

2009-MAY-12

STAFF REPORT

REPORT TO: ANDREW TUCKER, DIRECTOR OF PLANNING

FROM: BRUCE ANDERSON, MANAGER OF COMMUNITY PLANNING

RE: NEIGHBOURHOOD PLANNING – SOUTH END AND NEWCASTLE AREAS

STAFF'S RECOMMENDATION:

That Council direct staff to initiate the neighbourhood planning processes in 2009 for two Neighbourhood Plans, one for the Newcastle Planning Area and one for the South End Planning Area, as outlined in this report.

EXECUTIVE SUMMARY:

The City of Nanaimo "OFFICIAL COMMUNITY PLAN BYLAW 2008 NO. 6500" (planNanaimo OCP), was adopted by Council in September 2008. Within the OCP, Goal Seven speaks to neighbourhood and area planning, and the development of neighbourhood plans, as critical to achieving the objectives of planNanaimo.

The development of specific neighbourhood plans is also referred to within the Implementation Strategy (Goal Seven), including commitments to complete a neighbourhood plan for both the South End area and the Stewart Avenue Corridor area (including Brechin Hill) within the short term (completed within five years).

The purpose of this report is to seek Council direction to initiate the neighbourhood planning process to prepare a Newcastle Neighbourhood Plan and a South End Neighbourhood Plan, as outlined in this report and the attached Terms of Reference for each neighbourhood plan.

BACKGROUND:

The City of Nanaimo "OFFICIAL COMMUNITY PLAN BYLAW 2008 NO. 6500" (planNanaimo), was adopted by Council in September 2008. Within this document, Goal Seven speaks to neighbourhood and area planning, and the development of neighbourhood plans, as critical to achieving the objectives of planNanaimo. The development of specific neighbourhood plans is also referred to within the Implementation Strategy (Goal Seven) of the OCP, including commitments to complete neighbourhood plans for both the South End area and the Stewart Avenue / Brechin Hill area (encompassed by the Newcastle planning area) within five years of the date of adoption of the OCP. To date, there have been numerous requests from residents for development of a neighbourhood plan for each of these respective areas.

The neighbourhood planning process for each of the neighbourhood areas will run concurrently, and each is anticipated to take approximately one year to complete. The process will consist of five phases and be directed by City staff with neighbourhood steering committees, with review and

guidance from the planNanaimo Advisory Committee (PNAC). The phased process moves from commencement through neighbourhood context and visioning, to concepts and options selection, and then from a draft to a final neighbourhood plan document, which is presented to Council for consideration of adoption (see attached Terms of Reference, Schedules A and B). Throughout the process there will be numerous opportunities for public consultation and participation, including open houses, workshops and surveys.

Each of the plans will be completed using City Staff resources, with some consulting services utilized to assist with components of the process, including urban design and providing illustrative elements for the plans. Budget for the completion of neighbourhood plans is currently provided within the Community Planning Division in both the existing 2008 budget for Neighbourhood Plans and in the proposed budget for 2009.

PNAC Endorsement

At their 2008-NOV-18 meeting, PNAC members endorsed proceeding with the neighbourhood planning processes for the South End and the Newcastle planning areas as part of a 2009 workplan.

Respectfully submitted,

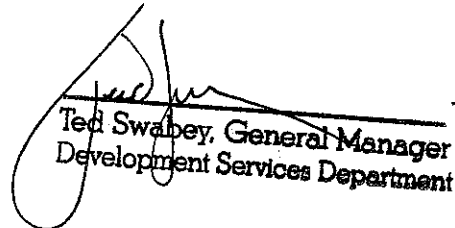


Bruce Anderson,
Manager of Community Planning
Development Services Department



Andrew Tucker,
Director of Planning
Development Services Department

Council: 2009-MAY-25
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Ted Swabey, General Manager
Development Services Department

SCHEDULE A

NEWCASTLE NEIGHBOURHOOD PLAN TERMS OF REFERENCE (4 pages)



TERMS OF REFERENCE NEWCASTLE NEIGHBOURHOOD PLAN CITY OF NANAIMO

PREAMBLE

The City of Nanaimo "OFFICIAL COMMUNITY PLAN BYLAW 2008 NO. 6500" (planNanaimo), was adopted in September 2008. Within this document, Goal Seven speaks to neighbourhood and area planning, and the development of neighbourhood plans, as critical to achieving the objectives of planNanaimo.

