

# ***Including a Sustainability Statement with your Development Application:***

## **What is the Purpose of the Checklist?**

- To assist Council, committees of Council, and staff in evaluating development applications in relation to sustainability objectives.
- To provide the development community with guidance regarding how the Town's sustainability objectives can be incorporated into proposed developments.
- To inform the community about the Town's sustainability objectives.

## **Who needs to submit a Sustainability Statement?**

Submission of a "Sustainability Statement" explaining the sustainability initiatives of a development is required for the following types of applications and proposals:

- Local Area Plans
- OCP Amendment Applications
- Rezoning Applications
- Development Permit Applications
- Development Variance Permit Applications
- Subdivision Applications
- Municipal Buildings (separate checklist)
- Municipal Infrastructure Construction and Reconstruction (separate checklist)

## **How does the evaluation process work?**

The following process will be used by Planning staff to assist an applicant in preparing their Sustainability Statement, and in evaluating development proposals in relation to the Sustainability Checklist.

1. During pre-submission discussions, Planning staff discuss with the applicant a proposal's overall sustainability, using the attached Sustainability Checklist as a guide.
2. The applicant submits their application and a Sustainability Statement.
3. Planning staff review the application and Sustainability Statement using the Sustainability Checklist (**note that the Sustainability Checklist will be completed by staff, not by the applicant**).
4. Based on their review, Planning staff discuss with the applicant any additional sustainability items that may be incorporated into a proposal.
5. Planning staff submit a report and summary of the Sustainability Checklist and the applicant's Sustainability Statement to Council or the Approving Officer.

## **How do I prepare a Sustainability Statement?**

A Sustainability Statement should include discussion of a project's sustainability initiatives under each of the following headings (these headings are from the Sustainability Checklist that will be used to evaluate your Sustainability Statement; please use the Sustainability Checklist as a guide during preparation of your Sustainability Statement):

1. **Land Use and Site Layout**
2. **Transportation**
3. **Buildings**
4. **Infrastructure**
5. **Social and Community Health**
6. **Open Space and Landscape**
7. **Economic and Commercial Opportunity**

### **Please Note:**

- Not all sections or individual checklist items may be applicable to all applications – you may wish to provide explanation where headings are not applicable.
- Examples provided in the Sustainability checklist are intended as suggestions; innovative alternatives that meet the intention of the checklist point are also welcome. Feasibility of proposed options for innovative alternatives should be reviewed with the Planning Department.
- Incorporation of a number of checklist items that exceed expectations does not necessarily indicate that the planning department will support an application (i.e.: where a project is in a poor location, or located on ALR lands, or has significant negative impacts overall planning objectives or sustainability, planning support is unlikely).
- Individual points are not equivalent or individually exchangeable; staff may recommend inclusion of specific checklist items for particular projects.
- In some instances, there is no minimum Town expectation for a checklist item.

# **Town of Comox Sustainability Checklist TO BE COMPLETED BY STAFF ONLY**

<b>1. Land Use, Density and Site Layout</b>		
Measures to further increase a proposal's sustainability relating to land use, density and site layout should focus on maximizing density, increasing the mix of uses in an area, and improving connections between uses with a particular focus on pedestrian, cycling or transit connections. Significant negative impacts on land use, density and site layout (i.e.: where a project is in a poor location, or located on ALR lands, or has significant negative impacts overall planning objectives or sustainability, planning support is unlikely).		
	<b>Meets sustainability expectations</b>	<b>Exceeds sustainability expectations</b>
a. Provides a mix of uses or adds to the diversity within a neighbourhood (such as employment, housing, retail, civic, educational, cultural, recreational).		Example: introduces a new appropriately-scaled corner store where there has been no commercial development, within 400 m of residential development; introduces mixed-use development into a neighbourhood
b. Provides a mix of housing types, sizes, tenures, including special need housing within the development.		Example: a multi-family development contains both large and minimum-size units, some of which are designed to be adaptable/accessible, and some of which are intended as rental units; a comprehensive development includes areas designated for single family (including small lots) and multi-family development, and includes secondary suites
c. Provides affordable housing in accordance with the Town's affordable housing strategy		
d. Maximizes allowable density or increases density in an existing neighbourhood through infill.		Example: subdivision design maximizes lot yield; multi-family maximizes density; rezoning to allow a secondary suite
e. Provides density of at least 35 units/ha.		
f. High-density (i.e. multi-family or mixed use) uses located within approximately 400 m of a commercial centre.		
g. Proposal is located within approximately 400 metres of community amenities.		
h. Compatibility with surrounding neighbourhood in terms of scale, mass, design and location; minimization of land-use conflicts.		
i. Attempts a new-to-the community or an innovative approach to land-use sustainability.		Example: cluster housing that protects green space and environmentally sensitive areas

