



To: Port Alberni Advisory Planning Commission

Stefanie Weber (CHAIR)
Harley Wylie (VICE-CHAIR, Tseshah̓t (č̓ išaaʔath̓) F.N)
Dan Holder
Joe McQuaid
Councillor Serena Mayer, (Hupačasath F.N)
Larry Ransom, (SD70 Liaison)
Callan Noye

Sandy McRuer
Jack Roland

Councillor Dustin Dame (Council Liaison)
Wayne Mihalicz (Parks Liaison)
Derrin Fines (P.A.F.D. Liaison)
S/Sgt Mike Thompson, (R.C.M.P. Liaison)

From: S. Smith, Director of Development Services
Copy: C. Washington (Alternate - School District #70)
Ken Watts (ECC, Alternate - Tseshah̓t (č̓ išaaʔath̓) F.N)
TBD (Alternate Hupačasath Nation)
TBD (Alternate - R.C.M.P.)
Councillor D. Haggard (Alternate - Council Liaison)
Corporate Services: S. Darling, T. Feltrin, A. O'Connor
Development Services/Planning: B. McLoughlin, H. Stevenson, C. Foden

Date: April 11, 2024

Re: Advisory Planning Commission Meeting - **Thursday, April 18, 2024 at 12:00 pm**

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, April 18, 2024 at 12:00 pm** in the Council Chambers at City Hall (4850 Argyle St.). Contact Haley Stevenson (T:250-720-2808 / email: Haley_Stevenson@portalberni.ca) or Cara Foden (T: 250.720.2850 / email: Cara_Foden@portalberni.ca) if you require more information.

APC AGENDA

- 1. Acknowledgements and Introductions-** This APC meeting is being held within the un-ceded traditional territories of the Hupačasath and the Tseshah̓t/č̓ išaaʔath̓ First Nations.
- 2. Adoption of minutes of the January 18, 2024 meeting**
- 3. DEVELOPMENT APPLICATION: Zoning Bylaw amendment**
3940 Johnston Rd.
Lot 2, District Lot 14, Alberni District, Plan VIP31721 (PID: 001-136-836); and
3960 Johnston Rd.
Lot 1, District Lot 14, Alberni District, Plan VIP31721 (PID: 001-136-828)
APPLICANT: Miles Burgoyne dba Collabor8 Architect and Design Inc.
- 4. Updates – Manager of Planning**
- 5. Other business**
- 6. Adjournment -** The next regular APC meeting is scheduled for **Thursday, May 16, 2024.**



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on January 18, 2024 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Stefanie Weber (Chair)
Harley Wylie (Alt.–Tseshah (č išaaʔath) F.N) (Vice-Chair)
Dan Holder
Christine Washington, (SD70 Liaison)
Callan Noye
Jack Roland
Sandy McRuer

Staff

Scott Smith, Director of Dev. Services/Deputy CAO
Brian McLoughlin, Manager of Planning
Haley Stevenson, Planner I
Cara Foden, Planning Technician

Guests

Applicant/s: Brad and Caralee Dame

Regrets

Serena Mayer, (Hupačasath F.N)
Joe McQuaid
Councilor Dustin Dame (Council Liaison)

Alternates and Staff not in attendance

Ken Watts (ECC, Tseshah (č išaaʔath) F.N)
Larry Ransom (Alt.– S.D.70)
S./Sgt. Mike Thompson, (R.C.M.P. Liaison)
Councilor Deb Haggard (Alt. Council Liaison)
Derrin Fines (P.A.F.D. Liaison)



1. Acknowledgements and Introductions

- The Vice-Chair acknowledged that this meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the Tseshah (č išaaʔath) First Nation.

2. Adoption of previous meeting minutes:

- Summary Report / Minutes from the APC Meetings held on December 21, 2023

(Washington / Noye) CARRIED

3. Election of Chair and Vice-Chair for 2024.

The APC Chair and Vice-Chair were elected as follows:

- Chair – Stefanie Weber
- Vice -Chair – Harley Wylie

4. DEVELOPMENT APPLICATION: Zoning Bylaw amendment

5350 Margaret St. – Lots 1-3, District Lot 11, Alberni District, Plan VIP1047

Lot 1, District Lot 11, Alberni District, Plan VIP1047 PID: 007-922-957

Lot 2, District Lot 11, Alberni District, Plan VIP1047 PID: 007-922-981

Lot 3, District Lot 11, Alberni District, Plan VIP1047 PID: 007-922-990

APPLICANT: B. and C. Dame

- The Planner I presented a summary of the application. A full report dated January 18, 2024 was included in the Agenda package for this meeting.
- Attendees discussed the proposed Zoning bylaw amendment as follows:
 - The applicants' intent for the existing building is to re-purpose the former church to be used as a Daycare Centre for children.

