



File # 11.60.00

To: Port Alberni Advisory Planning Commission

Ken McRae (Chair)	Chief Councillor Cynthia Dick (Tseshah First Nation)
John Douglas (Vice-Chair)	Larry Ransom - (SD #70)
Amy Anaka	Councillor Denis Sauvé (Council Liaison)
Jim Tatoosh (Hupacasath First Nation)	Rick Newberry (P.A.F.D. Liaison)
Don Ferster	Rob Gaudreault (Parks Liaison)
Jeannette Nichols	S. Sgt. Terry Smith (R.C.M.P. Liaison)
Sandy McRuer	

From: Scott Smith, Director of Development Services

Copy: Councillor Ron Paulson - (Alternate - Council Liaison)
John Bennie - (Alternate - School District #70)
Steven Tatoosh (Alternate – Hupacasath First Nation)
Sgt. Dave Boyce – (R.C.M.P. Liaison)
Cara Foden - Development Services Technician
Davina Hartwell, City Clerk / Tanis Feltrin / Sara Darling - Clerks Department

Date: August 9, 2018

Re: Advisory Planning Commission Meeting
Thursday, August 16, 2018 at 12:00 pm in the Committee Room at City Hall

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, August 16, 2018 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 June 21, 2018 meeting of the Advisory Planning Commission.
2. **DEVELOPMENT APPLICATION – Official Community Plan Bylaw and Zoning Bylaw amendments**
3250 and 3258 3rd Avenue
Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842, 009-278-869)
Applicants: Gary McNeal, Shane Gibbons
3. **Update** – Director of Development Services - Status of current projects.
4. **Other business.**
5. **Adjournment.** The next regular meeting tba.



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on June 21, 2018,
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Ken McRae (Chair)
John Douglas (Vice-Chair)
Amy Anaka
Jeannette Nichols
Sandy McRuer
Larry Ransom - (SD #70 Liaison)
Councillor Denis Sauvé (Council Liaison)
S. Sgt. Terry Smith (R.C.M.P. Liaison)
Rick Newberry (P.A.F.D. Liaison)

Staff

Scott Smith, Director of Development Services
Cara Foden, Dev. Services Technician

Guests

Members of the Public – 0

Regrets

Don Ferster
Jim Tatoosh (Hupacasath First Nation)
Cynthia Dick (Tseshah First Nation)
Rob Gaudreault (Parks Liaison)
B. Toor (Applicant)

Alternates (not in attendance)

Councilor Ron Paulson (Alternate–Council)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
John Bennie (Alternate S.D.70)
Steve Tatoosh (Alternate Hupacasath First Nation)



1. Adoption of May 17, 2018 Minutes

- The minutes of the May 17, 2018 meeting of the Advisory Planning Commission were adopted.

(McRuer / Douglas) CARRIED

2. DEVELOPMENT APPLICATION – Temporary Use Permit

5405 Argyle Street

Applicant: B. Toor dba Parmtronics Marine Ltd. Inc. No. BC0419343

- The Director of Development Services (DDS) summarized his report to the APC dated June 13, 2018.
- The APC discussed the application as follows:
 - Parking concerns were discussed. It was expressed that two offices would significantly impact parking in the area. It was noted that the parking in front of the building was time limited and ticketing was in effect. Employees of the current and proposed offices would need to park in long term parking areas further away in order to avoid ticketing.
 - APC members discussed the impact of permitting office spaces at Harbour Quay with regards to the long term goals of preserving the Quay as a commercial destination geared towards leisure and tourism. The current mix of industrial and commercial uses and their configuration at the Quay was noted.
 - The history of the building and the extensive renovations that have been done were discussed and there was support for encouraging the beautification of the Argyle St. corridor and for keeping the buildings occupied by tenants. The Temporary Use Permit allows for reconsideration after the 3 year term concludes.

- There was some dialogue regarding the current office space operating without a business license. The owner of the building was made aware of the situation, triggering the application for a TUP. The application is for a 3 year term after which the owner may choose to apply for a zoning amendment or an extension to the TUP. Under a TUP the current office use would be permitted to stay for the term of the TUP.