## 2. Transportation

Measures to further increase a proposal's transportation sustainability should focus on creating multi-functional streets, and, in particular, prioritizing pedestrian, cycling and transit modes of transport (the term "pedestrian" is used here to mean pedestrian, cycling and transit).

	Meets sustainability expectations	Exceeds sustainability expectations
a. Prioritizes pedestrian & cycling access both on the street and through a site.		Example: allows pedestrians and cyclists to move in a straight line towards major destinations; includes benches, transit shelters, bike racks
b. Improves connectivity, especially pedestrian connections to civic, cultural, school and retail uses.		Example: preserves an existing pathway shortcut to a destination in its original location; provides a new direct pedestrian shortcut to a public facility
c. Provides multi-function streets.		Example: streets also used for stormwater management, trees, habitat, play areas, etc.
d. Provides sustainable parking.		Example: contains environmental features, or serves multiple functions or parking capacity is shared by multiple users
e. Is located within approximately 400 metres of an existing transit stop.		
f. Is located within approximately 400 metres of community amenities.		
g. Provides a highly interconnected road system where streets connect to at least two other streets, block lengths do not exceed 300 m, and there are no cul-de-sacs.		
h. Provides traffic speed and demand management.		Example: includes traffic circles, landscaping, road texture
i. Attempts a new-to-the community or an innovative approach to transportation sustainability.		Example: designated parking for car share spaces, high occupancy vehicles (e.g.: carpool, vanpool); trip reduction programs

### 3. Buildings

Desirable Building Sustainability measures that exceed the Town's current practices should focus on those that incorporate B.C. Building Code approved "green" technology or "green" materials.

	Meets sustainability expectations	Exceeds sustainability expectations
a. Uses environmentally sensitive or recycled construction materials, including, but not limited to the following: high volume fly ash concrete; paints, adhesives and caulking and floor coverings that meet accepted low pollution standards; Energy Star certified water and energy efficient fixtures (including windows).		Example: provides a written submission describing significant "green" components of the building, such as energy efficiency; renewable, clean and high efficiency energy supply; passive solar oriented design; use of recycled materials or construction materials made from recycled materials
b. Conforms to industry-accepted "green" rating system and provides a peer review regarding the implementation of these features.		
c. Obtains formal "green" certification from a private rating system.		Example: provides CaGBC (Canada Green Building Council) or LEED (Leadership in Energy and Environmental Design) certification
d. Attempts a new-to-the community or an innovative approach to building sustainability.		Example: significant use of local materials; use of materials made with plant fibre with less than 10 year rotation (e.g. straw, bamboo); significant use of wood certified by the Forest Stewardship Council

**4. Infrastructure (energy, water, stormwater, solid waste)**

Measures to further increase a proposal's sustainability should focus on utilizing existing services, or minimizing the impact on existing infrastructure and the environment.

