

September 25, 2020

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SANDPIPER RESORT
PO BOX 66
HARRISON MILLS BC V0M1L0
c/o KELTIC DEVELOPMENT
BY EMAIL – JUNN@KELTICDEVELOPMENT.COM

Dear Mr. Nan,

RE: 14282 MORRIS VALLEY ROAD, ELECTORAL AREA C, LETTER OF UNDERSTANDING

Thank you for sharing your redevelopment concepts for 14282 Morris Valley Road, Electoral Area C. The purpose of this letter is to provide you with a list of options for your consideration in order to facilitate your redevelopment concepts for 14282 Morris Valley Road, Electoral Area C.

This letter is based on the FVRD's understanding of the proposed developments as presented by Jun Nan on July 20, 2020. As only preliminary and cursory concepts were discussed at our meeting, the FVRD reserves the right to modify this letter upon receipt of new information.

Our understanding of your redevelopment concept is as follows:

- Expansion of the hotel and resort uses;
- Development of new single family lot subdivisions (approximately 140-150 lots);
- Subdivide the property into separate titles to accommodate separate ownership of the golf course, resort and future residential lots;
- Connection to FVRD community water and sanitary systems.

Your redevelopment concept is defined as a Major OCP Amendment under the Fraser Valley Regional District Development Application Fees Establishment Bylaw No. 1560, 2019 as it constitutes the following:

- The creation of 100 or more dwelling units;
- Results in an increase in population of 250 or more persons, based on an average household size of 2.5 persons per household;
- Requires extensive public consultation;
- Involves two or more new zones or land use designations;
- Requires a new neighbourhood plan;
- Requires a new local servicing plan;

This means that an application fee of \$20,000.00 is required. This application fee only covers part of the costs associated with a major OCP amendment and the development of a neighbourhood plan. The current FVRD planning department work plan does not include the costs and staff time to complete a plan for the Harrison Mills neighbourhood. This neighbourhood is considered a gateway to recreational activities in Morris Valley. The area is a salmon stronghold and includes vital eagle habitat. Recreational, environmental and community amenities need to be integrated and coordinated with compatible land uses. Comprehensive servicing is also needed to address community water and community sanitary needs. In our opinion, a neighbourhood plan needs to be considered and adopted by the FVRD Board in advance of major site specific redevelopment. An application in advance of a neighbourhood plan would be considered pre-mature. Furthermore, in the view of staff, the application cost for a major OCP amendment would not cover the costs of the development of a neighbourhood plan.

At our meetings, you advised of your intent to proceed quickly with your applications, as your development proposal timelines are constrained and you wish to move ahead as quickly as possible. We appreciate these constraints and offer the following options for your consideration;

Option 1	Comprehensive OCP Policy Update with a Neighbourhood Plan and concurrent site specific rezoning application	Developer Funded FVRD Directed
Option 2	Comprehensive OCP Policy Update with a Neighbourhood Plan and deferred site specific rezoning application	FVRD Funded FVRD Directed
Option 3	Site Specific OCP and rezoning amendment applications with no comprehensive OCP Policy Update and no Neighbourhood Plan	Developer Funded Developer Directed

Based on our meetings to date, we understand that you are considering the First Option. The following is our understanding of this option and additional comments to assist you with your decision making process.

Option 1	Comprehensive OCP Policy Update with a Neighbourhood Plan and concurrent site specific rezoning application	Developer Funded FVRD Directed
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In our opinion, a Comprehensive OCP Policy Update with a Neighbourhood Plan involves the following:

Technical Reporting

The following technical reports would be required to develop neighbourhood plan policies and guide future development proposals:

Local Servicing Plan

Identifies servicing needs, capacity and options to provide community water and sewer for neighbourhood growth in consultation with FVRD Engineering Department.

Environmental Assessment

Includes an environmental assessment and a set of best management practices (BMP's) for Harrison Mills that will become NP policy. The BMP's outline a rationale for new development in an environmentally sensitive area and address riparian, wildlife and raptor values. For example, policies could include; avoidance and development areas, building design, lighting, waste management, storm water design, etc.

Archeological Assessment

Includes an overview assessment and a set of best management practices (BMP's) for archeological resources.

GeoHazard Assessment

Includes an overview level assessment of hazards and more comprehensive consideration of Elbow Creek mitigation works. Identifies potential hazards in the plan area, identifies hazard avoidance areas and mapping and concepts for mitigation. Includes cost feasibility for service area establishment for community hazard mitigation works.

Parks and Recreation

Includes identification of potential trails, parks, waterfront access, and is coordinated with environmental assessment, archaeological assessments and geohazard assessments.

