

Minutes of the **Community Design Committee** held on **April 4, 2018** in the **Culver City Room** at 3:00 P.M. with the following attendance:

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| PRESENT: | Councillor, Chair | S.R. Miyashiro |
| | Councillor, Vice-Chair | B.A. Crowson |
| | Councillor | J.A. Coffman |
| | Alberta Professional Planners Institute | S. Croil |
| | Alberta Association of Architects | A. Fritz |
| OTHERS: | Legislative Services Assistant | R. Westerson |
| | Director, Planning and Development | J. Greene |
| ABSENT: | Canadian Home Builders Association | D. Matthews |
| | Urban Development Institute | P. Neufeld |
| | Citizen at Large | A. MacDonald |

1. Approval of Minutes

S.R. MIYASHIRO

THAT the minutes of December 12, 2017 be approved.

----- CARRIED

2. Approval of Agenda

B.A. CROWSON

THAT the agenda be approved.

----- CARRIED

3. Agenda Item

3.1. Design Topics

None.

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3.2. Land Use Bylaw Review

None.

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4. Business Arising from Minutes

S.R. Miyashiro provided a review of the Smart Cities Initiative as it relates to Lethbridge. Currently this is being coordinated by Economic Development Lethbridge and the City of Lethbridge Corporate IT Department.

J. Greene updated the committee on his proposal to present at the 'Progress on the Prairies' Conference in Ottawa. The presentation will be covering planning and the proposed R-LF district.

The R-LF District will be brought forward to the April 16 meeting of City Council.

The following motion was presented:

S. CROIL

THAT to encourage the adoption of the R-LF district, an investigation into the development of incentives for industry to adopt the new district should be undertaken.

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| ACTION: | <i>J. Greene to invite Vicky Bennett to present on Lethbridge's involvement with the Smart Cities Initiative.</i> |
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5. New Business

5.1. Review Terms of Reference and Mandate of Committee: S.R. Miyashiro, Councillor/Chair Community Design Committee and Jeff Greene, Director of Planning and Development, City of Lethbridge.

The Committee reviewed the current process and purpose for meeting. J. Greene provided a brief history of the committee.

General discussion was held covering topics such as:

- The Terms of Reference and the duties and responsibilities therein;
- The ability for staff/individuals to present innovative ideas to the committee with regards to community planning;
- Planning and thinking for the future, especially around technology and its use in daily living;
- Testing of ideas and plans as table top exercises;
- Engagement and awareness of the committee in industry and staff;

The committee will review the following items at the next meeting:

- The duties and responsibilities as laid out in the Terms of Reference;
- Defining a list of underlying principles for the committee;
- Investigate a process for flushing out ideas on innovative ideas/works from staff;
- Create a listing of 10 Emerging Issues.

J.A. Coffman inquired the about committee membership.

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| ACTION: | <i>Office of the City Clerk will reach out to respective members and organizations.</i> |
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6. Adjournment

Meeting adjourned 4:23 P.M.

7. Next Meeting Date

Tuesday, May 15, 2018 3:00 P.M. – 4:30 P.M. Culver City Room

Minutes of the **Community Design Committee** held on **May 15, 2018** in the **Culver City Room** at 3:00 P.M. with the following attendance:

| | | |
|-----------------|----------------------------------------------------------------------------------------------------|----------------|
| PRESENT: | Councillor, Chair | S.R. Miyashiro |
| | Councillor, Vice-Chair | B.A. Crowson |
| | Councillor | J.A. Coffman |
| | Alberta Professional Planners Institute | S. Croil |
| | Alberta Association of Architects | A. Fritz |
| | Geoscientists Association/Association of Science & Engineering Technology Professionals of Alberta | T. Loomer |
| OTHERS: | Legislative Services Assistant | J. Robinson |
| | Director, Planning and Development | J. Greene |
| | Executive Officer, Canadian Home Builders Association | B. Mearns |
| ABSENT: | Urban Development Institute | P. Neufeld |

1. Approval of Minutes

A. Fritz:

THAT the minutes of April 4, 2018 be approved.

----- **ABOPTED BY CONSENSUS**

2. Approval of Agenda

J.A. Coffman:

THAT the agenda be approved.

----- **ABOPTED BY CONSENSUS**

3. Agenda Item

3.1. Design Topics

None.