	Meets sustainability expectations	Exceeds sustainability expectations
a. Is located in an area containing existing services.		Example: does not require extension of services to site
b. Includes stormwater management techniques designed to reduce runoff, improve groundwater recharge and increase on-site retention.		Example: use of permeable or partially permeable materials for roofs, driveways and parking surfaces to reduce stormwater runoff; street design to minimize runoff; on-site stormwater retention and re-use; inclusion of swales or natural treatment systems; recycles greywater for toilets or irrigation
c. Includes energy-efficiencies that lower the amount of energy used during construction, and during the lifespan of the finished project, and that reduce reliance on fossil fuels.		Example: building is R-2000 certified; building achieves Energuide rating of at least 78; building is oriented to induce airflow for ventilation and cooling; does not install a stand-alone air conditioning system or use a high efficiency system
d. Uses renewable energy sources.		Example: geothermal, solar, off-grid
e. Decreases construction waste.		Example: reuses existing buildings or building materials during construction and/or demolition
f. Attempts a new-to-the community or an innovative approach to infrastructure sustainability.		Example: innovative use of materials that substantially improves durability, recycled content or renewable content of building; innovative approach to reducing materials waste or increases recycling rate

## 5. Social and Community Health

Desirable Social and Community Health Sustainability measures that exceed the Town's current practices would be those that focus particular attention on providing suitable amenities for the diversity of people who make up the community, increasing opportunities for social interaction, and on enhancing the community's "sense of place."

	Meets sustainability expectations	Exceeds sustainability expectations
a. Contains elements of community pride and character.		Example: includes public art or a water features; preserves significant existing trees and vegetation on a site
b. Creates or enhances community spaces.		Example: expands an existing park or other public space; creates a park with desired playground or other equipment
c. Project is sensitive to CPTED (Crime Prevention Through Environmental Design) principles.		
d. Provides opportunities for aging in place or for people with disabilities.		Example: units are designed to be adaptable or accessible; buildings apply CMHC's FlexHousing or Convertible Housing concepts to design adaptable, expandable and accessible homes
e. Includes public or private amenity space.		Example: provides well-designed indoor common facilities for multi-family development; provides significant useable green space in excess of that required
f. Major institutions located in the Downtown.		
g. Attempts a new-to-the community or an innovative approach to social and community health sustainability.		

## 6. Landscape and Open Space

Measures to further increase a proposal's Landscape and Open Space sustainability should focus on enhancing the multi-functionality and environmental diversity of a site.

	Meets sustainability expectations	Exceeds sustainability expectations
a. Protects existing sensitive environmental features (seeks to minimize the ecological disturbance associated with residential development & to the extent possible, post development conditions should preserve, restore or enhance the habitat, vegetation and hydrological characteristics of an undeveloped site).		Example: enhances, buffers or restores environmental features and, where appropriate, includes wildlife corridor connectivity
b. Provides multi-function open space that accommodates both community and/or ecological needs.		Example: includes landscaping that also provides habitat; incorporates community garden space or food-producing species as a component of landscaping
c. Provides water efficient landscaping.		Example: uses drought-resistant and/or native plantings; uses non-potable or reclaimed water for irrigation; high efficiency irrigation; use of rainwater cisterns for irrigation and xeriscape landscaping
d. Provides opportunities for and connection to active & passive recreation.		Example: provides connections to a trail network
e. Attempts a new-to-the community or an innovative approach to landscape and open space sustainability.		Example: includes community gardens

## 7. Opportunity for Economic and Commercial Diversification and Revitalization

Measures to further increase a proposal's sustainability should focus on increasing the diversity of the local economy, including exploring "green" business plans, and creating synergies with existing and new businesses and with the community.

	Meets sustainability expectations	Exceeds sustainability expectations
a. Adds to diversity of the local economy through business type or size.		
b. Increases opportunities for local employment.		
c. Increases community opportunities for training, education, entertainment or recreation.		
d. Increases the economic sustainability of the community by leveraging the Town's existing assets.		Example: community assets include the marina, the waterfront, local farming, and the Comox Valley Airport.
e. Includes a sustainable/green business plan.		
f. Attempts a new-to-the community or an innovative approach to economic sustainability.		Example: eco-industrial networking; works cooperatively with an existing business to implement green features

**SUBDIVISION  
SUSTAINABILITY CHECKLIST**

Measures to further increase a proposal's sustainability should focus on increasing the diversity of the local economy, including exploring "green" business plans, and creating synergies with existing and new businesses and with the community.