MOTIONS:

1. *That the Advisory Planning Commission amend the recommendations of the Director of Development Services, as contained in the report dated June 13, 2018, to include the following condition under the proposed Temporary Use Permit:*

- a. *That two existing units within the building be specifically designated to permit offices for the term of the Temporary Use Permit.*

(Ransom / Nichols) CARRIED

2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a Temporary Use Permit for office use on 5405 Argyle Street for a 3 year term.*

3. *That the Advisory Planning Commission recommends to City Council that the following conditions be applied under the Temporary Use Permit:*

- a. *That a maximum of 2 office units are permitted.*
 - b. *That office use is only permitted in **Unit 116** and **Unit 124**.*

(Ransom / Douglas) CARRIED

3. **Update** – Director of Development Services provided the following verbal updates:


- A Public Hearing is scheduled (June 25th) for "Zoning Bylaw Text Amendment No. T14 (Definition of Family - George), Bylaw No. 4965"
- Rainbow Gardens development status update.

4. **Other Business** - The next regularly scheduled meeting of the Advisory Planning Commission (July 19, 2018) has been cancelled.

5. **Adjournment** – The meeting adjourned at 1:00 p.m. The Advisory Planning Commission will meet next on **August 16, 2018** at 12:00 pm in the Committee Room at City Hall.

(McRuer / Douglas) CARRIED

Davina Hartwell - City Clerk



Ken McCrae – Chair



CITY OF PORT ALBERNI

DEVELOPMENT SERVICES DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, Director of Development Services

DATE: August 9, 2018

SUBJECT: DEVELOPMENT APPLICATION

Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments

3250 and 3258 3rd Avenue - Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197
(PID: 009-278-842 and 009-278-869)

Applicant: G. McNeal and S. Gibbons

Issue

At issue is the consideration of an application for map amendments to the Official Community Plan (OCP) Bylaw, and to the Zoning Bylaw, for the property located at 3250 and 3258 3rd Avenue.

Background

The applicant is proposing the conversion of a building, formerly used as a Hostel (Fat Salmon Backpackers Hostel), into a multiple family building containing four (4) dwelling units. The former Hostel was sold and the building changed ownership. It has been renovated by the previous owner into four (4) dwelling units without a building permit. The rezoning would allow the owner to apply for a building permit and carry out any work to ensure the dwelling units meet the building and fire codes.

Official Community Plan and Zoning Bylaw

- a) The properties, *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869)*, located at **3250 and 3258 3rd Avenue** are currently designated 'General Commercial' on the Official Community Plan Schedule A – Land Use Map. A map amendment is required to change the designation on the properties from '**General Commercial**' to '**Multi-Family Residential**' use.
- b) The properties, *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869)*, located at **3250 and 3258 3rd Avenue** are currently included in 'Development Permit Area No. 2 General Commercial' on the Official Community Plan Schedule B – Development Permit Area Map. A map amendment is required to change the designation to '**Development Permit Area No. 1 Multi-Family Residential**'.

- c) The properties, *Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869)*, located at **3250 and 3258 3rd Avenue** are currently zoned 'C7 Core Business' on the Zoning Bylaw Schedule - A Zoning Map. A map amendment is required to re-zone the property to '**RM1 Low Density Multiple-Family Residential**' zone.

Discussion

The property is located on the west side of 3rd Avenue on the edge of the Southport uptown core business area.

Surrounding Area

North: Commercial
 East: Minor Commercial, Residential and Multi-Family Residential
 South: Commercial
 West: Vacant property and Residential on commercially zoned land

Official Community Plan:

The applicant has requested to amend the Official Community Plan to designate the properties as 'Multi-Family Residential' and to include the site in the Form and Character Development Permit Area No. 1 (Multi-Family Residential).

The Official Community Plan policy states that the City will consider the following criteria for new areas for multi-family development:

- *Should be within walking distance (approx. 800 m) of commercial, recreational, public/institutional nodes, or community scale parks;*
- *Should be located on or in proximity to major collectors or arterial roads in order to reduce traffic impacts on local roads; and*
- *An adequate transition between lower density housing and compatibility with adjacent land uses must be provided.*

The Uptown commercial area is just a short distance away for shopping. Access to Dry Creek walking trails and Recreation Park is within easy walking distance. 3rd Avenue is designated an arterial road and transit is readily available.