The development of specific neighbourhood plans is also referred to within the Implementation Strategy (of Goal Seven), where the Stewart Avenue Corridor (including Brechin Hill) plan is referenced as being completed in the short-term (within five years of adoption of planNanaimo). These Terms of Reference are intended to outline the parameters for a planning and consultation process in the preparation of a neighbourhood plan for the Newcastle Planning Area that includes the Brechin Hill, Newcastle and Stewart Avenue areas.



PROJECT GOALS

Neighbourhood planning is critical to achieving the objectives of planNanaimo, the City's Official Community Plan (OCP). While planNanaimo sets out the overarching objectives and policies for the city, neighbourhood and area plans speak to the specific needs and desires of communities within the city in the context of the city-wide Plan. Neighbourhood planning, in particular, brings together the broader needs of the community with the local knowledge of the neighbourhood and incorporates land use strategies to create more livable neighbourhoods. The neighbourhood plans are also considered implementation tools of the OCP as a means to realize the goals and objectives of the OCP. They provide more detailed policies which guide future land use and development, among other matters, for a specific neighbourhood area of the city.

The Newcastle Neighbourhood Plan (see Map 1) will encompass the Brechin Hill, Newcastle, and Stewart Avenue Corridor areas. To date, there have been numerous requests from area residents for development of a neighbourhood plan for their area. Combining this with the newly created OCP Corridor designation areas will allow for development of a comprehensive plan that addresses both the needs of the community and the design / land use aspect of the corridor area.

The neighbourhood plan is intended to apply the broader goals of the OCP, including sustainability, social, economic, environmental, and mobility and servicing. Its purpose is to achieve the goals and objectives of the OCP while providing detailed policies for the OCP land use designations within the planning area (for example, Neighbourhood, Corridor and Waterfront). It will address key issues for the Newcastle area including mobility, neighbourhood character, scale and form of development, density and view corridors, integration of land uses, and built form transitions and edges. A neighbourhood plan will incorporate elements such as those laid out below.

Neighbourhood Plan Elements

- Specific land use designations within the neighbourhood
- Identification of environmental and other unique features
- Location of local services
- Local parks and open space
- Specific residential densities
- Road classifications and bicycle, pedestrian, sidewalk, trail, and other facilities
- Neighbourhood character and design guidelines

A neighbourhood plan that balances neighbourhood needs while supporting the policies of the OCP will be a significant asset for assisting in the consideration of future development in neighbourhood areas. It is intended to provide for a decision making tool that benefits property owners, neighbourhoods and the City through meaningful input into key issues affecting development within the neighbourhood while offering a level of comfort regarding development and servicing in the area; and a document that details essential information on key issue areas in a general, illustrative format.

SCOPE OF WORK AND PROJECT SCHEDULE

It is anticipated that the neighbourhood plan process will take approximately one year to complete, involving a series of phases. The following is a projected timeline to complete the various components of the neighbourhood plan process:

Phase	Process	Time Period
1	Commencement of Process <i>Plan initiation and process organization (data collection, background documentation, steering committee formation)</i>	Two months
	Neighbourhood Context <i>Neighbourhood open house (neighbourhood data collection, OCP objectives, process formalization, survey)</i>	One month
2	Issues and Opportunities <i>Series of workshops focusing on issues and opportunities for the area</i>	Two months
	Neighbourhood Vision <i>Explore the vision and guiding principles for the neighbourhood plan</i>	One month
3	Concepts / Options Preparation <i>Preparation and presentation of potential concepts for goals and actions within the neighbourhood plan</i>	Two months
	Concepts / Options Selection <i>Open house to inform the selection of potential concepts for goals and actions within the neighbourhood plan</i>	One month
4	Draft Plan <i>Preparation and presentation of draft neighbourhood plan at open house</i>	Two months
5	Final Plan <i>Completion and presentation of revised draft neighbourhood plan at open house</i>	One month
	Plan Adoption <i>Final proposed neighbourhood plan submitted to City Council for approval process</i>	Two months

PUBLIC CONSULTATION

A series of opportunities will be provided to involve the community within the neighbourhood planning process. Various elements of the public consultation process may include, but are not limited to:

Public Consultation Opportunities

Open Houses
Workshop Series
Survey Input
Design Charette
Public Hearing

As the neighbourhood plan is prepared for the neighbourhood area, the planNanaimo Advisory Committee (PNAC) will also ensure neighbourhood input into proposed amendments is provided. The PNAC Terms of Reference provides for the neighbourhood associations or representative groups to provide up to three temporary representatives to attend PNAC meetings reviewing the neighbourhood plans.