- Current zoning on four lots owned by the applicants is P1 Institutional. Zoning on the portion of the site currently occupied by a former church building will remain P1 Institutional. The remainder of the site will be rezoned to 'R3 Small Lot Single Detached Residential' with the intent to subdivide. Civic addressing will be assigned at the time of subdivision.
- New provincial legislation with regard to Zoning Bylaw update – Staff will work with the applicants to synchronize the timing for adoption of the amendment as necessary.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that Council support the application.*

(Washington / McRuer) CARRIED

5. Updates from the Director of Development Services

- OCP
 - City is moving forward with public engagement on the policy development phase.
 - Online engagement will take place Feb 8 – 19
 - Open House sessions are scheduled for February 14th and February 15th.
 - Consultants have been engaged to do data analysis on the community and the information will inform Planning staff in the creation of long-term development strategies for the management of growth, climate goals, infrastructure and recreational needs in the community ('Complete Communities').
 - The former Somass lands now owned by the City will be considered during the OCP process but will not be focused on in detail.
- City revenue sources – The City only has the authority to generate revenue as authorized by the Province. New legislation has widened the scope of local governments with respect to DCC and Amenity charges.
- Discussion around the inconsistency of grant funding as a revenue item in the City budget. It was noted that City budget must account for long term capital plans.

6. Other Business:

7. **Adjournment** – The meeting adjourned at 1:00 pm. The February 15, 2024 meeting will be cancelled and the next regular meeting is scheduled for 12:00 pm on **Thursday, March 21, 2024**.

(Chair)



CITY OF PORT ALBERNI

DEVELOPMENT APPLICATION REFERRAL PRELIMINARY REVIEW REPORT

TO: Advisory Planning Commission

FROM: Haley Stevenson, Planner I

DATE: April 11, 2024

SUBJECT: DEVELOPMENT APPLICATION – AMENDMENTS TO ZONING BYLAW
ADDRESS: 3960 & 3940 Johnston Road, Port Alberni
LEGAL: LOT 1, DISTRICT LOT 14, ALBERNI DISTRICT, PLAN 31721 (PID: 001-136-828)
LOT 2 DISTRICT LOT 14, ALBERNI DISTRICT, PLAN 31721 PID: 001-136-836)

APPLICANT(S): M. Burgoyne dba. Collabor8 Architecture & Design Inc.

PURPOSE

To consider an application for amendments to the Zoning Bylaw that would enable a commercial development on the properties at 3960 and 3940 Johnston Road.

SUBJECT PROPERTY AND SITE CONTEXT

The subject properties are located on Johnston Road just east of Tebo Avenue. 3940 Johnston Road is occupied by an existing building previously used as a union hall (Hansen Hall), and 3960 Johnston Road is currently vacant having previously been used as a parking area. See Figure 1.

Both properties are designated *General Commercial (GCO)* in the Official Community Plan and zoned *Institutional (P1)* in the Zoning Bylaw. The surrounding neighborhood south of Johnston Road has a mix of *General Commercial (C2)*, *Highway Commercial (C4)*, and *Light Industry (M1)* zoning. Properties north of Johnston Road consist of additional commercial, *Single-Detached Residential (R1)*, and *Parks and Recreation (P2)* zoning.

