



Smart Growth Development Checklist

Corporation of the City of New Westminster

Planning Department

Guide and manage growth in a manner which is consistent with the principles of sustainable development and complete communities.

- New Westminster Official Community Plan

New Westminster is a community of compact neighbourhoods in which residents can easily access employment, services and recreational opportunities. The diversity of services and amenities near residential areas means residents can walk, cycle or take transit for many of their trips. The City of New Westminster's *Official Community Plan* identifies policies intended to build on these historical assets.

Sustainability can be defined as reducing our ecological footprint (e.g., resource inputs and waste outputs) while increasing the quality of life (e.g., housing choice, attractive public places, community interaction).

New developments are an essential part of the City's future: they create the urban environment as well as influence social wellbeing, economic strength and environmental conditions. As a result, developers and their consultants are important partners in achieving the long term goals of the local community.

The purpose of this Smart Growth Development Checklist is to assist landowners or developers and their consultants to create the most sustainable project possible. The questions in the Checklist are meant to advance the following sustainability objectives¹:

- **Accessibility:** compact mixed use development reduces distances, and increases transportation choice (e.g., walking, cycling, transit), for travel to work, shopping, recreation, and services;
- **Housing choice:** expanding housing choices for different age groups, incomes and household sizes allows people to remain in the same neighbourhood through different life stages;
- **Efficient use of public funds:** mixed use, higher density areas make better use of existing infrastructure and reduce demands for new roads and services;
- **Protect open space and natural areas:** concentrating growth within existing urban areas minimizes land consumption, infrastructure costs and environmental consequences;

- **Placemaking:** people want to live in neighbourhoods that are lively and attractive urban live/work/play environments, with adequate amenities, and respect the community character, design and historic features;
- **Shorter commutes and more transportation choices:** locating jobs in regionally-accessible hubs served by transit and with housing nearby allows people to work closer to home or live closer to work.

Instructions

All applications for *Zoning Bylaw* amendments as well as development permits are required to complete this Checklist, according to the following steps:

1. Review and complete the Checklist.
2. If needed, prepare a supplementary letter explaining, in more detail, how the proposed development incorporates these, or other, smart growth features².
3. Submit the completed checklist and supplementary information as part of your pre-application information for a rezoning or Development Permit application, or as part of your design review materials. Staff will provide comments on your submitted materials.
4. Re-submit the above information, addressing comments received, with your formal rezoning or Development Permit application.
5. Your checklist and supporting materials will be forwarded to the Advisory Planning Commission and design panels, and attached to their report, which is forwarded to Council.

Applicants are encouraged to provide as much information as possible to assist City Council, staff and advisory bodies in their review of development proposals. The relevance of the Checklist questions will depend on the nature and scope of the project. The intent of the Checklist is not to "pass" or "fail" proposals, but to assist applicants and the City in working together to develop high quality projects that are a benefit to the community.

¹ Adapted from New Jersey Future, "Smart Growth Scorecard – Proposed Developments," <http://www.njfuture.org/>.

² For more information on smart growth features, visit <http://www.smartgrowth.bc.ca/index.cfm>.

Economic Sustainability Considerations

A healthy economy is essential to support the quality of life in our community. The City would like to maintain a balance between the number of jobs and the resident labour force, and ensure those jobs are located for easy access by people who choose or must rely on transit services (e.g., senior, student, entry-level employees). In addition to the absolute number of jobs created, the income levels of those employees and the stability of the job source are important considerations.

1. Comment on **direct employment** created by this project during construction:
 - a) number and duration of jobs (full time, part time) _____
 - b) types of jobs (e.g., construction, design) _____
 - c) income range of jobs _____
2. Will the project provide direct employment (i.e., on the development site) after the project is completed?

Yes/No

If so, comment on employment provided by sector, type, income range, and the number of jobs that are full-time and part-time.

3. Are there any other components of economic sustainability (e.g., suitability of units for home based businesses) advanced by this proposal?

Yes/No

If yes, describe:

Environmental Considerations

Community and building design can significantly influence the resource consumption (e.g., energy, water) and the waste (e.g., vehicle emissions, solid waste) produced in the local community. New development in New Westminster should be designed to minimize negative impacts on the existing natural environment and maximize the benefits of the City's existing green infrastructure.