STEERING COMMITTEE

The neighbourhood plan process will be overseen by a steering committee. It is anticipated this steering committee will be represented by:

Membership

Brechin Hill Community Association
Newcastle Ratepayers' Association
Stewart Avenue Stakeholder's Association

To further the development of the neighbourhood plan through the steering committee, additional input will be received through the participation of other external agencies. This would aid in providing additional participation opportunities during the process, and to address technical issues that may arise. Referral agencies may include, but is not limited to, the Nanaimo Port Authority, Ministry of Transportation, School District #68, BC Ferries, and Snuneymuxw First Nation.

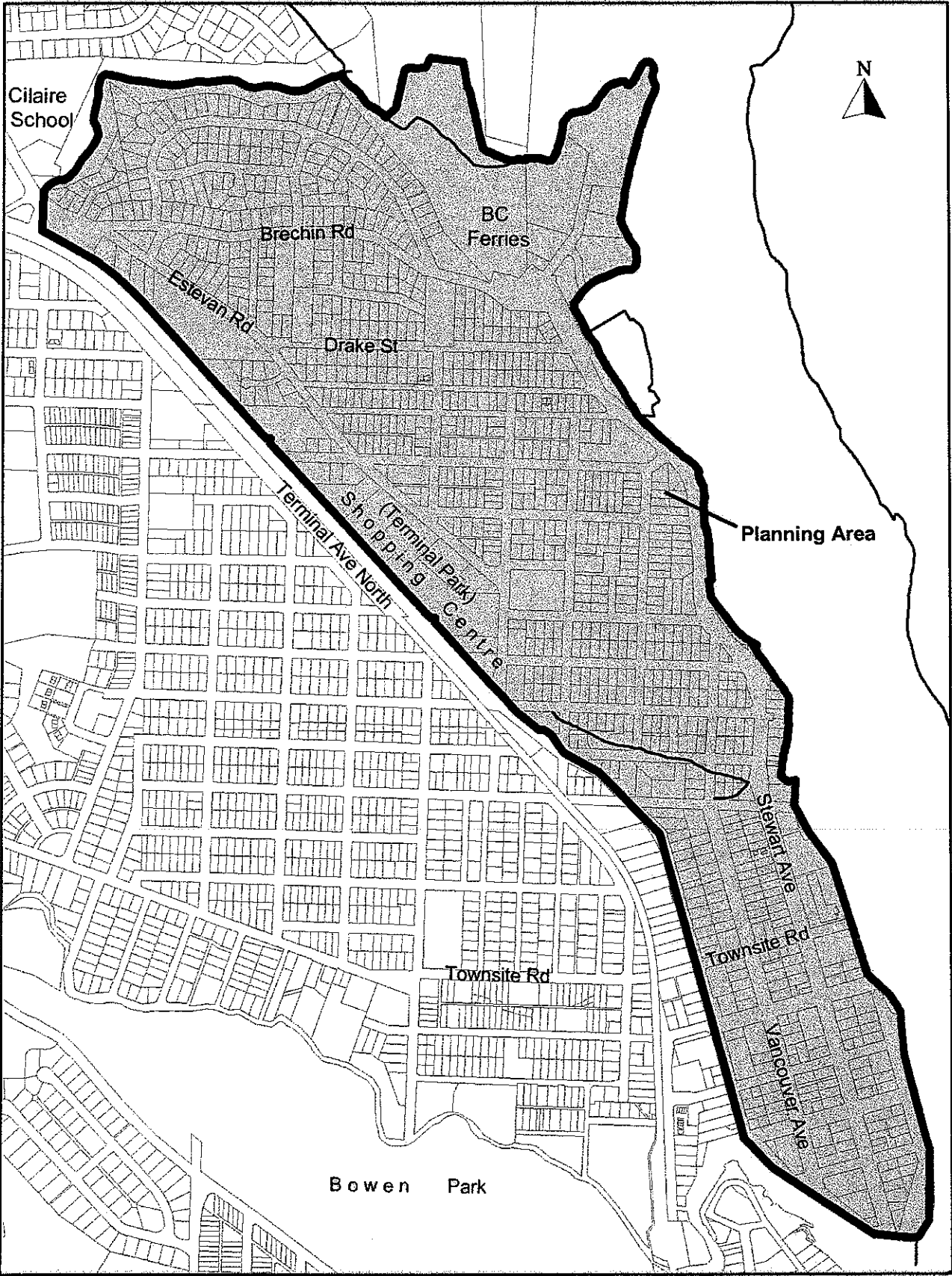
The neighbourhood plan process will be guided by the planNanaimo Advisory Committee whose mandate is to promote the community's wellbeing, and to make recommendations to Council on proposed initiatives related to the OCP. As a neighbourhood plan would require a bylaw amendment to the OCP, Council considers adoption of the plan to complete the neighbourhood plan process.

