



File # 11.60.00

To: Port Alberni Advisory Planning Commission

Chris Colclough - Chair
Linda Kelsall – Vice Chair
Shelley Chrest
Vern Barnett
Seva Dhaliwal
Wes Hewitt

Jim Tatoosh (Hupacasath First Nation)
Janice Johnson (Tseshah First Nation)
Larry Ransom - (SD #70)
S. Sgt. Dave Paddock - (R.C.M.P. Liaison)
Councillor Cindy Solda - (Council Liaison)
Randy Thoen (P.A.F.D. Liaison)

From: Scott Smith, City Planner

Copy: Councillor Hira Chopra - (Alternate - Council Liaison)
John Bennie - (Alternate - School District #70)
Cara Foden - Planning Technician
Clerks Department – (Davina Hartwell, Jane MacNaughton/Tanis Feltrin)

Date: October 8, 2014

Re: Advisory Planning Commission Meeting
Thursday, October 16, 2014 at 12:00 pm in the Committee Room at City Hall

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, October 16, at 12:00 pm in the Committee Room at City Hall**. If you have any questions or are unable to attend please contact Scott Smith at 250-720-2808 (voice mail available).

AGENDA

- 1. Minutes of the August 21, 2014 meeting of the Advisory Planning Commission.**
- 2. Update - City Planner - Status of current projects.**
- 3. Other business.**
- 4. Adjournment. The next regular meeting is scheduled for Thursday, November 20, 2014.**



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on August 21, 2014
in the Committee Room at City Hall at 12:00 p.m.)**

Advisory Planning Commission

Chris Colclough (Chair)
Linda Kelsall (Vice-Chair)
Jim Tatoosh (Hupacasath First Nation)
Vern Barnett
Seva Dhaliwal
Shelley Chrest
Larry Ransom (S.D.70)
Councillor Rob Cole - (Council Liaison)

Alternates (not in attendance)

John Bennie (Alternate S.D.70)
Councillor Hira Chopra (Alternate – Council)

Staff

Scott Smith, City Planner
Cara Foden, Planning Technician

Regrets

Wes Hewitt
Randy Thoen (P.A.F.D. Liaison)
Janice Johnson (Tseshah First Nation)
Councillor Cindy Solda - (Council Liaison)
S. Sgt. Dave Paddock - (R.C.M.P. Liaison)

Guests

None



1. Adoption of July 17, 2014 Minutes

- The minutes of the July 17, 2014 meeting of the Advisory Planning Commission were adopted.

(Kelsall / Barnett) CARRIED

2. DEVELOPMENT APPLICATION – Sign Bylaw amendment

2889 3rd Ave. – (PID:000-845-892)

Lot 1, District Lot 1, Alberni District, Plan VIP16187

Applicant: Susan D. Merivirta, CFO dba Coulson Forest Products

- The City Planner summarized his report to the APC dated August 14, 2014.
- The APC discussed the application with respect to the following:
 - o Safety was expressed as a concern by several members of the commission. There were concerns about snow and wind and public safety with regard to roof signs. It was noted that most local communities do not permit roof signs and that the current sign was installed without benefit of a City Building Permit. No guarantees can be made that it is correctly or safely installed.

- o Some APC members were not impressed with the quality of the sign or its aesthetic appeal and felt that it was not a positive reflection of the business. It was noted however that aesthetic appeal is subjective.
- o A nearby power line is located behind the building and does not interfere with the sign in its current location.
- o A lengthy discussion regarding the option of a site specific amendment to allow a roof sign only on the subject property brought consideration to a number of items of note.
 - The Commission discussed the wisdom of amending the Sign Bylaw by allowing roof signs in a number of commercial areas versus the option of a Site Specific amendment which would be applied only on the subject property.
 - Several questions were asked including:
 - Can the landlord give assurance that the current signage is appropriate for the community and safe?
 - Does the landlord feel that the visual appeal of the sign is a positive reflection on the business there? Several Commission members expressed that they did not feel the current sign was helpful or attractive.
 - Is the current signage intended to be temporary and is there a chance that improvements are planned to improve the quality of the sign?
 - It was noted that the current zoning designation permitted a wide variety of signage types and sizes and that it would not serve the community interest to allow roof signs in commercial areas.
 - APC members expressed that the bylaw should not be amended lightly and that businesses have many signage options under the current bylaw that would allow them to work within a framework that did not compromise the public interest.
 - The City Planner noted that if Council chose to proceed, the amendment bylaw would include regulations for the maximum size and height of a sign.
- o Public interest was discussed and it was noted that a public complaint had already been received and triggered the application for the amendment. The Commission expressed that it was important for Council consider the complaint and that complaints from the public not be disregarded during the decision making process.
- o The City Planner confirmed for the Commission that Height and Size regulations would be included in a draft bylaw if an amendment was pursued.
- o The Commission expressed disappointment that the applicant was not present to address the public complaint and other questions from the Commission. It was felt by the Commission that the recommendation from the City Planner should be forwarded to Council and the applicant be advised.