Location	South side of Johnston Road, approximately 100 m east of Tebo Avenue.
Current Land Use	<i>General Commercial (GCO)</i>
Current Zoning	<i>P1 Institutional</i>
Proposed Zoning	<i>C2 General Commercial</i>
Total Area	4,778 m ² (1.18 acres)
Official Community Plan (OCP)	<ul style="list-style-type: none">• Schedule A - Land Use Map• Schedule B - Development Permit Areas Map• Section E Implementation – 1.0 Development Permit Areas• Section D Plan Policies – 5.0 Commercial• Section D Plan Policies – 5.1 General Commercial (GCO)

Figure 1 – Subject Property Map



Figure 2 - OCP Land Use Map

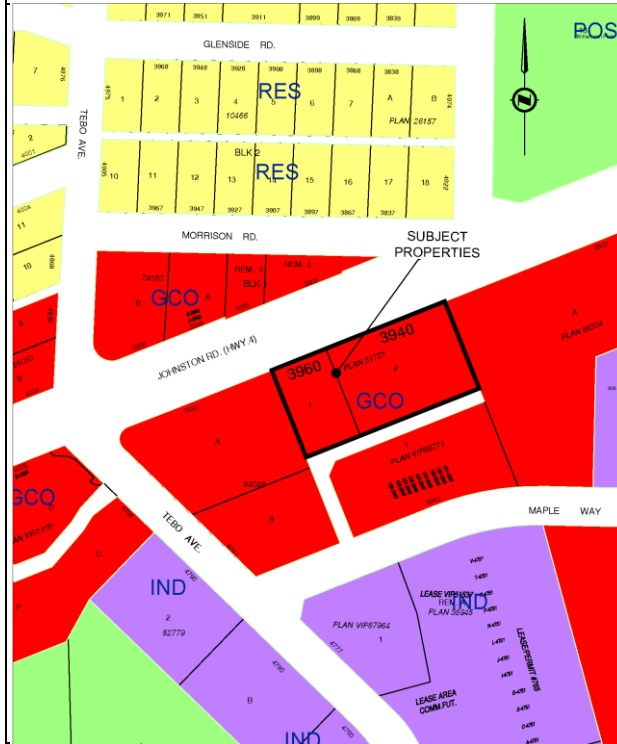
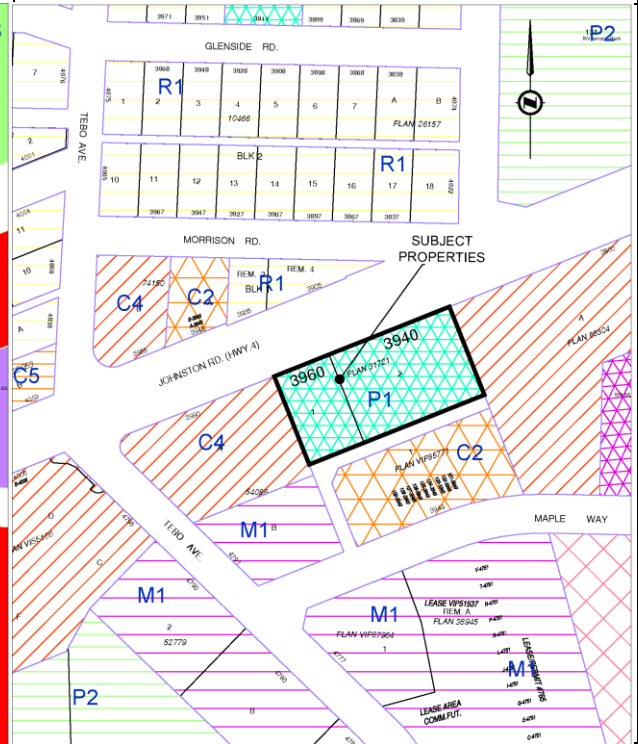


Figure 3 – Zoning Map



SUMMARY OF DEVELOPMENT APPLICATION

Proposed amendments to the Zoning Bylaw:

1. Change the classification of 3960 and 3940 Johnston Road from *P1 Institutional* to the *C2 General Commercial* on the Zoning Bylaw Map.

Proposed Development

The applicant is proposing a retail and service-oriented commercial development at the subject properties. The proposed development includes one single-storey building and one two-storey building. Plans include nine (9) commercial retail units (CRUs) for lease to potential retail, service, restaurant, drive-through restaurant, and daycare businesses. See Figure 4 and Table 1.

