

Electoral Area 'A' Official Community Plan

LAND INVENTORY

Cedar Village Centre and Suburban Residential Lands



TERMS OF REFERENCE



REGIONAL DISTRICT OF NANAIMO
SEPTEMBER 2007

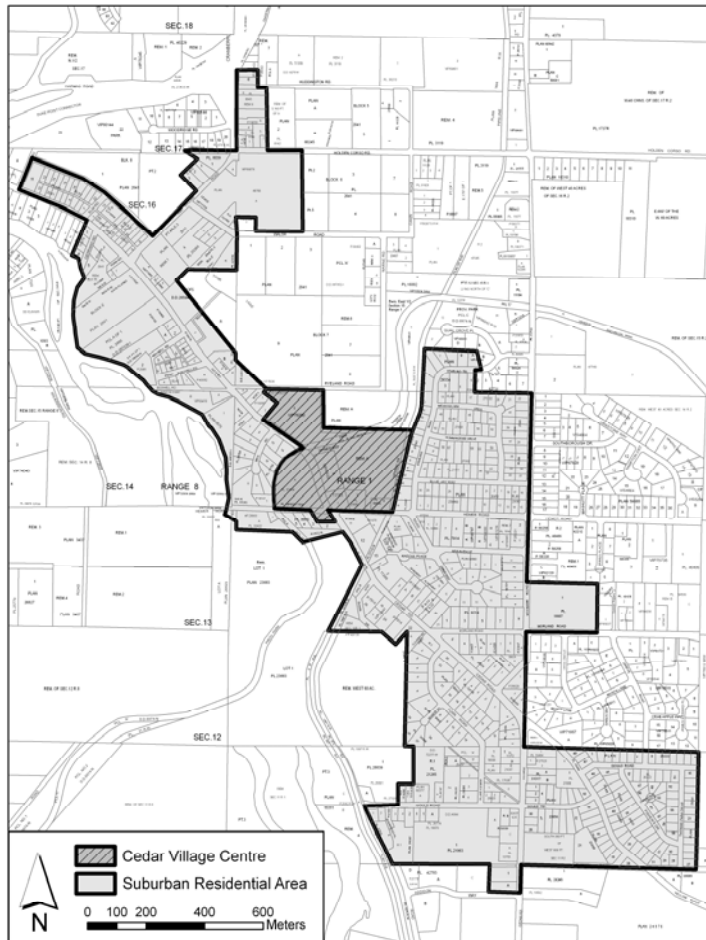
BACKGROUND

The Electoral Area 'A' Official Community Plan specifies two village centres: the Cassidy Village Centre and the Cedar Village Centre. The latter is intended to be the primary service centre for the Plan area. Recent amendments to the Official Community Plan and Zoning Bylaw to permit the construction of residential uses and 75 personal care units within the Cedar Village Centre has raised the question of whether there is an adequate supply of land available for commercial use and whether there is a need for more commercial land to accommodate both the increase in population in the immediate vicinity and the future needs of the Plan Area.

PURPOSE

The purpose of this document is to outline a proposed terms of reference and work plan for a land inventory of the Cedar Village Centre and the Suburban Residential Lands Designation. As part of this project, staff will be looking at the following:

1. the role of the Cedar Village Centre as a service centre;
2. the population served by the Cedar Village Centre;
3. the road capacity;
4. limitations to development such as Environmentally Sensitive Features and hazardous areas;
5. how much land, how many units, and how much floor area is currently being used for commercial uses within the Cedar Village Centre;
6. how much additional commercial floor area is required to meet the anticipated needs of the community; and,
7. how much residential development potential remains within the Suburban Residential Lands designation.



The Terms of Reference provides the work program and serves as a 'checklist' to ensure the project successfully achieves its goals and provides an approach for obtaining community input.

It should be noted, however, that as the project progresses, the review process or time frames might need to be amended to recognize new issues or allow for more in-depth review and discussion on certain issues. This flexibility is important to ensure that the planning process remains responsive to evolving circumstances thereby meeting the needs of all

participants.