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3.2. Land Use Bylaw Review

a. Jeff Greene, Director, Planning and Development re: 5 least used residential zoning districts

Jeff Greene, Director of Planning and Development, provided background on the Land Use Bylaw Review Committee and how it has evolved to the Community Design Committee. It was shared that one of the Land use Bylaw Committee intents was to reduce the number of districts in the land use bylaw.

Mr. Greene then provided examples of the five lease used residential zoning districts: RRL, RCM-20, RLB and RLZ, R-60, and R-37L. He believes the above districts can be retired. The committee discussed the possibility of a mechanism to retire districts efficiently, and the following motion was put forward:

J.A. Coffman:

THAT The Director of Planning and Development start looking at mechanisms to retire districts.

----- **CARRIED**

4. Business Arising from Minutes

4.1. S.R. Miyashiro, Councillor/Chair Community Design Committee and Jeff Greene, Director of Planning and Development, re: Review Terms of Reference and Mandate of Committee:

B. Mearns shared that the Urban Development Institute (UDI) has formally joined the Canadian Homebuilders Association (CHBA), they are waiting for the legal go ahead to become Building Industry and Land Development Lethbridge (BILD) in a number of weeks, but will not become BILD publicly till the fall.

The committee discussed the merits of now updating the Terms of Reference to remove UDI and CHBA and replace them with two members from BILD. B. Mearns also indicated she would like to participate as a non-voting member, the committee agreed as the meetings are open to the public she welcome to attend. There was also discussion that the committee lacked representation from the construction industry. The following motion was presented:

J.A. Coffman:

THAT the Terms of reference be amended to include the following changes:

- Section 3 - remove UDI and CHBA and put in its place two members of BILD.
- Addition of one member from Lethbridge construction association.

----- **CARRIED**

The committee went on to discuss the Statement of purpose, and it was agreed by consensus it still is correct.

The committee discussed the following sections, Duties and responsibilities, Subcommittees and Committee Support and the following resolution was presented:

B.A. Crowson:

That the duties and responsibilities section of the Terms of Reference be amended to include the following changes:

- Section 6, subsection a, Remove the word "new"
- Section 6, subsection e, correct the word important to importance under section e
- Section 6, add subsection l, develop advocacy strategies for City Council regarding building, design and development issues
- Section 7, subsection b, change the word board to "committee"
- Section 3, add the Director of Infrastructure services or their designate

----- **CARRIED**

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| ACTION: | <i>J. Robinson to make amendment to the Terms of Reference and bring back to the next meeting.</i> |
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4. New Business

The committee had a round table discussion and discussed the following items and how it impacts the CDC:

- The City of Lethbridge developing a housing strategy
- Council’s Strategic Plan, and reviewing council’s Boards, Commissions and Committees
- Research by Age Friendly Lethbridge looking at future and current needs based on eight areas
- The Mobility and Accessibility Committee is doing research on how transit will fit in
- Tesla Developments
- Committee members coming up with design tops to address once the Terms of Reference are finalized
- Potential of wind energy
- STANDATA Process in Alberta and new Gas Fired Appliances STANDATA G-01-17 code and the potential for City Council to submit AUMA resolutions.

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| ACTION: | <i>J. Greene to draft AUMA resolutions to be submitted for the May 20, 2018 City Council Meeting.</i> |
| | <i>Committee Members to share potential design topics for the CDC</i> |

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5. Adjournment

S.R. Miyashiro

THAT we do now adjourn till Tuesday, June 12, 2018.

----- **CARRIED**

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6. Next Meeting Date

Tuesday, June 12, 2018 3:00 P.M. – 4:30 P.M. Culver City Room

Minutes of the **Community Design Committee** held on **September 5, 2018** in the **Culver City Room** at 3:00 P.M. with the following attendance:

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|-----------------|----------------------------------------------------------------------------------------------------|----------------|
| PRESENT: | Councillor, Chair | S.R. Miyashiro |
| | Councillor, Vice-Chair | B.A. Crowson |
| | Councillor | J.A. Coffman |
| | Alberta Professional Planners Institute | S. Croil |
| | B.I.L.D. Lethbridge | P. Neufeld |
| OTHERS: | Legislative Services Assistant | J. Robinson |
| | Director, Planning and Development | J. Greene |
| ABSENT: | Alberta Association of Architects | A. Fritz |
| | B.I.L.D. Lethbridge | D. Matthews |
| | Citizen at Large | K. Brees |
| | Geoscientists Association/Association of Science & Engineering Technology Professionals of Alberta | T. Loomer |

1. Adoption of Agenda

THAT the agenda, as amended, be approved.