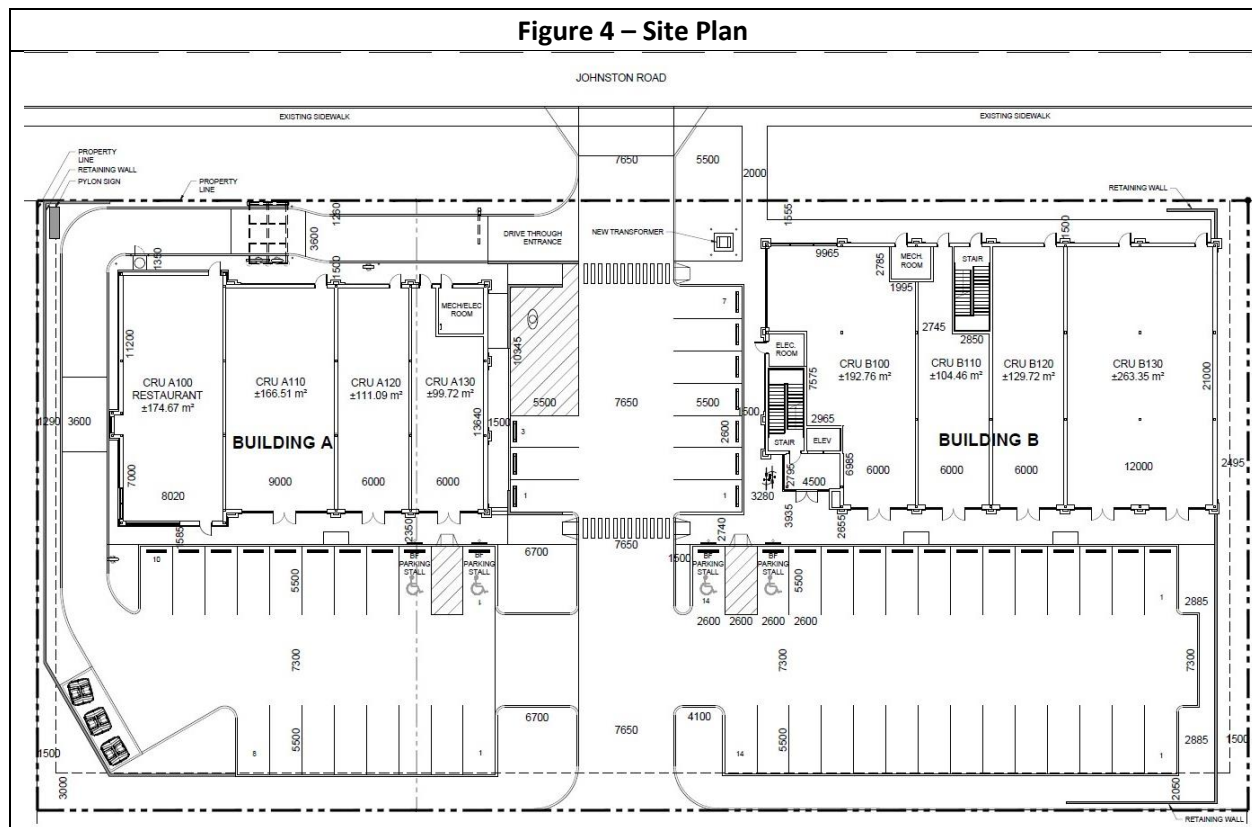


Table 1 – Proposed Building Composition

Building A (1-storey)	567.98 m ²	<ul style="list-style-type: none"> • Unit A100: Restaurant • Unit A110: Retail • Unit A120: Retail • Unit A130: Retail
Building B (2-storey)	772.4 m ² (ground floor) 380.1 m ² (upper floor)	<ul style="list-style-type: none"> • Unit B100: Retail • Unit B110: Retail • Unit B120: Retail • Unit B130: Retail • Unit B200: Day Care

Vehicle Access and Parking

The applicant has proposed vehicle access off of Johnston Road with a parking area to the rear of the buildings. Designs include proposed changes to the Johnston Road median to enable left-turn access for west-bound traffic. Submission of a Traffic Impact Assessment will be required prior consideration of first reading by Council. The study will be reviewed by City's *Infrastructure Services Department* and referred to the *Provincial Ministry of Transportation (MOTI)*.

The applicant is also proposing to provide access/egress via the City lane to the rear of the property. Current users of the rear lane include patients and staff of the West Coast Urgent Care Clinic and Life Labs building. Additional review will be conducted to resolve any potential concerns over lane access.

Infrastructure

The applicant has submitted civil plans for the City's *Infrastructure Services Department* to review. The property would be connected to City services and the applicant is responsible for the cost of all necessary upgrades.

