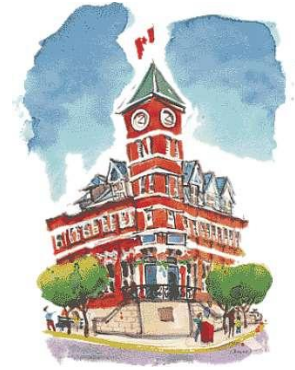


CITY OF DUNCAN

Community Sustainability Checklist (Revised July 12, 2011)



Introduction

The City of Duncan is committed to environmental, economic and social sustainability. The Sustainability Checklist is a tool that will help staff to track the implementation of sustainable development within the City. The checklist will also assist staff in negotiating and evaluating development applications, and will ensure the consistent treatment of all proposals.

A main objective of the checklist is to raise awareness of sustainability concepts throughout the community, and provide the development industry with some direction on how sustainability principles can be implemented into their proposed plans and development. In addition, it will assist applicants and the City in working together to develop high quality projects that are a beneficial and lasting legacy to the community.

The Sustainability Checklist has been created around the six main themes presented in the Official Community Plan (OC), with one additional section that addresses regulatory compliance. A proposal's score will reflect its alignment with OCP objectives and City sustainability targets, and help identify any areas where improvement is possible.

Instructions

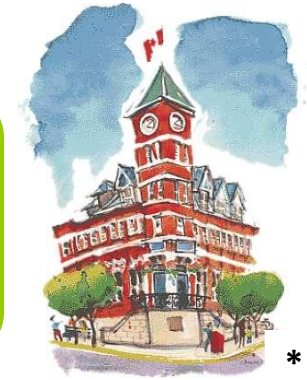
All applications for Zoning Bylaw Amendments, Development Permits (major, structure over 200 m²) and Development Variance Permits (associated with major development permits) are required to complete this Checklist. Please follow the steps provided below:

- 1) **Review and complete** the checklist. Fill out appropriate column relating to your project. Write N/A if an item does not relate to project. Do not score your project.
- 2) **Submit** the Sustainability Checklist with all relevant supporting documentation.
- 3) **Staff will review and score** the Sustainability Checklist, in conjunction with your application information and provide comments on your submitted materials.
- 4) Your Sustainability Checklist and application material will **become part of 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.

CITY OF DUNCAN

Development Information



1. 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:	

2. PROJECT TYPE

Please select the appropriate boxes relating to your proposal:

Proposed Uses:

- Single Family Residential
- Multi-Family Residential
- Commercial
- Mixed Use
- Institutional

Application Type:

- Development Permit
- Development Variance Permit
- Zoning Bylaw Amendment

If you have any further questions, please contact the Director of Development Services at:
Duncan City Hall, 200 Craig Street, Duncan, B.C., (250)746-6126

* Duncan City Hall - Watercolour by Robert Amos, reproduced by permission of the Heritage Society of BC.

Acronyms used: DP = Development Permit; DVP = Development Variance Permit; RZ = Rezoning

1. REGULATORY COMPLIANCE

Please explain how the proposed development is in compliance with the City of Duncan's regulatory framework.

FEATURES	Point Value	Points Earned		Supporting Comments and Documentation
		DP/DVP	RZ	
1.1	Development meets the policies for development as expressed in the Official Community Plan.	10		
1.2	Development meets regulatory criteria as expressed in the Development Permit Area guidelines.	10		
1.3	Development meets regulatory criteria as expressed in the City of Duncan zoning bylaw and other relevant bylaws.	10		
Total DEVELOPMENT PERMIT Points Earned				/30
Total REZONING Points Earned				/30

2. MANAGED GROWTH

Please explain how the proposed development contributes to Duncan's growth management objectives.

FEATURES	Point Value	Points Earned		Supporting Comments and Documentation
		DP/DVP	RZ	
a) Land Use				
2.1	Provides a mix of land-uses:			
	i) Provides two uses	2		
	ii) Provides three or more uses	5		
2.2	Improves the mix of compatible uses within the immediate area (5 minute walking radius)			
	i) One additional use	1		
	ii) Two or more additional uses	3		
	iii) Three or more additional uses	5		

2.3	Located on a pre-existing vacant parcel of land, employs adaptive reuse of buildings or utilizes a brownfield site.	7			
2.4	Efficiently utilizes land by building to the maximum allowable density on the site.	5			
2.5	Utilizes City of Duncan development alternatives such as density bonusing.	2			
Total points for Managed			/30	/25	
Growth					
b) Active Transportation and Site Access					
2.6	Provides covered and secure bicycle racks on site.	1			
2.7	Provides secure bike lockers on site.	1			
2.8	Provides change rooms and showers for end of trip cycling facilities.	1			
2.9	Incorporates a Transportation Demand Management program.	3			
2.10	Contributes to the creation or enhancement of a nearby bus shelter.	2			
2.11	Provides clear and safe pedestrian access to the building, and integrates pedestrian networks throughout the site.	1			
2.12	Includes improvements to bordering sidewalks.	2			
2.13	Includes improvements to at least one pedestrian crosswalk nearby.	2			
Total Points Active Transportation and Access			/13	/4	
c) Parking					
2.14	Surface parking areas are landscaped and/or screened.	1			
2.15	At least 80% of surface parking is not visible from the street.	2			
2.16	A minimum of 80% of residential parking is located underground or incorporated into the design of the building with an 'active' (refer to 5.9) frontage.	5			
2.17	Up to 25% of required parking spaces cashed out in accordance with the City's Payment in Lieu of Parking Bylaw.	1			
Total Points Parking= 9; Points Achieved=			/9	N/A	