----- ADOPTED BY CONSENSUS

2. Approval of Minutes

J.A. Coffman/S.R. Miyashiro:

THAT the minutes of May 15, 2018 be approved.

----- CARRIED

3. Agenda Item

3.1. Design Topics

None.

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3.2. Land Use Bylaw Review

a. Jeff Greene, Director, Planning and Development re: Update on RLF Scheduled to go to Council.

Jeff Greene, Director of Planning and Development, provided background on the RLF district scheduled to go to City Council. Once the date is confirmed members from the working committee will be invited to attend the Public Hearing. This would allow for industry as well as Administration to present to City Council the work that has been done creating the district.

S.R. Miyashiro/J.A. Coffman:

THAT we do now meet incamera

----- CARRIED

S.R. Miyashiro/B.A. Crowson:

THAT we do now come out of incamera

----- CARRIED

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|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACTION: | <i>J. Robinson to obtain list of individuals to invite, including a PDF of the Public Hearing submission to be sent to individuals on the working Committee, as well as BILD Lethbridge to distribute to their members.</i> |
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b. Jeff Greene, Director, Planning and Development re: New Land Use Bylaw Streamlining Process

Jeff Greene, Director of Planning and Development shared that since the retirement of G. Stevenson development officers have moved under Maureen Gaehring, Manager of Planning. Refocusing additional capacity out of development officers to do development work, and moving strategic tasks under managers.

Mr. Green shared that Ms. Gaehring and her group will now investigate further the Land Use Bylaw (LUB) streamlining and unwind the process. The LUB has become very complicated, Planning and Development would like to review and get rid of redundancy as well as retire districts.

Spencer Croil shared that the Town of Highriver recently did this and that it might be beneficial to investigate.

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c. Jeff Greene, Director, Planning and Development re: Warehouse District ARP and Infill Program

Jeff Greene, Director of Planning and Development share that the City along with Economic Development Lethbridge has a new initiative “Intelligent YQL” and have made applications for funding for fibre optics. The funding was not secured, as a result they are reevaluating an approach to introduce fibre optics into an area like the warehouse district.

The environmental aspects and building structure of the Warehouse District would be good for an incubating space. For this to happen though the City will need to develop servicing standards for Infill redevelopment areas. There currently are green field development standards that apply everywhere, but different districts can need different guidelines. Infill areas of the city will be discussed on Land day for development opportunities. Andrew Malcom, Urban Revitalization Manager and Ross Kilgour, Community Planner II will be leading the process.

It was also shared that Andrew Malcom, Urban Revitalization Manager who replaced George Kuhl will now look at urban revitalization not just downtown.

4. Business Arising from Minutes

None.

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5. New Business

a. Jeff Greene, Director, Planning and Development re: Potential New Committee

Jeff Greene, Director of Planning and Development provided members with a draft terms of reference for the potential new City Council Design and Infrastructure Committee of the Whole (COW). He explained that that Administration along with the Open and Effective Government Committee have been investigating creating COW committees to bucket Council's current committee structure of roughly 38 committees. Of these committees there are a number that could fit into the design and infrastructure group, including the Community Design Committee (CDC). The CDC could potentially be a subcommittee of the City Council Design and Infrastructure COW. It is believed that this new structure would better allow council to see the whole picture.

THAT the Community Design Committee supports the evolution of the CDC to a new City Council Design and Infrastructure Committee of the Whole.

----- ADOPTED BY CONSENSUS

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b. Jeff Greene, Director, Planning and Development re: MDP Update

Jeff Greene, Director of Planning and Development explained that as long as CDC is still in play, he is working on creating a facilitated session with City Council on what the MDP is currently and what it can be. This would provide the overall direction from Council. The CDC would then become the steering body for the MDP rewrite.

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6. Adjournment

THAT we do now adjourn till Monday, October 2, 2018.

----- ADOPTED BY CONSENSUS

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7. Next Meeting Date

Monday, October 2, 2018 3:00 P.M. – 4:30 P.M. Culver City Room