Figure 5 – Proposed Development Renderings



POLICY REVIEW

Official Community Plan

The proposed C2 zone aligns with the *General Commercial (GCO)* OCP land use designation. A summary of relevant OCP policy is attached to this report. The property is located within *Development Permit Area No. 2 Commercial Development*. Design guidelines would be applied at time of Development Permit to address building design, parking, and landscaping to help control how the site interacts with the public realm and neighbouring properties.

Zoning Bylaw

The subject properties meet the requirements of the *C2 General Commercial* zone and the preliminary site plan complies with the regulations of the Zoning Bylaw.

REFERRALS

Referrals for proposed zoning amendments will be sent to internal departments and external agencies for comment. As of the date of this report, referrals had not yet been sent, however comments will be collected and reviewed prior to consideration of first reading by Council.

As the subject properties are located immediately adjacent to the Johnston Road (Provincial Highway No. 4) and access designs propose changes to the roadway, the application would require MOTI approval.

Staff Notes:

- Parking is sited to the rear of the property. This aligns with the commercial DPA guidelines in the OCP.
- However, the buildings are not oriented towards the street. The design does not align with OCP policy or meet the DPA guidelines and the applicant will be required to revise prior to receiving permits.
- The applicant would be required to consolidate the two properties as a condition of development.
- A detailed review of development plans would be done at time of Development Permit application to ensure designs comply with the Zoning Bylaw and meet *DPA 2 Design Guidelines*.
- Council has the option to waive a Public Hearing because the proposed zoning aligns with the land use designation of the properties in the OCP.

OPTIONS

1. Recommend to Council the application be supported.
2. Recommend to Council the application be supported with conditions (specify).
3. Recommend to Council the application not be supported

ATTACHMENTS

- Relevant Policy Summary
- Proposed Development & Site Access Plans

GCO POLICY SUMMARY

The following table contains relevant policy statements on properties located within the *General Commercial (GCO)* land use designation found in the *Official Community Plan Bylaw*.

Document & Section	Text
<i>OCP Section 2.0 Land Use Designations</i>	<i>General Commercial (GCO): Identifies areas that permit a wide range of uses such as retail, office, entertainment, food and beverage, and mixed commercial/residential. The purpose is to maximize the economic and social vitality of these areas. It is expected that associated development will provide an enhanced pedestrian experience to promote non-vehicle shopping trips.</i>
<i>OCP Section 5.1 General Commercial Council Policy</i>	<i>Large format retail is permitted within this designation however, it must respond to the principles of compact, vibrant and pedestrian-friendly urban form. This is to be achieved by respecting existing block patterns, preserving the rhythm of small-scale, pedestrian oriented commercial retail units along the street frontage, and containing the majority of off-street parking within the building envelope.</i>
<i>OCP Section 5.1 General Commercial Council Policy</i>	<i>For all other forms of commercial where off-street parking is required it should be provided at the rear of the building in order to avoid disruption of the street wall by parking lots or driveways.</i>
<i>OCP Section 5.1 General Commercial Council Policy</i>	<i>Infill and redevelopment of underutilized commercial lands will be a priority for the City in order to achieve compact urban form, and to mitigate against excessively dispersed development.</i>
<i>OCP Section 5.1 General Commercial Council Policy</i>	<i>Buildings should be oriented to the street and located at the property line or be setback minimally in order to accommodate a specific programming requirement such as outdoor seating.</i>

JOHNSTON ROAD COMMERCIAL PROJECT

3940 & 3960 JOHNSTON ROAD
PORT ALBERNI BC



PROJECT RENDERING FOR REFERENCE ONLY AND MAY NOT ACCURATELY REPRESENT THE FINAL DESIGN OF THE PROJECT

SITE STATISTICS

LEGAL ADDRESS:	PID: 001-136-828, VIP31721, LOT 1 PID: 001-136-836, VIP31721, LOT 2
MUNICIPAL ADDRESS:	3940 & 3960 JOHNSTON ROAD, PORT ALBERNI BC
PROPOSED ZONING:	C2 - GENERAL COMMERCIAL
PROPOSED BUILDING USES:	RETAIL, DAY CARE, RESTAURANT (INCLUDING DRIVE-THROUGH)
LOT AREA:	4,778m ² (1.18 ac.)
LOT FRONTAGE:	97.49m
BUILDING AREAS:	
PROPOSED BLDG A:	567.98m ² (6,113.7ft ²)
PROPOSED BLDG B - MAIN:	772.4m ² (8,313.5ft ²)
PROPOSED BLDG B - SECOND:	380.1m ² (4,091.7ft ²)
TOTAL:	1,720.5m ² (18,519.3ft ²)
SITE COVERAGE:	
PERMITTED MAXIMUM:	75%
PROPOSED:	36%

