	additional 10%	additional 10%
Within Brock Shopping Centre	n/a	additional 10%	additional 10%	additional 10%
Within Halston Entry Corridor or 8th Street	n/a	additional 5%	additional 5%	additional 5%
All Other Areas	n/a	n/a	n/a	n/a
Mixed-use Green Development	n/a	additional 10%	additional 10%	additional 10%
Green Development	n/a	additional 5%	additional 5%	additional 5%
Combined Market and Non-market Housing	n/a	additional 10%	additional 10%	additional 10%
DCC Reduction ² :				
Social Housing Units	100%	100%	100%	100%
Small Housing Units	TBD	TBD	TBD	TBD
Green Development	n/a	TBD	TBD	TBD
Parking Requirement Relaxation	n/a	5%	10%	25%
Density Bonus ³	n/a	25%	50%	Maximum Permitted
Public Realm Partnering ⁴	n/a	25%	35%	50%
Planning Process Priorities ⁵	Normal Process	Normal Process	Expedited Process	Expedited Process

¹Exemption Periods are for a maximum of 10 years; exemptions calculated on the increase in total assessed value, post-construction; minimum 50 per cent of roof coverage applies to green roof installation; minimum of 50 per cent of units designated as affordable for combined market and non-market housing developments is required;

²DCC Reductions pertain to social housing units only; Green Development DCC reductions are "To Be Determined" as part of the Green DCC review taking place 2008-2009; Small Housing Units are self-contained and no larger than 30 m².

³Density Bonus is an increase limited to the maximum densities identified within Section Four of this Plan and within the North Shore Development Permit Area Guidelines;

⁴Public Realm Partnering (to a maximum of \$100,000) requires the approval of City Council;

⁵Planning Process Priorities will be expedited for all Level 1 developments that incorporate a minimum of 50 per cent of the total units as non-market housing.