

Master Development Plan Guide



What is a Master Development Plan (MDP)?

Large, multi-phase development projects have additional complexity and tradeoffs that cannot be adequately addressed through a standard Rezoning/ Development Permit (DP) process. A Master Development Plan (MDP) is a Rezoning application that is intended to bridge between the high-level directions in the Official Community Plan (OCP) and the site specific details of a standard Rezoning/DP application. The policy sets consistent expectations for, and provides transparency and certainty to, both the applicant and the City.

When is an MDP required?

1. An MDP Rezoning is required for all sites greater than 2.5 hectares (6.15 acres) not including single-family subdivisions as they do not trigger an MDP;
2. Projects that do not meet the 2.5 HA threshold, yet the scale of development meets the spirit and intent of an MDP (e.g. a mix of uses, multiple phases, complex servicing or other considerations) may be directed into the MDP application stream under the discretion of the General Manager Planning and Development;



Applications Required in Conjunction with an MDP

Development Agreement

The MDP would form part of the Development Agreement that would be registered on title under a s.219 covenant prior to fourth and final reading of the Rezoning Bylaw.

Rezoning and Text Amendment

The applicant would proceed with a Rezoning Application in conjunction with the MDP application and a Rezoning Text Amendment Application if Rezoning to a Comprehensive Development zone.

Development Permit

The applicant would proceed with a Development Permit for individual phases, guided by the MDP.

Subdivision

The applicant would proceed with a Subdivision Application for individual phases, guided by the MDP.

Note* Transit-Oriented Development Application Team (TODAT) surcharge applies to all Development Applications associated with an MDP.



Process and Procedure

1. The property owner(s) applies for an MDP Rezoning, in conjunction with other applicable applications, and a File Manager is assigned;
2. Staff complete initial review and send out first referral;
3. Staff presents a report to Council-in-Committee that includes:
 - › Details of the application received;
 - › Results of initial staff review;
 - › High level staff commentary based on the MDP criteria set out in the OCP;
 - › The applicant is encouraged to appear as a delegation at the same meeting.
4. Staff sends the first requirements letter to applicant including Committee's feedback;
5. Applicant conducts first round of public consultation;
6. Applicant submits a second submission to address initial feedback;
7. Staff complete second review and send out second referral;
8. Developer-led workshop with Strategic Priorities Standing Committee:
 - › At the workshop, the applicant is permitted a maximum of 20 minutes to present.
 - › The applicant must provide the Committee with the presentation in advance of the meeting.
 - › The presentation must review the results of the initial public consultation.
 - › The presentation will be followed by Committee asking questions and providing feedback.
9. Staff sends the second requirements letter to applicant including Committee's feedback;
10. Applicant conducts second round of public consultation;
11. Staff presents a second report to Council-in-Committee that outlines:
 - › Refined MDP based on Committee feedback, public input, staff feedback, and further work by applicant;
 - › Results of second round of public consultation;
 - › Once full agreement is reached on all issues, staff recommend that:
 - The MDP be included as part of the development agreement for the subject lands;
 - A Zoning Amendment Bylaw be brought forward to Council for consideration of first reading.
12. **NOTE:** For large and complex MDPs, and also depending on feedback, additional rounds of review, public consultation, and reports to Committee may be required;
13. First reading of Zoning Amendment Bylaw and draft Development Agreement, which will include the MDP;
14. Public Hearing and second and third readings;
15. Approval of the Development agreement, which includes the MDP, is registered on title with a s. 219 covenant;
16. All other outstanding requirements are met and all agreements are finalized;
17. Fourth reading of Zoning Amendment Bylaw and final consideration of Development Agreement.

Public Engagement Expectations

- a. The applicant is responsible for all public engagement to support their MDP application prior to any statutory (City-led) Public Hearing;
- b. Public engagement will occur a minimum of twice during the MDP process. Each round will include a minimum of:
 - i. A project website with appropriate background information, application details, contact information, and a public feedback form;
 - ii. An applicant-led Public Information Meeting including notification, at a minimum, via:
 - > Sign(s) on the property;
 - > Mail-out to surrounding property owners and tenants;
 - > Notices in local newspaper.
 - iii. Meeting(s) with stakeholder groups, as applicable (e.g., business, neighbourhood, community);
- c. Each public engagement round will include opportunities to receive input from the public and stakeholders;
- d. Copies of all input received to be provided by the applicant to the City;
- e. At Council's direction, additional rounds of public consultation may be required.

The format of the Public Information Meeting (i.e. in person or online) will be coordinated with the Planner at that time. Further details are available at coquitlam.ca/builderresources.

Council Engagement Expectations

The applicant would be expected to engage with Council a minimum of twice in the process:

1. Present the initial development concept to Council-in-Committee (CiC) after the first round of staff review. A second presentation to CiC may be scheduled at a later point in the MDP preparation process.
2. Depending on the scope and scale of the proposed development and the range of issues to be addressed, a workshop may be scheduled with the Strategic Priorities Standing Committee to receive detailed Council feedback between the two rounds of public engagement to help inform the final draft MDP.

Staff would also report to CiC a minimum of twice during the application process prior to first reading on the Rezoning Bylaw.



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