d) 400m (5 minute) Connectivity					
2.18	Development located within 400m of a public transit bus stop.	2			
2.19	Development located within 400m of recreation trails.	1			
2.20	Development located within 400m of a clearly defined commercial area.	1			
e) 800m (10 minute) Connectivity					
2.21	Development located within 800m of a neighbourhood store.	1			
2.22	Development located within 800m of a school.	1			
2.23	Development located within 800m of a community service.	1			
2.24	Development located within 800m of a child care facility.	1			
2.25	Development located within 800m of a health service.	1			
2.26	Development located within 800m of a park or trails.	1			
2.27	Development located within 800m of a public transit stop.	1			
2.28	Development located within 800m of a minimum of 4 (four) of the above criteria.	10			
Total Points Connectivity			/21	/21	
f) Housing					
2.29	Provides rental housing:				
	i) At least 20% of units are rental housing.	1			
	ii) At least 50% of units are rental housing.	2			
	iii) At least 80% of units are rental housing.	3			
2.30	Rental units are considered affordable (based on CMHC definition). ¹	3			
2.31	Provides units with a wide-range of pricing options that will be sold or leased.	2			
2.32	Provides multi-family housing.	2			
2.33	Provides co-op housing.	1			
2.34	Meets the updated adaptable housing regulations of the BC Building Code relating to accessibility. ²	3			

2.35	Incorporates accessibility features of universal design beyond those required by the BC Building Code ³ .	3			
2.36	Provides non-market housing:				
	i) At least 20% of units are non-market housing	3			
	ii) At least 50% of units are non-market housing	5			
	iii) At least 80% of units are non-market housing	7			
2.37	Is a mixed-income development that includes non-market housing (minimum 15%) with market housing in the same development.	7			
Total Points Housing			/42	/36	
Total DEVELOPMENT PERMIT Points Earned				/115	
Total REZONING Points Earned				/86	
Regulatory Compliance Minimum Achieved?				Y/N	

3. A THRIVING ECONOMY AND BUSINESS COMMUNITY					
Please explain how the proposed development contributes to Duncan's local economy.					
	FEATURES	Point Value	Points Earned		Supporting Comments and Documentation
			DP/DVP	RZ	
3.1	Creates permanent, local employment opportunities.	1			
3.2	Encourages home-based business or live/work space.	1			
3.3	Contributes to the creation of a neighbourhood node (it is grouped with other businesses and services, close to higher density housing and transit).	3			
3.4	Provides a comprehensive signage plan.	2			
3.5	Signage is pedestrian oriented and designed using high quality materials that reflect the materials used on the corresponding development.	1			

3.6	Signage is incorporated into building design in a coordinated and visually appealing manner, including sign lighting methods.	1			
3.7	Commercial building avoids solid, blank walks at street level.	3			
3.8	Authentic brick, stone, wood and glass are substantial parts of the building.	3			
3.9	Building creates visual interest through high quality architectural design.	3			
3.10	The scale and massing of the development is in relation to other neighbourhood structures.	2			
Total DEVELOPMENT PERMIT Points Earned				/20	
Total REZONING Points Earned				/5	
Regulatory Compliance Minimum Achieved?				Y/N	

4. RESPONSIBLE STEWARDSHIP OF THE ENVIRONMENT					
Please explain how the proposed development contributes to and protects the natural environment.					
	FEATURES	Point Value	Points Earned		Supporting Comments and Documentation
			DP/DVP	RZ	
4.1	The development reached LEED/Built Green/Cascadia Living Building silver (or equivalent rating)	5			
4.2	The development reached LEED/Built Green/Cascadia Living Building gold (or equivalent rating)	7			
4.3	The development reached LEED/Built Green/Cascadia Living Building platinum (or equivalent rating)	10			
4.4	Employs a storm water management plan that incorporates a water balance model.	3			
4.5	Innovative wastewater technologies are used (low consumption fixtures, grey water systems, stormwater irrigation).	3			
4.6	Retains mature trees and indigenous plant species onsite outside of the building envelope.	1			

4.7	Newly planted trees are in accordance with the City's Preferred Planting list.	1			
4.8	Wildlife habitat on or adjacent to the site has been protected, enhanced and/or restored.	2			
4.9	Significant environmental features are maintained and/or enhanced.	1			
4.10	Green roof installed to a minimum of 50% of the total roof area.	3			
4.11	Provides onsite renewable energy generation such as solar energy or geothermal heating.	3			
4.12	Power Smart and CFC-reducing HVAC systems are used in the building.	2			
4.13	Sign and building light pollution is minimized through the use of shielded light fixtures.	1			
Total DEVELOPMENT PERMIT Points Earned				/42	
Total REZONING Points Earned				/3	
Regulatory Compliance Minimum Achieved?				Y/N	

5. STRONG COMMUNITY CONNECTIONS

Please explain how the proposed development strengthens communities, heritage and culture in Duncan.