Answer the following questions if you are applying for a Development Permit or a Rezoning.

4. Comment on the following site planning components:

- 4.1 Walking distance to:

- a) SkyTrain Station (in kms) _____
- b) bus stop (in kms) _____
- c) trails, greenways, cycling routes (in kms) _____

- 4.2 Located in the City's designated growth areas (see *Official Community Plan, Section 2.1*) available on the web at http://www.city.new-westminster.bc.ca/cityhall/planning/official%20community%20plan/pdf/Part%202_01.pdf or at the Planning Department

Yes/No

- 4.3 Provides additional support for alternative transportation use (check all that apply)

- ☐ variance received to provide less parking than required
- ☐ bicycle storage
- ☐ change rooms
- ☐ designated parking for car share cars, high occupancy vehicles (e.g., carpool, vanpool)
- ☐ incorporates Transportation Demand Management measures³

- ☐ other, describe:

³ For more information on transportation demand management measures, visit <http://www.vtpi.org/>.

4.4 On site stormwater management (e.g., green roof treatment, permeable paving, on-site drainage, fish or aquatic habitat protection)

Yes/No

If yes, describe (note percentage of impervious to pervious surfaces):

4.5 Floodplain mitigation
(note: this is a requirement in floodplain areas)

Yes/No

4.6 Will site remediation be part of the development process?

Yes/Not Applicable

If yes, briefly outline proposed remediation approach:

4.7 Mitigation of lighting pollution (e.g., spill lighting and off-site glare avoided)

Yes/No

If yes, describe:

4.8 Does the project provide enhanced waste diversion facilities (e.g., on-site recycling, on-site composting)

Yes/No

If yes, describe:

5. Comment on inclusion of the following water efficiency techniques:

5.1 Water efficient landscaping (e.g., drought resistant and/or native plantings, use of non-potable water for irrigation, high efficiency irrigation, use of rainwater cisterns for irrigation)

Yes/No

If yes, describe:

5.2 Onsite wastewater treatment

Yes/No

If yes, describe:

5.3 Water use reduction measures (e.g., low consumption fixtures, grey water systems, stormwater irrigation)

Yes/No

If yes, describe:

6. Comment on inclusion of the following methods to reduce energy use and improve air quality:

6.1 Energy efficiency of proposed structures (e.g., building location responding to daily sun/shade patterns, high performance envelopes, passive solar gain, solar shading, natural ventilation, ground heating/cooling, high efficiency fixtures, consideration of heat island effect)⁴

Yes/No

If yes, describe:

6.2 Use of renewable energy alternatives (e.g., geothermal, solar, off-grid, BC Hydro Green Power)

Yes/No

If yes, describe:

6.3 Chlorofluorocarbons (CFC) reduction in heating, ventilating, and air conditioning (HVAC) equipment, Power Smart technology

Yes/No

If yes, describe:

7. Comment on the following methods for sustainable use and reuse of materials and resources:

7.1 Management of construction wastes (e.g., reuse of existing buildings or building materials during construction and/or demolition, remade/recycled content)

Yes/No

If yes, describe:

7.2 Use of environmentally sensitive or recycled construction materials (e.g., high volume fly-ash concrete, non-toxic finishing materials)⁵

Yes/No

If yes, describe:

7.3 Enhanced durability of construction materials (e.g., wall systems, roof materials)

Yes/No

If yes, describe:

7.4 Is LEED⁶ certification being pursued for this project?

Yes/No

If yes, what level of certification are you aiming for:

⁴ For more information on the heat island effect, visit <http://eetd.lbl.gov/HeatIsland/>.

⁵ For more information on environmentally sensitive or recycled construction materials, see <http://www.ecosmart.ca/>.

⁶ For more information on LEED (Leadership in energy and Environmental Design) certification, see http://www.usgbc.org/LEED/LEED_main.asp.

8. Comment on inclusion of the following suggested strategies to improve indoor environmental quality:

- 8.1 Improved air quality through low emitting materials (e.g., paint, carpets) and natural ventilation with windows that open

Yes/No

If yes, describe:

- 8.2 Design attempts to maximize exposure to natural light

Yes/No

Answer these additional questions if you are applying for a rezoning:

9. Comment on greenspace and environmental features.

- 9.1 Provision of greenspace and trees on site (includes retention of existing trees)?