SETBACK DIMENSIONS:

REQUIRED:	
FRONT:	0.0m
REAR:	3.0m
SIDE:	1.5m

PROPOSED:	
FRONT:	3.055m
REAR:	22.87m
SIDE:	2.165m

BUILDING HEIGHT:	
PERMITTED MAXIMUM:	18m
PROPOSED BUILDINGS MAX HEIGHT:	9.7m

UNIT USES & AREAS:

BUILDING A:		
UNIT A100:	RESTAURANT	174.67 m ²
UNIT A110:	RETAIL	166.51 m ²
UNIT A120:	RETAIL	111.09 m ²
UNIT A130:	RETAIL	99.72 m ²

BUILDING B:		
UNIT B100:	RETAIL	192.76 m ²
UNIT B110:	RETAIL	104.46 m ²
UNIT B120:	RETAIL	129.72 m ²
UNIT B130:	RETAIL	263.35 m ²
UNIT B200:	DAY CARE	308.66 m ²

BYLAW USE CLASSIFICATION PARKING REQUIREMENTS:

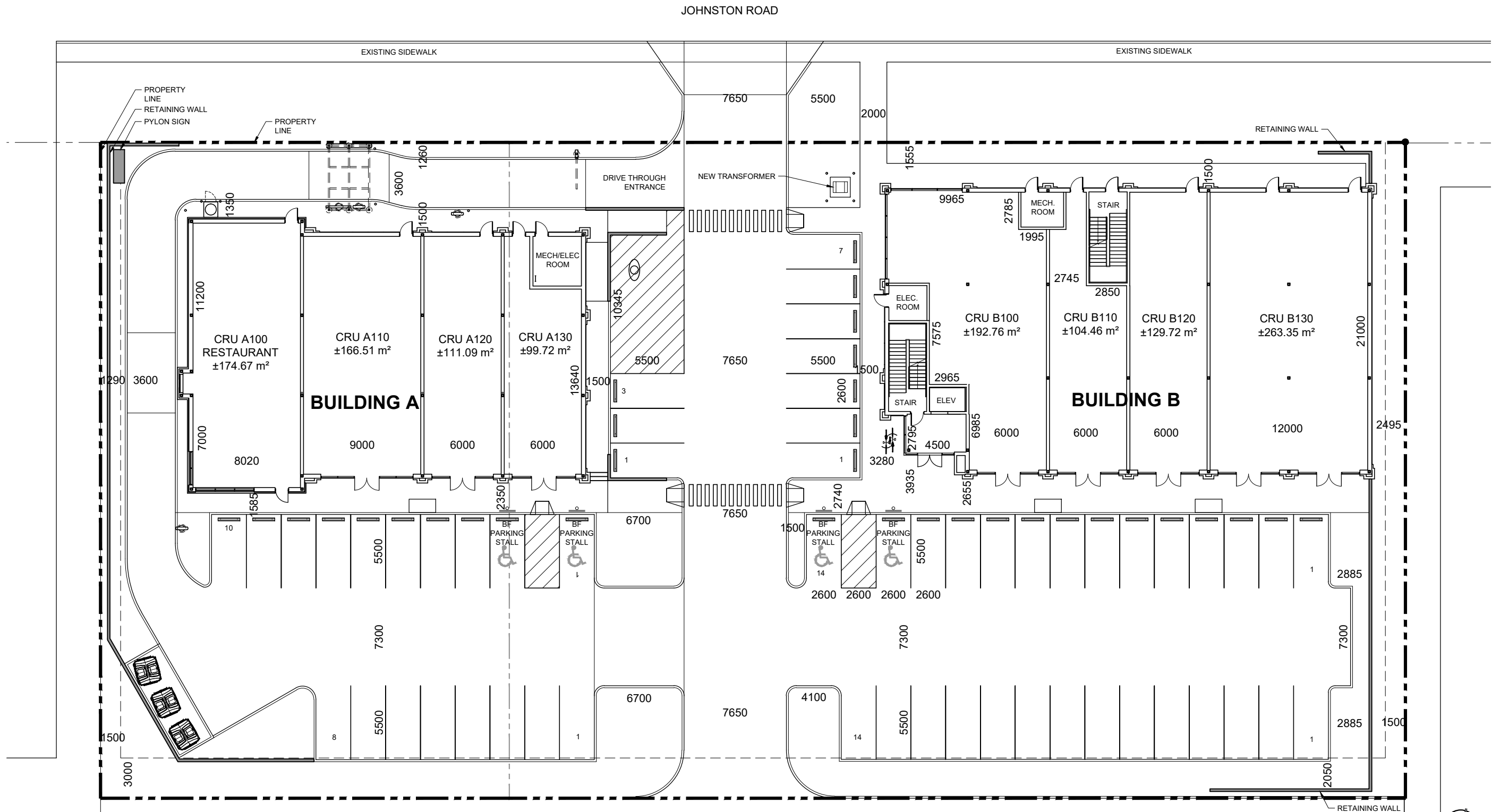
RETAIL:	1 STALL PER 30m ² OF RETAIL AREA (USED 80% OF GROSS AREA) 80% OF 1,067.61m ² = 854.09m ² 854.09m ² / 30 = 28.5 (29 STALLS)
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RESTAURANT:	1 STALL PER 4 SEATS (20 SEATS BASED ON RESTAURANT PROTOTYPE) 20 / 4 = 5 STALLS
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DAYCARE:	1 STALL PER EMPLOYEE 6 EMPLOYEES = 6 STALLS
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TOTAL PARKING STALLS REQUIRED =	40
BARRIER FREE PARKING STALLS REQUIRED =	2
TOTAL OFF STREET LOADING STALLS REQUIRED =	2