MOTIONS:

1. *The City of Port Alberni Advisory Planning Commission recommends to City Council that the City of Port Alberni deny a text amendment to Sign Bylaw No. 4578 to permit a roof sign on Lot 1, District Lot 1, Alberni District, Plan VIP16187, located at 2889 – 3rd Avenue; and that*
2. *The City of Port Alberni Advisory Planning Commission recommends that the applicant and City Council be advised that questions were asked by the Commission that could not be answered fully by staff in light of the absence of the applicant at the meeting.*

(Kelsall / Chrest) CARRIED

3. DEVELOPMENT APPLICATION – Zoning Bylaw amendment

4675 Gertrude Street, (PID: 002-894-114)

Lot 2, Block 7, District Lot 1, Alberni District, Plan VIP197

Applicant: Nadine Levasseur agent for Seebros Holdings Ltd., Inc. No. BC812664

- The City Planner summarized his report to the APC dated August 13, 2014.
- The APC discussed the application with respect to the following:
 - o Impact of permitting the broad range of uses allowed in the C7 Core Business zone on the subject property.
 - o The options for ensuring that the property would be used only as parking in the future were noted as being a Restrictive Covenant or drafting a new zone for the Zoning Bylaw.
 - o All uses permitted in the C7 zone would be permitted but a Building Permit would trigger the need for a future developer of the land to obtain a Development Permit.
 - o Councilor Cole asked if the City had any long term plans for dealing with parking issues in the northport business core. The City Planner indicated that he was aware that the City Engineer is currently working on some conceptual plans to help address that issue.
 - o Access / Egress to the proposed parking lot were discussed. It was noted the access for the current home on the property will be closed and the single access and egress point for the proposed parking area will be the existing access on the adjacent lot to be consolidated into one parcel.

MOTIONS:

1. *The City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the following amendment to the Zoning Bylaw Schedule A Zoning Map to rezone Lot 2, Block 7, District Lot 1, Alberni District, Plan 197, PID:002-894-114 (located at 4675 Gertrude Street) from C5 - Transitional Office to **C7 - Core Business**.*
2. *The City of Port Alberni Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following:*
 - a) *That 4675 and 4663 Gertrude Street be consolidated into one legal parcel.*

(Kelsall / Barnett) CARRIED

4. APC Bylaw and letter to SD70

At the July 17 meeting the Commission expressed concern that the Liaison and Alternate appointed by School District 70 have been unable to attend meetings on a regular basis for quite some time and requested that a letter be drafted to SD70 and a copy of the APC Bylaw be attached to the agenda for this meeting. A draft letter and the APC Bylaw were attached to the agenda for discussion.

- The SD 70 representative attended this meeting and gave the Commission a verbal indication that attendance at meetings was challenging due to his work schedule but he would try to ensure that if he was unable to attend a meeting he would encourage his alternate to attend.
- The Commission felt that the letter that was drafted should be kept on file but that it did not have to be sent at this time.

MOTIONS:

1. *That the City of Port Alberni Advisory Planning Commission approves the letter to School District 70 as drafted and that the letter be kept on file.*

(Chrest / Kelsall) CARRIED

5. **Other Business**

- No other business

6. **Adjournment** – The meeting adjourned at 1:15 p.m. The next regularly scheduled meeting will be **September 18, 2014** at 12:00 pm in the Committee Room at City Hall.

(..... /) **CARRIED**



City Clerk

Chair