



Development Approval Process Improvement Task Force - Minutes

Hybrid Format:
Electronically by Teams
and In person in
1E – Committee Room B
City Hall
13450 - 104 Avenue
Surrey, B.C.
TUESDAY, OCTOBER 14, 2025
Time: 9:07 a.m.

Present:

Councillor Kooner, Chair
Councillor Hepner, Vice-Chair
Councillor Bains
S. Neuman, General Manager,
Engineering
R. Gill, General Manager, Planning &
Development
R. Blackwell
I. Dhillon
J. Gaglardi
A. Johl
V. Mehta

Absent:

S. Yusuf

Staff Present:

J. Searle, Assistant City Clerk
J. Pang, Director, Land Development
R. Villarreal, Director, Transportation
D. Matsubura, Director, Utilities
J. Frank, Process Planning Manager

Councillor Hepner and Councillor Bains joined the meeting electronically via Microsoft Teams.

A. ADOPTIONS

1. Adoption of the Agenda

It was Moved by J. Gaglardi
Seconded by A. Johl
That the agenda of the Development
Approval Process Improvement Task Force meeting of October 14, 2025, be
adopted.

Carried

2. Adoption of the Minutes – September 8, 2025

It was Moved by A. Johl
Seconded by R. Blackwell
That the minutes of the Development
Approval Process Improvement Task Force meeting of September 8, 2025, be
adopted.

Carried

B. DISCUSSION ITEMS

1. Presentation – District Energy Connection Policy

The General Manager, Engineering and Director, Utilities provided a verbal presentation on the District Energy Connection Policy including:

- The existing policy, introduced in 2015, applies only to City Centre.
- The City currently completes the servicing, including piping, to each building.
- The proposed amendments would shift that work to the developer, streamlining timelines and reducing costs. Developers would engage their own qualified contractor, selected from a City-approved list, to complete connections.
- The change would be cash-neutral for both parties: instead of paying a connection fee (\$300 - \$350,000 per connection), the developer would engage contractors directly and deliver connections to City specifications.
- Expected to resolve coordination issues and harmonize timelines.
- Approximately 47 buildings are currently connected.
- Staff clarified that the developer's contractor would perform street work under City inspection, and energy pricing targets are below BC Hydro rates.

J. Pang and I. Dhillon joined the meeting at 9:15am.

2. Presentation – Parking Amendments

The Process Planning Manager and Director, Transportation provided a PowerPoint presentation regarding parking amendments, including:

- Surveys were conducted at 26 industrial sites in spring 2025.
- Analysis found that current industrial developments consistently provide more parking than required.
- The 85th percentile demand was 1.1 spaces per 100 m² for sites under 7,000 m², and 0.6 spaces per 100 m² for sites over 7,000 m².
- The current bylaw requires blended rate of 1.2 spaces per 100 m².
- Staff recommended updating to a blended rate of:
 - 1.0 spaces per 100 m² for sites under 7,000 m²;
 - 0.6 spaces per 100 m² for sites 7,000 m² and larger.
- Surveys of five self-storage sites across multiple time periods found 85th percentile demand of 0.1 spaces per 100 m², with highest peak demand of 0.3 spaces per 100 m².
- Surrey's current bylaw rate of 0.5 spaces per 100 m² is significantly higher than observed demand and the rates used by other municipalities.

- Staff recommended reducing the rate to 0.1 spaces per 100 m², with a minimum of three spaces per site.
- Five restaurants were surveyed in 2023 within City Centre and Guildford.
- The average demand was 3.69 spaces per 100 m², with a weighted average of 3.21 spaces per 100 m².
- Surrey's existing bylaw uses a tiered system (3 spaces for <150 m², 10 spaces for 150–950 m², and 14 spaces for ≥950 m²), which is considerably higher than most regional comparators.
- Staff recommended simplifying and reducing the rate to 3 spaces per 100 m² within Transit-Oriented Areas (TOAs), which represents about a 7% reduction in City Centre.
- Staff are also exploring mechanisms to limit parking requirement fluctuations resulting from minor tenant or use changes within existing commercial centres.

3. **Presentation – Small Scale Multi-Unit Housing Services**

The Director, Land Development provided a PowerPoint presentation regarding Small Scale Multi-Unit Housing (“SSMUH”) Services. The following information was highlighted:

- In December 2023, the Province adopted legislation requiring municipalities to allow SSMUH (duplexes, triplexes, four-plexes, and small multi-unit dwellings) on most single-family lots.
- The legislation also enables municipalities to collect Development Cost Charges (DCCs) and to require frontage works and services and road dedication through building-permit issuance.
- Surrey's zoning will allow:
 - Up to 3 units on lots under 280 m²;
 - Up to 4 units on lots 280–4,050 m²;
 - Up to 6 units within frequent-bus-stop areas with no on-site-parking requirement.
- Lots within designated Transit-Oriented Areas (TOAs) are not eligible for SSMUH. Clarification is being sought on whether Bus Rapid Transit (BRT) corridors will qualify as TOAs.
- Under the present bylaw, single-family building permits require renewed service connections but no road dedication.
- The City is proposing to apply a three-tier system to balance costs with project scale and location.

- To date, 138 additional units have been permitted through SSMUH, generating an estimated \$4 – \$4.5 million in servicing connection costs.
- Members discussed whether four-plexes would be stratified (they may be either stratified or held as rental), and how lanes and frontage affect eligibility.
- Staff are recommending amendments to the Subdivision By-law and the creation of a formal policy defining tier requirements. A report to Council is targeted for November 3.

J. Gaglardi left the meeting at 10:31am and returned at 10:35am

Councillor Hepner left the Microsoft Teams meeting at 10:35am

4. Presentation – Professional Reliance Options for Residential Homes and Small Scale Multi-Unit Housing

The General Manager, Planning & Development provided a presentation regarding Professional Reliance Options for Residential Homes and Small Scale Multi-Unit Housing. The following information was highlighted:

- Application volumes for SSMUH are high; new staff have been hired and timelines reduced to 14 weeks.
- The target is 4 weeks. Achieving this target would require greater use of professional certifications and reduced City review.
- The full item will be brought forward to the next meeting.
- Committee members requested a copy of the SSMUH Servicing presentation slides for reference.

C. OTHER BUSINESS

1. Round Table

No round table discussion occurred.

D. ADJOURNMENT

It was

Moved by J. Gaglardi

Seconded by A. Johl

That the Development Approval Process

Improvement Task Force meeting be adjourned.

Carried

The Development Approval Process Improvement Task Force adjourned at 11:01 a.m.

Jennifer Ficocelli
City Clerk and Director Legislative Services

Councillor Pardeep Kooner, Chair