

**From:** "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>

**To:** "Direct to Mayor and Council - DL"

**CC:** "City Manager's Correspondence Group - DL"  
"Kelley, Gil" <Gil.Kelley@vancouver.ca>

**Date:** 4/10/2020 5:47:53 AM

**Subject:** Memo - Form of Development Motions

**Attachments:** Memo to Mayor and Council - Form of Development motions.pdf  
Appendix A - 7405 Paulson St - DP-2019-00686 - FOD Memo.pdf

Dear Mayor and Council,

Please see the attached memo regarding Form of Development Motions. The purpose of this memo is to provide the Mayor and Councillors with information on some proposed changes to our practices associated with Form of Development (FOD) motions on Council agendas. A brief summary is as follows:

- FOD motions are most often associated with a CD-1 Bylaw. Council must approve the form of a development in a CD-1 district, pursuant to the Vancouver Charter
- Staff understand there is a desire to ensure that the FOD memos, together with the related drawings, be provided in a manner that are more accessible to Mayor and Council, as well as the public
- In this regard, Clerks will be posting the weblinks on the publicly posted agendas which will direct members of the public to a City website where the approved form of development from the Public Hearing, together with the current form of development contemplated through the Development Permit process can be viewed.
- An example of the **memo to City Clerk and accompanying motion** is attached as Appendix A.
- This practice will be implemented for the next Council meeting wherein a FOD motion is considered.

If you have any questions on this information, please contact Gil Kelley, General Manager of Planning, Urban Design & Sustainability at [Gil.Kelley@vancouver.ca](mailto:Gil.Kelley@vancouver.ca) or 604.873.7456.

Best,  
Sadhu

Sadhu Aufochs Johnston | City Manager  
Office of the City Manager | City of Vancouver  
604.873.7627 | [sadhu.johnston@vancouver.ca](mailto:sadhu.johnston@vancouver.ca)

Pronouns: he, him, his



*The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.*

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## MEMORANDUM

April 9, 2020

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Karen Levitt, Deputy City Manager  
Lynda Graves, Administration Services Manager, City Manager's Office  
Rena Kendall-Craden, Civic Engagement and Communications Director  
Katrina Leckovic, City Clerk  
Anita Zaenker, Chief of Staff, Mayor's Office  
Neil Monckton, Chief of Staff, Mayor's Office  
Alvin Singh, Communications Director, Mayor's Office  
Theresa O'Donnell, Deputy Director, Current Planning, Planning, Urban Design and Sustainability  
Jason Olinek, Assistant Director, Development Planning, Planning, Urban Design and Sustainability  
John Greer, Assistant Director, Development Services, Development, Building and Licensing

FROM: Gil Kelley  
General Manager, Planning, Urban Design and Sustainability

SUBJECT: Form of Development Motions

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The purpose of this memo is to provide the Mayor and Councillors with information on some proposed changes to our practices associated with Form of Development (FOD) motions on Council agendas.

FOD motions are most often associated with a CD-1 Bylaw. Council must approve the form of a development in a CD-1 district, pursuant to the Vancouver Charter. The form of development is generally adopted by Council in principle at Public Hearing. When the relevant by-laws are forwarded to Council for enactment, a covering memo to the City Clerk and motion to adopt the form of development is prepared by staff for inclusion in the Council agenda. Following Council's approval of the form of development, the application may continue through the review and approval process in the subsequent Development Permit stages.

Currently, staff provide the City Clerk with the memo and accompanying information, with weblinks to access the current form of development drawings. City Clerks extracts the information to prepare the Motion, which is then included in the consolidated agenda as well as the posted agenda. However, certain components of that information are not placed in the

public agenda, for example the site plan, perspectives, elevation plans (this has been a standard practice to date).

In speaking with members of Council, staff understand there is a desire to ensure that the FOD memos, together with the related drawings, be provided in a manner that are more accessible to Mayor and Council, as well as the public. In this regard, staff will be making changes to our standard practice to ensure the Council and public have access to the same information. To this end, we will be posting the weblinks on the publicly posted agendas which will direct members of the public to a City website where the approved form of development from the Public Hearing, together with the current form of development contemplated through the Development Permit process can be viewed. An example of the **memo to City Clerk** and **accompanying motion** is attached as Appendix A.

Staff will be implementing this new practice for the next Council meeting wherein a FOD motion is brought forward for Council's consideration. We welcome further feedback as we roll out these new steps to ensure a more transparent and accessible means of sharing this information publicly.

Should you have any questions, please don't hesitate to contact me at 604.873.7456 or [gil.kelley@vancouver.ca](mailto:gil.kelley@vancouver.ca).

A handwritten signature in black ink, consisting of a large, stylized 'G' followed by a horizontal line that extends to the right and then loops back under the 'G'.

Gil Kelley, FAICP  
General Manager, Planning, Urban Design and Sustainability  
604.873.7456 | [gil.kelley@vancouver.ca](mailto:gil.kelley@vancouver.ca)

**Appendix A** – Sample FOD memo and accompanying motion

*Please refer to attachment (or refer to the weblink below)*



Appendix - 7405  
Paulson St - DP-2019

<https://development.vancouver.ca/fod7405paulson/index.htm>

## MEMORANDUM

April 7, 2020

TO: City Clerk's Office - "Council Group"

COPY TO: Gil Kelley, General Manager of Planning, Urban Design and Sustainability

FROM: Jennifer Catarino, Project Facilitator – Project Facilitation Group

SUBJECT: Approval of Form of Development  
CD-1 – (696) 7405 Paulson Street – Pearson Dogwood Parcel B  
*(formerly part of 500-650 West 57<sup>th</sup> Avenue)*

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### Background

At a Public Hearing on July 25, 2017, City Council approved a rezoning of this site from RT-2 (two-family dwelling) to Comprehensive Development District (CD-1). Council also approved in principle, the form of development for these lands. The CD-1 By-law was enacted on May 15, 2018. This Development Permit is for Vancouver Coastal Health's replacement Dogwood facility.

The site is located on the west side of the intersection of Paulson Street and West 58<sup>h</sup> Avenue.

Subsequent to Council's approval of the CD-1 rezoning, the Director of Planning approved Development Application Number **DP-2019-00686**. This approval was subject to various conditions, including Council's approval of the form of development. The latter condition is one of the few outstanding prior to issuance.

The attached Motion is therefore recommended to Council.

Also, the following "link" can be used to view reduced plans of the proposal.

<https://development.vancouver.ca/fod7405paulson/index.htm>

Jennifer Catarino  
Project Facilitator, Project Facilitation Group

JC/sg

**MOTION**

**Approval of Form of Development - 7405 Paulson Street – Pearson Dogwood Parcel B  
(formerly part of 500-650 West 57<sup>th</sup> Avenue)**

THAT the form of development for this portion of the site known as 7405 Paulson Street - Pearson Dogwood Parcel B (*formerly part of 500-650 West 57<sup>th</sup> Avenue*) be approved generally as illustrated in the Development Application Number DP-2019-00686, prepared by dys Architecture, and stamped “Received, Community Services Group, Development Services”, on March 5, 2020, provided that the Director of Planning may impose conditions and approve design changes which would not adversely affect either the development character of the site or adjacent properties.

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