



To: Port Alberni Advisory Planning Commission

Stefanie Weber (Vice-Chair)
Joe McQuaid
Dan Holder
Ken Watts (ECC, Tseshah (č išaaʔath) F.N)
Councilor Serena Mayer, (Hupačasath F.N)
Larry Ransom, (SD70 Liaison)
Callan Noye
Sandy McRuer

Councilor 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)
H. Wylie (Alternate - Tseshah (č išaaʔath) First Nation)
TBD (Alternate Hupačasath Nation)
TBD – (Alternate - R.C.M.P.)
Councilor D. Haggard (Alternate - Council Liaison)
Corporate Services: D. Monteith, S. Darling, T. Feltrin, A. O'Connor
City Staff: B. McLoughlin, H. Stevenson, C. Foden

Date: January 11, 2024

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

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, January 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 Tseshah/č išaaʔath First Nations.
- 2. Election of Chair and Vice-Chair for 2024.**
- 3. Adoption of minutes of the December 21, 2023 meeting**
- 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
- 5. Updates – Manager of Planning**
- 6. Other business**
- 7. Adjournment** - The next regular APC meeting is scheduled for **Thursday, February 15, 2024.**



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on December 21, 2023 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Stefanie Weber (Vice-Chair)
Sandy McRuer
Dan Holder
Christine Washington, (SD70 Liaison)
Harley Wylie (Alt. – Tseshah (č išaa?ath) F.N)
Callan Noye
Derrin Fines (P.A.F.D. Liaison)
Councilor Dustin Dame (Council Liaison)

Regrets

Ed Francoeur (Chair)
Serena Mayer, (Hupačasath F.N)
Ken Watts (ECC, Tseshah (č išaa?ath) F.N)
Joe McQuaid

Staff

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

Guests

Applicant/s: None present

Alternates and Staff not in attendance

Larry Ransom (Alt.– S.D.70)
TBD (Alt.– RCMP)
Councilor Deb Haggard (Alt. Council Liaison)
Brian McLoughlin, Manager of Planning
S./Sgt. Mike Thompson, (R.C.M.P. Liaison)
Wayne Mihalicz (Parks 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 išaa?ath) First Nation.

2. Adoption of previous meeting minutes:

- Summary Report / Minutes from the APC Meetings held on October 19, 2023

(McRuer / Holder) CARRIED

3. DEVELOPMENT APPLICATION: Development Variance Permit

4821 Heath Rd. - Lot 2, Block 2, District Lot 11, Alberni District, Plan 618B (PID: 008-735-042)

APPLICANT: D. Sneddon

- The Planner 1 presented a summary of the application. A full report dated December 14, 2023 was included in the Agenda package for this meeting.
- Attendees discussed the proposed Variance as follows:
 - Site coverage was discussed and clarified with respect to what structures are/are not included in the site coverage calculation. It was also clarified that site coverage regulation is one factor that helps to determine the 'character' of a particular zone designation.

Motions:

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

(Washington / Holder) CARRIED

4. DEVELOPMENT APPLICATION: Proposed OCP & Zoning Bylaw Amendments

2856 4th Avenue. - Lot 5, Block 57, District, Lot 1, Alberni District, Plan 197-B, (PID: 000-845-710)

APPLICANT: Lindsay Baker dba Le Fevre Group

- The Planner 1 presented a summary of the application. A full report dated December 14, 2023 was included in the Agenda package for this meeting.
- Attendees discussed the proposed amendments as follows:
 - APC members evaluated the proposed amendments with consideration to the adjacent site (2846 4th Ave.) being developed in the same manner and by the same developer. The Director of Development Services noted that the applicant had chosen to pursue the amendments for each site separately rather than in combination.
 - The APC members supported the application.

Motions:

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

(Washington / Noye) CARRIED

5. Updates from the Director of Development Services

- Zoning Bylaw 5074 amendment applications:
 - Bylaw for Zoning amendment (Bylaw 5096) on Kingsway Ave. was given 1st reading by Council.
 - Application for Micro-Hotel on Johnston Rd. – a new Architect has been hired and a meeting with staff is scheduled to discuss next steps for the project.
 - New legislation from the Province has been passed that will require municipalities to incorporate new Zoning regulations by June 2024. The regulations will not permit Public Hearings where an application aligns with an Official Community Plan (OCP). The APC discussed the potential impact of these new regulations. Port Alberni public transit does not meet the 15-minute frequency set by the Province that could permit 6-Plex on nearby properties.
- DVP 117 – 4735/4715 Dunbar St. – approved by Council on December 11/23 with conditions.