Zoning:

The current zoning on the properties is 'C7 Core Business'. The site is made up of two legal parcels with each parcel being ~10 m (33 ft.) wide and ~38.1 m (125 ft.) deep. The total site area is ±766.4 m² (± 8250 ft²) with frontage on 3rd Avenue being 20 m (66 ft.).

Properties	Actual	Required in RM1
Site Area	766.4 m ²	900 m ²
Frontage	20 m	25 m
Site Coverage	Unknown	Max. 40%
Parking	Unknown	5 spaces

The requested zoning, 'RM1 Low Density Multiple Family Residential', requires a minimum frontage of 25 metres (82 ft.) and the minimum lot area requirement is 900 m² (9,688 ft²). The site does not meet the minimum frontage or lot area requirements for the RM1 zone.

The Development Services Department is supportive of small multi-family infill projects on smaller lots, where a laneway exists, than what is currently permitted in RM1 zone. It is recommended that a text amendment be made to the RM1 zone, where a lot can be accessed from a lane abutting a side or rear property line, reducing the required lot area and frontage regulations, for four (4) dwelling units or less, as follows;

Below the text; 'Minimum Lot Area

Four (4) dwelling units or less	900 m ²	(9,688 ft ²)'
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<i>Add the text "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line</i>	<i>700 m²</i>	<i>(7,535 ft²)"</i>
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Below the text 'Minimum Frontage

Four (4) dwelling units or less	25 m	(82 ft)'
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<i>Add the text "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line</i>	<i>20 m</i>	<i>(65.6 ft)"</i>
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Infrastructure and Servicing:

Water: There is a water main running along 3rd Avenue with a connection to the building.

Sewer: There are mains along the 3rd Avenue frontage and the lane to the west of the rear property line. There is no information regarding a current connection and this will need to be investigated.

Traffic and Parking:

The zoning bylaw requirement is 1.25 parking spaces for each dwelling unit for a total of five (5) spaces for this proposal. There is some parking located to the rear of the existing building. The existing parking is only accessible from the paved public lane to the west. It appears that there is sufficient area at the rear of the property for parking. The applicant will be required to provide a plan showing how the parking can be accommodated.

Agency Comments

BC Hydro: Interests are unaffected.

Fire Dept.: No objections providing the building is brought up to current Building and Fire Codes

TELUS: No concerns

Building Inspector: Requests that the owner engage a registered professional to facilitate the Building Permit application to change the use from Commercial to Residential

RCMP: No concerns

Conclusions

In considering the Official Community Plan Bylaw and Zoning Bylaw amendments, the Advisory Planning Commission and City Council should consider whether the proposed amendment is appropriate for the site and for the community.

The proposal would amend the Official Community Plan by designating the site as 'Multi-Family Residential'. The Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The proposed bylaw amendments are compatible with the neighbourhood and the Development Services Department supports amending the bylaws, as proposed, in conjunction with the adoption of the recommended conditions.

Recommendations

1. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, from 'General Commercial' to **'Multi-Family Residential'** use.
2. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule B Development Permit Areas Map to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, from 'Development Permit Area No. 2 (General Commercial)' to **'Development Permit Area No. 1 (Multiple Family Residential)'**.
3. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3rd Avenue**, as shown outlined on the map below, from 'C7 Core Business' zone to **'RM1 Low Density Multiple Family Residential'** zone.
4. That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Zoning Bylaw Section 5.14.2 RM1 Low Density Multiple Family Residential Site Development Regulations as follows:
 - a. Below the text;

'Minimum Lot Area		
Four (4) dwelling units or less	900 m ²	(9,688 ft ²)'

 Add the text;

"Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line		
	700 m ²	(7,535 ft ²)"
 - b. Below the text;

'Minimum Frontage		
Four (4) dwelling units or less	25 m	(82 ft)'

 Add the text;

"Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line		
	20 m	(65.6 ft)"

5. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
- a. *Consolidate Lot 5 and Lot 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869) into one legal parcel.*
 - b. *Submission of an application for a Building Permit that is satisfactory to the Building Inspector supported by documentation from a Registered Professional in BC to facilitate the change of use to multi-family.*

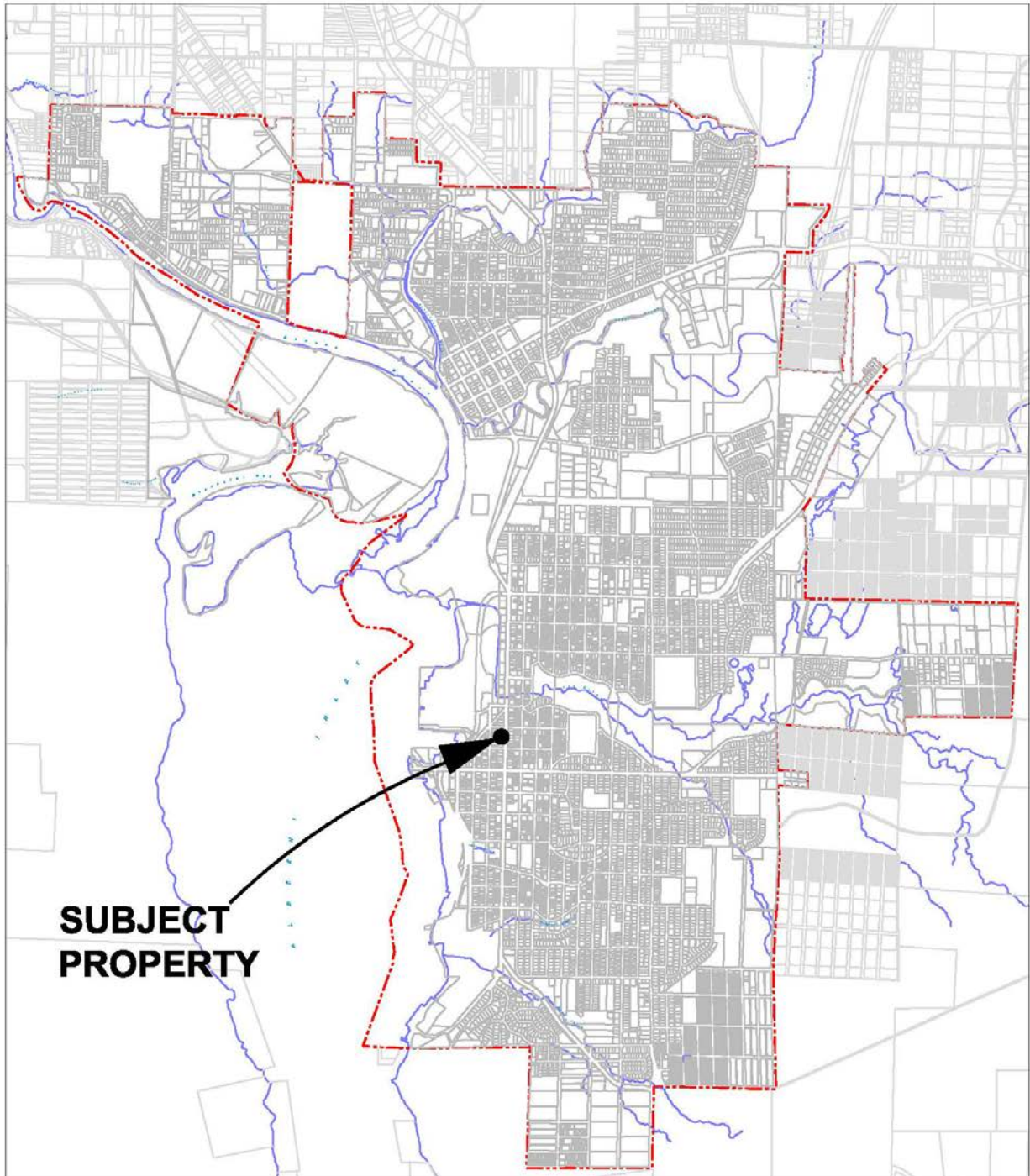
Respectfully submitted,



Scott Smith, MCIP
Director of Development Services

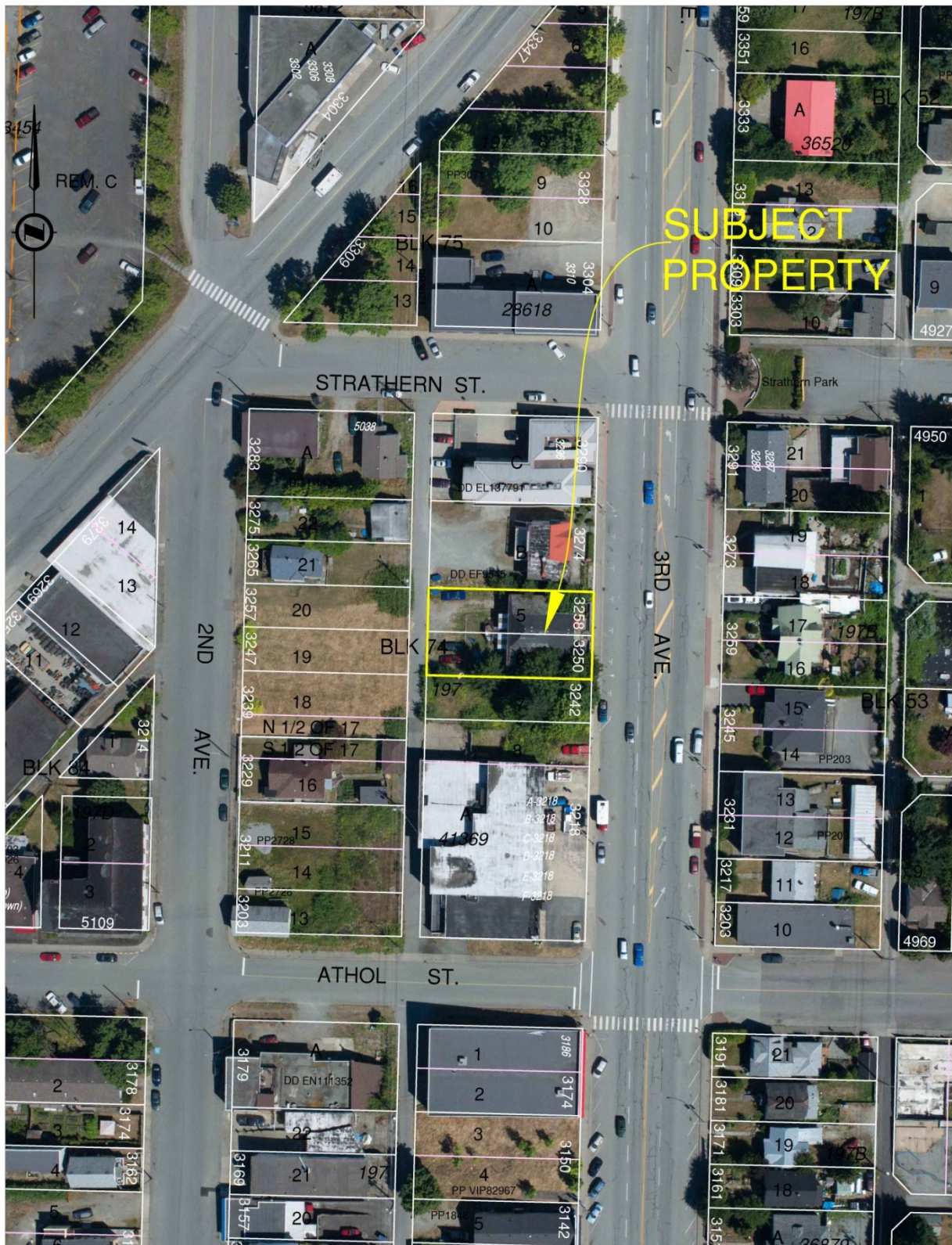


CITY OF PORT ALBERNI LOCATION MAP



3250 and 3258 3rd Avenue

SUBJECT PROPERTIES - 3250 and 3258 3rd Avenue



213 MDS
 11/10/02

3258
 3250
 HOUSE NO.