Yes/No

If yes, note and show calculations for:

a) Amount of greenspace in square feet: _____

b) Amount of usable open space in square feet: _____

c) Number and percentage of existing trees to be retained on site: _____

d) Number of trees removed: _____

e) Number of trees to be planted: _____

- 9.2 Are there any significant existing environmental features that are maintained or enhanced on the site (e.g., tree and/or shrub preservation or daylighting of a stream)?

Yes/No

If yes, describe:

10. Does the street layout and design encourage walking and cycling, while providing for personal and commercial vehicle use?

Yes/No

If yes, describe:

11. If new streets or lanes are constructed as part of the development, are they designed to reduce storm water runoff (e.g., narrow right of ways, permeable shoulders)?

Yes/No

If yes, describe:

12. If the property is adjacent to existing park space, open space, paths or trails, is a visual and pedestrian connection provided?

Yes/No

13. Is the proposed residential, commercial or institutional development within a ten minute walk (approximately 800 metres) from:

a) neighbourhood store or other shopping opportunities

Yes/No

b) school

Yes/No

c) community services (e.g., library, community centre)

Yes/No

d) child care facility

Yes/No

e) health services (e.g., hospital, doctor's office)

Yes/No

f) parks or trails

Yes/No

g) SkyTrain station or bus stop

Yes/No

g) other

Yes/No

List:

Social Sustainability Considerations

The primary purpose of a city is to provide for the wellbeing of its residents, labour force and visitors. New development should contribute to the health and safety of New Westminster, as well as enhance the range of housing, service and recreational options to meet diverse community needs. The design of new development should reflect local heritage and provide attractive public spaces that encourage social interaction.

14. Anticipated price range of units (note price range for both commercial and residential units, if applicable)

Average price per square foot: _____

15. Does the proposed development include non-market housing units?

Yes/No

If yes:

a) number of units: _____

b) as a percentage of total units: _____

c) form of tenure (e.g., rental, co-op, owner): _____

d) targeted population, if applicable (e.g., seniors, family): _____

16. Does the project include rental housing units?

Yes/No

If yes:

Number of units: _____

Expected average rent for a one bedroom unit \$ _____

Expected average rent for a two bedroom unit \$ _____

17. If the project includes low or medium density residential, are the housing units ground-oriented (i.e. does a door have direct outdoor access to a street or courtyard as opposed to a corridor)?

Yes/No

If yes:

Number of units: _____

As a percentage of total units: _____

18. Does the project design incorporate Crime Prevention Through Environmental Design principles
(note: this is a requirement: Police and Planning Departments will review your CPTED analysis report)

Yes/No

19. Does the project incorporate features to enhance adaptability and accessibility within the proposed housing units for people with disabilities (e.g., wider door openings, reinforced walls in bathrooms for future installation of grab bars, ground-oriented entrances)?

Yes/No

If yes, describe:

20. Are actions proposed to mitigate noise (e.g., traffic, railways, industry, commercial uses, patrons)

Yes/No

If yes, describe:

21. Does the project enhance local identity and character (e.g., through architectural style, landscaping, colours, project name)?

Yes/No

If yes, describe how:

22. Does the project contain a mix of uses (e.g., residential, commercial) or introduce a new community serving land use type to the neighbourhood (e.g., new housing form, commercial service)?

Yes/No

23. Does the project contribute to heritage revitalization through the reuse, relocation or rehabilitation of an existing structure or feature?

Yes/No

If yes, describe:

24. Does the project involve provincial designation of a heritage building?

Yes/No

25. Are public amenities provided with the development (check all that apply):

- ☐ Public art
☐ Child care facility
☐ Other, describe:

26. Does the development incorporate space for public gathering and activities (e.g., courtyards, communal gardens, play areas)?

Yes/No

If yes, describe:

27. Are private amenities provided with the development (e.g., meeting rooms, outdoor space)?

Yes/No

If yes, describe:

28. Are residents, community stakeholders, and end-user groups involved in the planning and design process?

Yes/No

Describe (e.g., public meetings, residents association meetings, workshops, etc.):

29. Is there something unique or innovative about your project that has not been addressed in this checklist (e.g., creation of a new zone, other sustainable features, contributions to the community)?

Yes/No

If yes, describe:



For more specific information related to individual applications, contact:

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