- 6. Other Business:** The Director of Development Services thanked C. Noye and S. Weber for their past service and their willingness to serve another term with the APC. E. Francoeur (Chair) was thanked for his past service on the APC although he was unable to attend this meeting.

- 7. Adjournment** – The meeting adjourned at 12:50 pm. The next meeting is scheduled for 12:00 pm on **Thursday, January 18, 2024.**

(Chair)



CITY OF PORT ALBERNI

DEVELOPMENT APPLICATION REFERRAL PRELIMINARY REVIEW REPORT

TO: Advisory Planning Commission

FROM: Haley Stevenson, Planner I

DATE: January 11, 2023

**SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendments
5350 Margaret Street, Port Alberni**

Lot 1, District Lot 11, Alberni District, Plan 1047, (PID: 007-922-957)

Lot 2, District Lot 11, Alberni District, Plan 1047 (PID: 007-922-981)

Lot 3, District Lot 11, Alberni District, Plan 1047, (PID: 007-922-990)

Applicant(s): B. Dame

PURPOSE

To consider an application for amendments to the Zoning Bylaw for the properties at 5350 Margaret Street. Amendments would enable application for a subdivision to create three small residential lots.

SUBJECT PROPERTY AND SITE CONTEXT

5350 Margaret Street consists of four individual lots. All four lots are designated '*Residential*' in the Official Community Plan (OCP) and are classified '*P1 Institutional*' in *Zoning Bylaw No. 5074, 2023*. The surrounding neighborhood is a mix of lower-density residential, institutional, and parks and recreation zoning. Lots 3 and 4 are occupied by an existing building, historically used as a church and dwelling. Lots 1 and 2 are currently vacant having previously been used for parking for the church. Proposed amendments are for Lots 1, 2, and a small portion of Lot 3 only (subject property). See Figure 1.

Location	Corner of Margaret Street and Pleasant Road, south of Tsuma-as Elementary School
Current Land Use	<i>Residential</i>
Current Zoning	<i>P1 Institutional</i>
Proposed Zoning	<i>R3 Small Lot Single-Detached Residential</i>
Total Area	1194.1 m ² (0.3 acres)

Figure 1 – Subject Property Map



Figure 2 - OCP Land Use Map

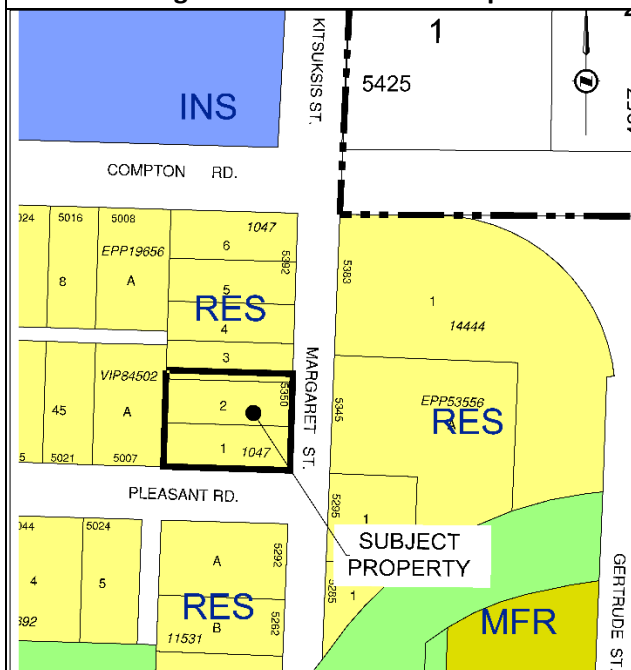
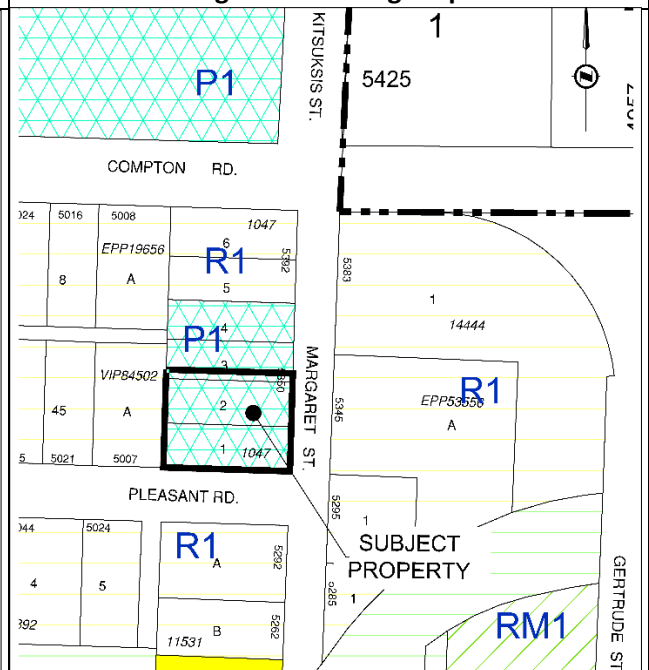