WATER & SEWER SERVICE CONNECTION RECORD CARD

3RD AVE
 3RD AVE
 STREET

1
 1
 D.L.

74
 74
 BLK.

5
 6
 LOT

197
 197
 PLAN

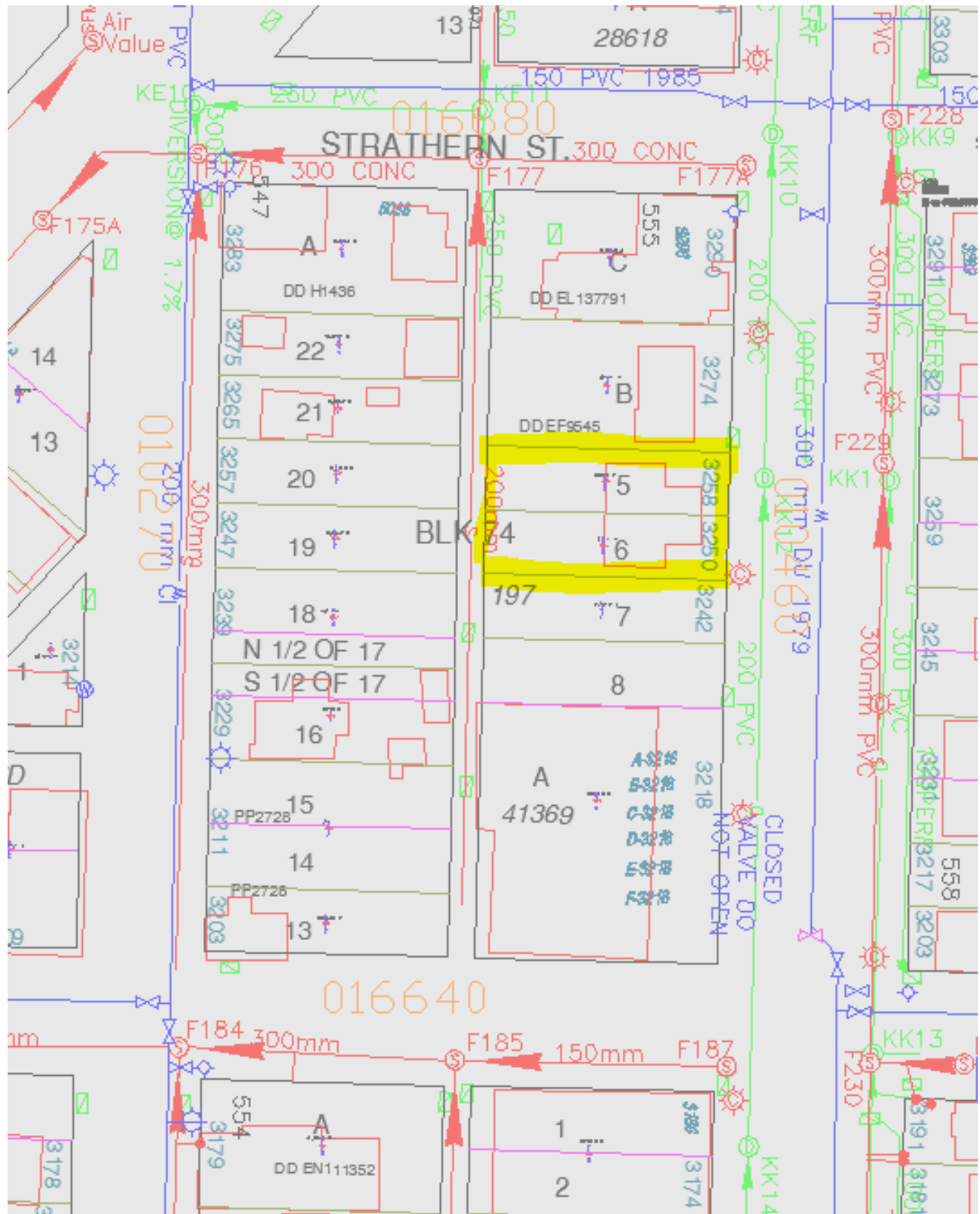
STORM		WATER		SEWER
INSTALLATION DATE	INSTALLATION DATE	INSTALLATION DATE	INSTALLATION DATE	INSTALLATION DATE
		SEPT 1995		
CONNECTION DATE	CONNECTION DATE	CONNECTION DATE	CONNECTION DATE	CONNECTION DATE
		SEPT 1995		
SIZE	SIZE	SIZE	SIZE	SIZE
		40"		
LENGTH	LENGTH	LENGTH	LENGTH	LENGTH
		15.1		
RISER	RISER	RISER	RISER	RISER
		✓		
FITTING AT MAIN	FITTING AT MAIN	FITTING AT MAIN	FITTING AT MAIN	FITTING AT MAIN
		✓		
* BENDS	* BENDS	* BENDS	* BENDS	* BENDS
		1		
DEPTH AT PROPERTY LINE	DEPTH AT PROPERTY LINE	DEPTH AT PROPERTY LINE	DEPTH AT PROPERTY LINE	DEPTH AT PROPERTY LINE
		✓		
DISTANCE FROM M.H. TO FITTING ON MAIN	DISTANCE FROM M.H. TO FITTING ON MAIN	DISTANCE FROM M.H. TO FITTING ON MAIN	DISTANCE FROM M.H. TO FITTING ON MAIN	DISTANCE FROM M.H. TO FITTING ON MAIN
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		49947106		
		FROM NE CORNER 8.1		