PROCESS

The Cedar Village and Suburban Lands land inventory involves a four stage approach that includes a land use inventory, a commercial needs assessment, an open house, and a final analysis by staff. Each stage in the project is outlined below.

Land Use Inventory

A Zoning and Official Community Plan land use review will be undertaken to determine the permitted uses and densities in the study area.

A build out table will be created using excel for both the Cedar Village Centre and the Suburban Residential land use designation. The GIS department will be requested to provide the following data in an excel spreadsheet for each parcel within the study area:

1. PID number
2. Area (m²)
3. Address and Street name
4. Developed or Vacant
5. Zoning Designation
6. Subdivision District
7. Official Community Plan land use designation
8. Subdivision Potential (number of additional lots taking into account roads, park, and environmentally sensitive features)

Floor area, unit data, and parcel coverage will be added to each existing commercial parcel located in the Cedar Village Centre based on air photo interpretation and the floor area calculations provided by previously issued building permits.

This information will be used to determine the availability of lands for future commercial development in the Cedar Village Centre and future residential development within the Suburban Residential Lands Designation.

Commercial Needs Assessment

Staff will conduct research on the commercial floor space to population ration in order to gain a better understanding of the future commercial floor area requirements of the study area. Population statistics will also be obtained from Statistics Canada in order to identify trends in population and demographics.

The Ministry of Transportation will be contacted to discuss the road capacities in the Cedar Village Centre Area as well as potential road improvements should additional commercial be developed.

Questionnaire

A questionnaire will be developed internally by Regional District of Nanaimo staff in order to obtain feedback from the community on a number of issues including:

1. the catchment area for the Cedar Village Centre;
2. the commercial needs of the community;
3. support for additional commercial development within the Cedar Village Centre;
4. to find out where the community obtains the majority of its commercial services;
5. the effectiveness of the Cedar Village Centre;
6. the strengths, weaknesses, and opportunities for the Village Centre;
7. the desire for additional commercial development within or adjacent to the Cedar Village Centre;
8. to identify what the communities concerns are over development in the Cedar Village Centre; and,
9. to identify what community amenities may be desirable in association with additional commercial development.

The questionnaire will be designed and conducted using an on-line survey service called "Survey Monkey" (www.surveymonkey.com) and will incorporate a few different question formats including multiple choice, rating scale, and open ended. The Regional District of Nanaimo website will be used to provide a link to the survey and printed copies will also be available for those who do not have access to the internet.

In order to advertise the questionnaire, notices will be published in the Take 5 and the Nanaimo News Bulletin. Unaddressed mail will also be used to send an informational brochure to all properties within the Study Area.

Open House

An open house will be held to present the preliminary findings of the land inventory, the questionnaire, and to obtain additional community input.

Final Analysis

Based on the findings of the land use inventory and commercial needs assessment, questionnaire, and open house, staff will prepare the report and provide recommendations for consideration during the next Electoral Area 'A' Official Community Plan review.

DELIVERABLES

The final product will be a report that provides an inventory of the existing and potential commercial and residential uses in the Cedar Village Centre and the Suburban Residential Lands designation. The report will also summarize the results of the questionnaire and open house and provide recommendations for consideration during the next review of the Electoral Area 'A' Official Community Plan. Finally the report will provide an assessment of whether more commercial land/floor area should be provided to serve the community's needs over the next 5 to 10 years.

WORK PLAN

The following table outlines the schedule of events and publications and sets out the key elements of each step in the Land Inventory process.

Date	Task
October	Draft Report to EAPC introducing Cedar Village Centre and Suburban Residential

	Lands Land Use Inventory, Conduct Phase 1 - Land Use Inventory
October	Commercial Needs Assessment
October - November	Develop and implement Questionnaire
November	Open House
November - December	Final Report

RESOURCES AND BUDGET

All of the work related to this project will be completed by RDN staff as outlined in the 2007 RDN budget.