Figure 3 – Zoning Map



DEVELOPMENT APPLICATION & POLICY

The applicant is proposing to change the classification of Lots 1, 2, and a portion of 3 from 'P1 Institutional' to 'R3 Small Lot Single-Detached Residential'. The zoning amendment would enable a subdivision application to create three residential properties. The proposed subdivision plan is shown in Figure 4.



Official Community Plan No. 4602

The application does not require an OCP Bylaw amendment. Proposed R3 zoning aligns with the definition of the *Residential* Land Use Designation and with Council Policy regarding residential infill:

OCP Section	OCP Text
<i>Section 2.0 Land Use Designations</i>	<i>Residential (RES): Permits one and two family residential.</i>
<i>Section 4.2 Residential (RES) Council Policy</i>	<i>4. The City supports the development of residential infill provided that the scale and character are suitably integrated into the adjacent neighbourhood.</i>

Zoning Bylaw No. 5074

Proposed zoning aligns with the surrounding low-density neighborhood, and the proposed lots meet the requirements of the R3 zone.

The existing building is located on both Lot 3 and Lot 4. Staff recommend that as a condition of approval, the applicant be required to consolidate the two remaining lots to ensure the property complies with the Zoning Bylaw:

Zoning Bylaw Section	Zoning Bylaw Text
<i>Section 6.2.2 Location of Buildings</i>	<i>No principal building shall be located so as to be within more than one lot, except where one or more of the lots is an air space parcel.</i>

Floodplain Bylaw No. 4288

The subject property is located within the floodplain boundary and is therefore subject to *Floodplain Bylaw No. 4288*. However, because the property's natural elevation is over 3.65 m (12 ft), the bylaw's building restrictions do not apply.

Infrastructure & Servicing

The applicant has not yet provided infrastructure information for the City's Infrastructure Services Department to review. This will be required prior to third reading to inform development review. The applicant would be responsible for the design and cost of all necessary upgrades.

REFERRALS

The application was referred to external agencies and internal departments. A summary of responses is attached to this report.

Staff Notes:

- The existing building on Lots 3 and 4 does not meet rear-yard setback requirement of the P1 zone. Proposed development plans do not impact this non-conformity.
- The City will be required to align the Zoning Bylaw with new Provincial small-scale multi-unit housing legislation by June 30, 2024. The applicant's current intention is for single-detached dwellings, however future zoning may enable higher density development on the properties. This will apply to most residential properties throughout the City.
- Infrastructure requirements will be reviewed with consideration for potential small-scale multi-unit housing.

- If proposed amendments are adopted, Lot 3 would have split zoning until a subdivision plan is subsequently registered with the Land Title Office.
- The remaining P1 property would be required to meet parking requirements for all uses.
- A Public Hearing is not required under *Section 464* of the *Local Government Act* as the proposal aligns with the property's Land Use Designation and does not require an OCP Bylaw amendment.

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

- Referral Response Summary

Referral Comments

FILE Number(s): ZON 2023_04

Referrals Sent Date: 12/6/2023

Civic Address: 5350 Margaret Street

Legal Description(s): 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

Application Type: ZONING AMENDMENT

Agency/Dept	Date	Comments
BC Hydro	12/6/2023	Note no pole for direct servicing of #4 so if building is <10m from secondary & only 200A could have midspan, otherwise pole required for servicing.
City Prks-Recreation-Heritage	12/6/2023	No Comments / Concerns
RCMP	12/6/2023	No Comments / Concerns
City Community Safety	12/6/2023	No Comments / Concerns
City Fire	12/7/2023	No Comments / Concerns
Can Post Reg	12/11/2023	If approved the project will be served by delivery to the door. No equipment on private or public property required.
Hupacasath Nation	12/12/2023	No Comments / Concerns
City Infrastructure Services	12/14/2023	From Manager of Operations: No Comments / Concerns
Fortis	12/14/2023	FortisBC currently has an existing service to the existing home at 5350 Margaret St. It is 4.1m south of the addition, which would therefore be on the subdivided lot. It looks as though it will be within the set back so it should not conflict with new building footprints. Based on this, we require an SRW.

*No responses were received from additional referral contacts by the date of this report.