FEATURES	Point Value	Points Earned		Supporting Comments and Documentation
		DP/DVP	RZ	
5.1 Heritage features have been preserved and/or enhanced (in conjunction with the Canadian Historic Places Standards and Guidelines) ⁴ .	3			
5.2 Celebrates community history or culture (through murals, plaques, banners or programs).	1			
5.3 Uses minimum setback requirements to orient the building towards the public realm.	2			

5.4	First floor building walls that face the sidewalk include a significant percentage of transparent windows.	3			
5.5	Includes high-quality landscaping appropriate for the site beyond requirements set in the Screening and Landscaping Bylaw (OR equivalent offsite landscaping indicated in brackets):				
	i) 10% of site is landscaped (off-site: 1 tree per 10m)	1			
	ii) 20% of site is landscaped (off-site: street trees, planters, baskets)	3			
	iii) 30% of site is landscaped (off-site: street trees, roof-top garden, other planting opportunities identified in Duncan's Urban Forest Strategy)	5			
5.6	Building fronts onto a public street and has 'active frontages' with windows, doorways, patios or terraces etc. which allow interaction between people in the building and on the street.	2			
Total DEVELOPMENT PERMIT Points Earned				/20	
Total REZONING Points Earned				/14	
Regulatory Compliance Minimum Achieved?				Y/N	

6. A SAFE, HEALTHY COMMUNITY					
Please explain how the proposed development creates a safe and healthy place to live.					
	FEATURES	Point Value	Points Earned		Supporting Comments and Documentation
			DP/DVP	RZ	
6.1	Satisfies a CPTED ⁵ review analysis of the site.	5			
6.2	Design specifically addresses identified travel routes, gathering places and conflict areas in and around the development site.	1			
6.3	Design eliminates dark, dead end spaces and allows for pedestrians to have a clear view of what is ahead of them.	1			
6.4	Neighbourhood stakeholders have been contacted to obtain a clear picture of issues that exist within the community in conjunction with the development site.	2			

6.5	Includes traffic calming measures as part of the site design.	3			
6.6	Incorporates accessibility features in the building and surrounding site for individuals with mobility impairment including ramps, lifts, and wider corridors and doorways.	5			
Total DEVELOPMENT PERMIT Points Earned				/17	
Total REZONING Points Earned				/5	
Regulatory Compliance Minimum Achieved?				Y/N	

7. A WELL SERVICED COMMUNITY					
Please explain how the proposed development creates a safe and healthy place to live.					
FEATURES	Point Value	Points Earned		Supporting Comments and Documentation	
		DP/DVP	RZ		
7.1	Provides an essential service or amenity to the community.	1			
7.2	Proposed site development does not require extension of existing municipal infrastructure:				
	i) Does not require extension of road and sidewalk infrastructure	2			
	ii) Does not require extension of sanitation infrastructure	2			
	iii) Does not require extension of storm sewer infrastructure	2			
7.3	Overhead wiring is placed underground where possible.	2			
7.4	Site is located within an existing commercial and transportation corridor.	5			
Total DEVELOPMENT PERMIT Points Earned				/14	
Total REZONING Points Earned				/12	
Regulatory Compliance Minimum Achieved?				Y/N	
TOTAL CHECKLIST POINTS ACHIEVED				/263	

¹ CMHC defines affordable housing as “The cost of adequate shelter should not exceed 30% of household income. Housing which costs less than this is considered affordable”. Household income is defined using the median income for the area. See http://www.cmhc-schl.gc.ca/en/corp/faq/faq_002.cfm#5 for more information.

² Adaptable Housing is an approach to residential design and construction in which homes can be modified at minimal cost to meet occupants changing needs over time. Adaptable housing standards relate to features such as accessible paths of travel, door assemblies, and bathroom turning radii. Please see BC housing for complete information regarding adaptable housing standards: http://www.housing.gove.bc.ca/building/adaptable_housing/summary.htm

³ Universal Design is the design of products and environments to be usable by all people, able or disabled, to the greatest extent possible, without the need for adaptation or specialized design. They are based on seven principles of accessibility that include simple and intuitive design, equitable use and perceptible information. The CMHC provides an informative series on universal design, “Accessible Housing by Design” on their website: http://www.cmhc-schl.gc.ca/en/co/renoho/refash/refash_025.cfm

⁴ Detailed information Guidelines to Canadian Historic Places can be found at the following government website: <http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc.aspx>

⁵ Crime Prevention Through Environmental Design