	Meets sustainability expectations	Exceeds sustainability expectations
a. Maximizes allowable density or increases density in an existing neighbourhood through infill.		
b. Provides density of at least 35 units/ha.		
c. Prioritizes pedestrian & cycling access both on the street and through a site.		Example: allows pedestrians and cyclists to move in a straight line towards major destinations; includes benches, transit shelters, bike racks
d. Improves connectivity, especially pedestrian connections to civic, cultural, school and retail uses.		Example: preserves an existing pathway shortcut to a destination in its original location; provides a new direct pedestrian shortcut to a public facility
e. Provides multi-function streets.		Example: streets also used for stormwater management, trees, habitat, play areas, etc.
f. Provides a highly interconnected road system where streets connect to at least two other streets, block lengths do not exceed 300 m, and there are no cul-de-sacs.		
g. Provides traffic speed and demand management.		Example: includes traffic circles, landscaping, road texture
h. Is located in an area containing existing services.		
i. Includes stormwater management techniques designed to reduce runoff, improve groundwater recharge and increase on-site retention.		
j. Contains elements of community pride and character.		Example: preserves significant existing trees and vegetation on a site
k. Creates or enhances community spaces.		Example: expands an existing park or other public space
l. Project is sensitive to CPTED (Crime Prevention Through Environmental Design) principles.		Example: walkways and greenways are reviewed in accordance with CPTED principles
m. Protects existing sensitive environmental features (seeks to minimize the ecological disturbance associated with residential development & to the extent possible, post development conditions should preserve, restore or enhance the habitat, vegetation and hydrological characteristics of an undeveloped site).		Example: enhances, buffers or restores environmental features and, where appropriate, includes wildlife corridor connectivity



n. Provides multi-function open space that accommodates both community and/or ecological needs.		Example: includes landscaping that also provides habitat; incorporates community garden space or food-producing species as a component of landscaping
o. Provides opportunities for and connection to active & passive recreation.		Example: provides connections to a trail network
p. Attempts a new-to-the community or an innovative approach to sustainability.		Example: uses alternative development standards, as approved by the Town (possibly in conjunction with a back-up system)

## MUNICIPAL INFRASTRUCTURE CONSTRUCTION AND RECONSTRUCTION SUSTAINABILITY CHECKLIST

Measures to further increase a proposal's sustainability should focus on increasing the diversity of the local economy, including exploring "green" business plans, and creating synergies with existing and new businesses and with the community.

	Meets sustainability expectations	Exceeds sustainability expectations
a. Prioritizes pedestrian & cycling access.		Example: allows pedestrians and cyclists to move in a straight line towards major destinations; includes benches and transit shelters
b. Improves connectivity, especially pedestrian connections to civic, cultural, school and retail uses.		Example: preserves an existing pathway shortcut to a destination in its original location; provides a new direct pedestrian shortcut to a public facility
c. Provides multi-function streets.		Example: streets also used for stormwater management, trees, habitat, play areas, etc.
d. Provides a highly interconnected road system where streets connect to at least two other streets, block lengths do not exceed 300 m, and there are no cul-de-sacs.		
e. Provides traffic speed and demand management.		Example: includes traffic circles, landscaping, road texture
f. Includes stormwater management techniques designed to reduce runoff, improve groundwater recharge and increase on-site retention.		
g. Contains elements of community pride and character.		Example: preserves significant existing trees and vegetation on a site
h. Creates or enhances community spaces.		Example: infrastructure compliments an existing park or other public space (e.g.: adds an improved entrance point or access in terms of functional or aesthetic design)
i. Protects existing sensitive environmental features (seeks to minimize the ecological disturbance associated with residential development & to the extent possible, post development conditions should preserve, restore or enhance the habitat, vegetation and hydrological characteristics of an undeveloped site).		Example: enhances, buffers or restores environmental features and, where appropriate, includes wildlife corridor connectivity
j. Provides opportunities for and connection to active & passive recreation.		Example: provides connections to a trail network
k. Attempts a new-to-the community or an innovative approach to sustainability.		Example: uses alternative development standards