RESOURCES

The Community Planning Division will be responsible for this project. Much of the work will be completed with City Staff resources, with consultants utilized for a portion of the project.

The City will utilize the services of these consultants to assist with elements of the neighbourhood plan process, including urban design and providing illustrative / graphic skills for development of the plan.

Map 1 Newcastle Planning Area



SCHEDULE B
SOUTH END NEIGHBOURHOOD PLAN TERMS OF REFERENCE (4 pages)



TERMS OF REFERENCE
SOUTH END NEIGHBOURHOOD PLAN
CITY OF NANAIMO

PREAMBLE

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The development of specific neighbourhood plans is also referred to within the Implementation Strategy (of Goal Seven), where the South End plan is referenced as being completed in the short-term (within five years of adoption of planNanaimo). These Terms of Reference are intended to outline the parameters for a planning and consultation process in the preparation of a neighbourhood plan for the South End Planning Area.



PROJECT GOALS

Neighbourhood planning is critical to achieving the objectives of planNanaimo, the City's Official Community Plan (OCP). While planNanaimo sets out the overarching objectives and policies for the city, neighbourhood and area plans speak to the specific needs and desires of communities within the city in the context of the city-wide Plan. Neighbourhood planning, in particular, brings together the broader needs of the community with the local knowledge of the neighbourhood and incorporates land use strategies to create more livable neighbourhoods. The neighbourhood plans are also considered implementation tools of the OCP as a means to realize the goals and objectives of the OCP. They provide more detailed policies which guide future land use and development, among other matters, for a specific neighbourhood area of the city.

The South End Neighbourhood Plan (see *Map 1*) will encompass the South End - Victoria Road Corridor areas. To date, there have been numerous requests from area residents for development of a neighbourhood plan for their area. Combining this with the newly created OCP Corridor designation areas will allow for development of a comprehensive plan that addresses both the needs of the community and the design / land use aspect of the corridor area.

The neighbourhood plan is intended to apply the broader goals of the OCP, including sustainability, social, economic, environmental, and mobility and servicing. Its purpose is to achieve the goals and objectives of the OCP while providing detailed policies for the OCP land use designations within the planning area (for example, Neighbourhood, Corridor, Industrial and Waterfront). It will address key issues for the South End area including neighbourhood character, social issues, scale and form of development, integration of land uses, and mobility. A neighbourhood plan will incorporate elements such as those laid out below.

Neighbourhood Plan Elements

- Specific land use designations within the neighbourhood
 - Location of local services
 - Local parks and open space
 - Specific residential densities
 - Road classifications and bicycle, pedestrian, sidewalk, trail, and other facilities
 - Neighbourhood character and design guidelines
-

A neighbourhood plan that balances neighbourhood needs while supporting the policies of the OCP will be a significant asset for assisting in the consideration of future development in neighbourhood areas. It is intended to provide for a decision making tool that benefits property owners, neighbourhoods and the City through meaningful input into key issues affecting development within the neighbourhood while offering a level of comfort regarding development and servicing in the area; and a document that details essential information on key issue areas in a general, illustrative format.

SCOPE OF WORK AND PROJECT SCHEDULE

It is anticipated that the neighbourhood plan process will take approximately one year to complete, involving a series of phases. The following is a projected timeline to complete the various components of the neighbourhood plan process:

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STEERING COMMITTEE

The neighbourhood plan process will be overseen by a steering committee. It is anticipated this steering committee will be represented by:

Membership

South End Community Association
Local Senior and Youth Communities
Local Business Community

To further the development of the neighbourhood plan through the steering committee, additional input will be received through the participation of other external agencies. This would aid in providing additional participation opportunities during the process, and to address technical issues that may arise. Referral agencies may include, but is not limited to, the Nanaimo Port Authority, Ministry of Transportation, School District #68, the RCMP, and Snuneymuxw First Nation.

The neighbourhood plan process will be guided by the planNanaimo Advisory Committee whose mandate is to promote the community's wellbeing, and to make recommendations to Council on proposed initiatives related to the OCP. As a neighbourhood plan would require a bylaw amendment to the OCP, Council considers adoption of the plan to complete the neighbourhood plan process.

RESOURCES

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The City will utilize the services of these consultants to assist with elements of the neighbourhood plan process, including urban design and providing illustrative / graphic skills for development of the plan.

Map 1 South End Planning Area