Planning Services

The following planning services are required to develop plan policies:

- Coordination of technical reporting and sub-consultants
- Preparation of conceptual land use designations in the plan area
- Preparation of plan policies
- Development of mapping to support technical reporting and draft policies

Consultation Services

Under the planning services, the development and definition of a consultation process to meet best practices and legislative requirements is required. Consultation is to include First Nations, area residents and land owners, as well as stakeholder groups.

Costs

We anticipate that the costs for the technical reports, planning services, and consultation services will be between \$160,000.00 and \$210,000.00. The actual costs will be determined through an RFP process. We are basing our cost estimates on our experience with technical reports and development planning services in Electoral Areas.

Roles and Responsibilities

FVRD

The FVRD will be responsible for the selection and guidance of consultants.

The FVRD will control all aspects of the RFP.

FVRD staff will be responsible for bringing a draft plan forward to the FVRD Board for the Board's consideration.

If the plan proceeds, then FVRD staff will incorporate the plan into the OCP.

The FVRD will assist with consultation by identifying stakeholders and assisting with engagement. FVRD will work with the planning consultant to address and incorporate stakeholder and public input into the plan and its policies.

If the plan is approved by the FVRD Board to proceed to a public hearing, the FVRD will undertake the public hearing process.

The FVRD will support the technical reporting and planning services by supplying background information, mapping, and existing technical reports.

The FVRD will contribute \$10,000.00 towards the development of a Local Servicing Plan.

Costs over the RFP or outside of the RFP process will be the responsibility of the FVRD.

The FVRD will ensure that all work produced meets or exceeds a professional standard of practice and is sufficient to support the drafting of a Neighbourhood Plan.

The FVRD will ensure that the work is undertaken in a workman like manner.

At the conclusion of the development of a neighbourhood plan, FVRD staff will incorporate the neighbourhood plan in a broader OCP update for the consideration of the FVRD Board.

Roles and Responsibilities

SANDPIPER

Sandpiper will provide payment to the FVRD of the full RFP costs prior to the FVRD entering into a contract with the successful consultant identified through the RFP process. FVRD will provide \$10,000.00 for the LSP as outlined above. For certainty, all payments from Sandpiper will be made to the FVRD.

Sandpiper will share the existing technical reporting and concept plans with the RFP consultant as well as additional existing technical reporting if requested by the RFP consultant.

Sandpiper will provide input into the neighbourhood plan and comments on the draft.

Sandpiper will attend public meetings.

Outcomes

FVRD staff are unable to guarantee FVRD Board approvals of any bylaws or the timelines for the FVRD Board's consideration of bylaws. FVRD staff cannot guarantee a final policy and land use framework. Final policies will be shaped by consultation and FVRD Board input.

Timing

In our experience, the development of a neighbourhood plan in an Electoral Area takes between 18 and 20 months.

A neighbourhood plan will develop policies for technical reporting and public review of future rezoning applications within the Plan area. The neighbourhood plan must be adopted prior to adoption of any zoning bylaw amendments, however the neighbourhood plan and rezoning processes may proceed in tandem.

In support of a site-specific zoning bylaw amendment application, we anticipate the following technical reports would be needed:

- Conceptual land use plan
- Archeological Impact Assessment (AIA)
- Environmental Assessment and Riparian Area Assessment Approval
- Traffic and Access Impact Assessment
- Geo-Hazard Assessment
- Parks and Outdoor Recreation
- Traffic Impact Assessment and Pedestrian Movement
- Engagement Plan

The technical reporting requirements and terms of reference will be refined through the development of neighbourhood plan policies. Therefore it may be premature to initiate certain technical reporting for a zoning bylaw amendment application prior to the development of the Plan policies.

We expect that the technical reports and information would be completed and satisfactory to the Fraser Valley Regional District in advance of the 1st reading of the Zoning Bylaw Amendment. Depending on the timing of the development of plan policies, consideration of First Reading of a zoning bylaw amendment application may have to occur later in the OCP process, likely after a successful public hearing or Third Reading of a neighbourhood plan, but the intent would be to have both processes completed in tandem.

NEXT STEPS

If you choose to proceed with Option 1 we will prepare a memorandum to the FVRD Board. With Board approval, we will then prepare an RFP based generally on this letter. Based on the proposals and costs we receive in response to the RFP, we will then together review and agree on the costs. A final agreement between FVRD and Sandpiper addressing the costs and the program of work will be required before FVRD engages a consultant to carry out the work. After this agreement is in place, the FVRD will engage a consultant and then undertake the work required to prepare a neighbourhood plan for consideration by the FVRD Board.

Yours truly,

David Bennett, MCIP RPP
Planner

cc: Graham Daneluz, Director of Planning and Development
Tareq Islam, Director of Engineering
Sterling Chan, Manger of Engendering and Infrastructure