TOTAL PROPOSED REGULAR PARKING STALLS =	52
TOTAL PROPOSED BARRIER FREE PARKING STALLS =	4
TOTAL PROPOSED OFF-STREET LOADING STALLS =	4



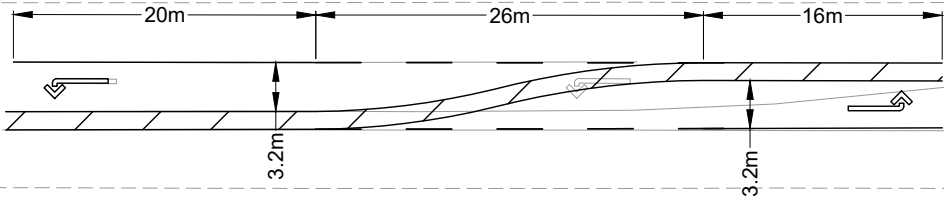
SITE PLAN



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PLOTTED BY: Jason Yuan

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WATT CONSULTING GROUP LTD
SIGNATURE _____
DATE _____
PERMIT NUMBER: 1001432
ENGINEERS & GEOSCIENTISTS
BRITISH COLUMBIA

SEAL:

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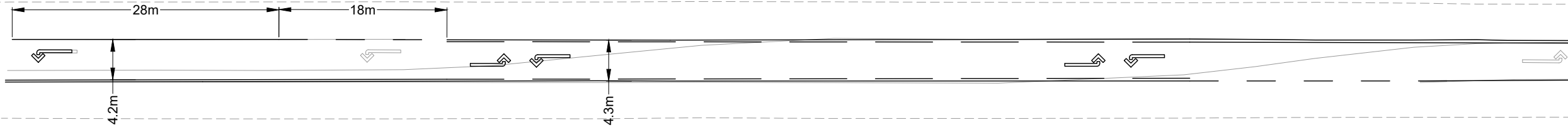
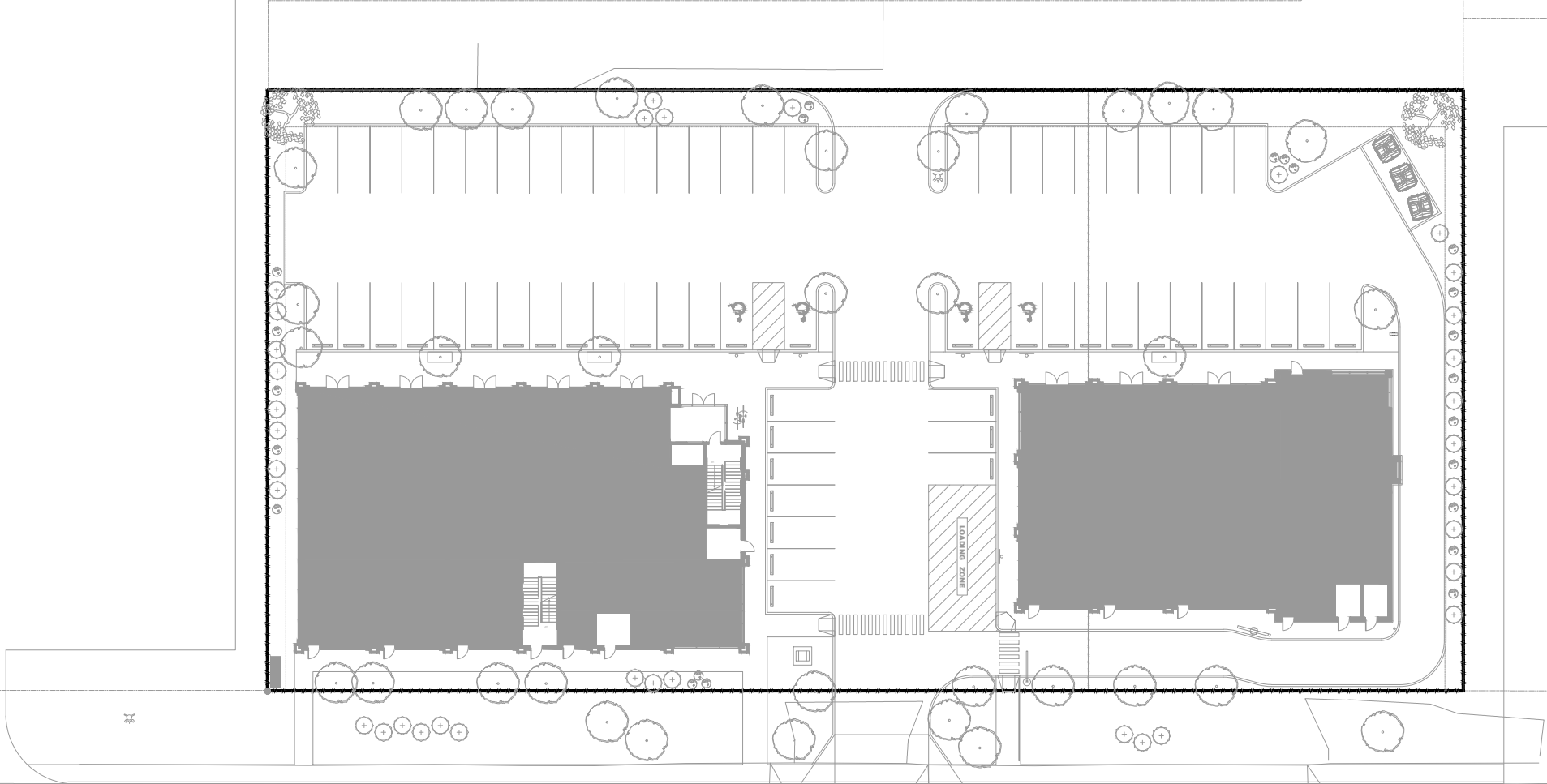
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Dedicated Left Turn Lane
Johnston Road Site Access - Port Alberni



Calgary, Edmonton, Lloydminster,
Okanagan, Vancouver, Victoria
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DATE _____

PERMIT NUMBER: 1001432
ENGINEERS & GEOSCIENTISTS
BRITISH COLUMBIA

SEAL:

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DESIGNED: JY	DRAWN: JY	CHECKED: AK	APRVD: AK
DESIGN VEHICLE:		DESIGN SPEED: 50 km/h	
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DATE: 2024-01-11		REVISION: 0	

TITLE:

Left Turn Design - Option 2
Two Way Left Turn Lane
Johnston Road Site Access - Port Alberni

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