7 6 5 B
 N →

3RD AVE
 D.T. ROAD

300'

Printed by Lucky Printers



Bylaw 4832

RM1 – LOW DENSITY MULTIPLE FAMILY RESIDENTIAL

5.14 The purpose of this zone is to provide for lower density multiple family residential development.

5.14.1 Permitted usesPrincipal Uses

Boarding and lodging
Community care facility
Multiple family dwelling
Single family dwelling
Two family dwelling

Accessory Uses

Home occupation

5.14.2 Site Development Regulations

Minimum Lot Area

Single family dwelling	500 m ²	(5,382 ft ²)
Two family dwelling	700 m ²	(7,535 ft ²)
Four (4) dwelling units or less	900 m ²	(9,688 ft ²)
Over four (4) dwelling units	1,000 m ²	(10,764 ft ²)

Minimum Frontage

Single family dwelling	15 m	49.2 ft
Two family dwelling	20 m	65.6 ft
Four (4) dwelling units or less	25 m	82.0 ft
Over four (4) dwelling units	30 m	98.4 ft

Maximum Coverage

40%

Minimum Setbacks:

Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)

Maximum Floor Area Ratio

0.5

Maximum Height, Principal Building

10 m (32.8 ft)

Maximum Number of Principal Building Storeys

2.5

5.14.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.14.2, useable open space shall be provided on the lot of not less than 45 m² (484.4 ft²) for each dwelling unit containing 3 or more bedrooms, and not less than 28 m² (301.4 ft²) for each dwelling unit of smaller size.
- (b) Density bonusing is available as follows:
 - (i) Where a minimum of ten percent (10%) of the dwelling units are designed as accessible, the permitted maximum floor area ratio of the building may be increased by a maximum of 0.1; and

Bylaw 4832

- (ii) Where a minimum of ten percent (10%) of the *dwelling* units are designated as affordable, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and where this Agreement is filed with the Land Title Office, the permitted maximum *floor area ratio* of the principal *building* may be increased by a maximum of 0.1; and
- (iii) Where both (i) and (ii) are undertaken, the maximum permitted *lot coverage* may be increased by 5%.
- (c) The principal access to each *dwelling* unit shall be from an outdoor area.
- (d) Groups of single and two *family* or multiple *family* dwellings are permitted, as an exception to Section 6.1 of this bylaw.
- (e) *Home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.
- (f) Site development for single *family* and two *family* dwellings must be in accordance with the R2 *zone* regulations provided in Sections 5.12.2 and 5.12.3.