



To: Port Alberni Advisory Planning Commission

Ed Francoeur (Acting Chair)	Callan Noye
Stefanie Weber (Acting Vice-Chair)	Sandy McRuer
Joe McQuaid	Councillor Dustin Dame (Council Liaison)
Dan Holder	Wayne Mihalic (Parks Operations Liaison)
Ken Watts (ECC, Tseshah̓t (č̓ išaaʔath̓) F.N)	Derrin Fines (P.A.F.D. Liaison)
Representative, (Hupačasath F.N)	Sgt. Peter Dionne, (R.C.M.P. Liaison)
Christine Washington, (SD70 Liaison)	

From: Scott Smith, Director of Development Services
Copy: Larry Ransom (Alternate - School District #70)
Harley Wylie (Alternate - Tseshah̓t (č̓ išaaʔath̓) First Nation)
Representative TBD (Alternate Hupačasath Nation)
S/Sgt Mike Thompson – (Alternate - R.C.M.P.)
Councillor Deb Haggard - (Alternate - Council Liaison)
Corporate Services: D. Monteith, S. Darling, T. Feltrin, A. O'Connor
City Staff: S. Smith, B. McLoughlin, H. Stevenson, C. Foden

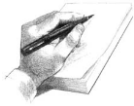
Date: July 12, 2023

Re: Advisory Planning Commission Meeting - **Thursday, July 20, 2023 at 12:00 pm**

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, July 20, 2023 at 12:00 pm** in the **Council Chambers at City Hall** (4850 Argyle St.). Contact Brian McLoughlin (T: 250-720-2806 / email: Brian.McLoughlin@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. Election of Chair and Vice-Chair for 2023**
- 3. Adoption of previous meetings minutes:**
 - a) May 18, 2023
 - b) June 15, 2023
- 4. DEVELOPMENT APPLICATION – Proposed OCP and Zoning Bylaw Amendments**
3690 Loewen Road and 2791 Burde Street
Lot 1, District Lot 139, Alberni District, Plan VIP19284 (PID: 000-962-805); and
2791 Burde Street
Lot 21, District Lot 139, Alberni District, Plan 1401A, Except that part included within Parcel A (DD 82302N) And Except those parts in Plans 13102 and 19284 (PID: 005-712-343)
APPLICANT: R. Hamling agent for Prism Land Surveying Ltd.
- 5. Updates – Manager of Planning**
- 6. Other business**
- 7. Adjournment** - The next regular APC meeting is scheduled for **August 17, 2023.**



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on May 18, 2023 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Joe McQuaid
Callan Noye
Dan Holder
Stefanie Weber
Sandy McRuer
Derrin Fines, P.A.F.D. Liaison
Councillor Dustin Dame, Council Liaison

Regrets

Ed Francoeur (Chair)
Ken Watts, ECC, Tseshah (č išaa?ath) F.N
Jolleen Dick, Councillor, Hupačasath F.N
Christine Washington, SD70 Liaison
Peter Dionne, R.C.M.P. Liaison

Staff

Scott Smith, Dir. of Dev. Services/Deputy CAO
Brian McLoughlin, Planner II
Haley Stevenson, Planner I

Guests

Applicant/s: J. Doove (virtual), Project Manager
Applicant/s: R. Jaenicke, Property Owner

Alternates (not in attendance)

S./Sgt. Mike Thompson (Alt.- RCMP)
Harley Wylie (Alt. – Tseshah (č išaa?ath) F.N)
Larry Ransom (Alt.- S.D.70)
Councillor Deb Haggard, (Alt. Council Liaison)



1. Acknowledgements and Introductions

- An acknowledgement was made that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
- Welcome and introduction of any members who had not yet met.

2. Election of Chair and Vice Chair for 2023

- Quorum was met.
- Members present nominated and elected (all in favour) Stefanie Weber as Vice Chair of the APC for the year of 2023.
- Stefanie Weber accepted the position of Vice Chair.
- Members present agreed to postpone election of the Chair position until a meeting where more members were present.

3. Adoption of previous meeting minutes

- Draft Summary Minutes from the APC Meetings held on December 15, 2022 and February 16, 2023 were adopted.

4. DEVELOPMENT APPLICATION – Development Variance Permit 3355 Johnston Rd.

Lot 1, District Lot 152, Alberni District, Plan VIP79990 PID: 026-505-878

Applicant: J. Doove

- Planner I summarized the report dated May 10, 2023.
- The applicant J. Doove was in attendance virtually.
- APC discussed the proposed variance and report.
 - Discussion regarding an advertisement of a proposed development in the AV news.
 - An APC member expressed support for a hotel in the shopping area and that it makes sense for more dense development to occupy the abundant parking space.
 - An APC member inquired about the branding of “Microtel” and its relation to hotel unit size.

The Director of Development Services referred the question to the applicant. The applicant provided a brief overview of Microtel design and clarified that the designs are smaller than typical hotel rooms. The Director of Development Services added that as with all development, the designs must conform with BC building Code.

- An APC member inquired about any additional uses that the development may enable (e.g. pool). The Direction of Development Services clarified that these uses are included in “hotel” use.
- The APC requested clarity on the subdivision process involved in the application. The Director of Development Services clarified that the subdivision and development permit/variance permit application are being processed parallelly to a degree permitted by statutory requirements. Staff also noted that the subdivision would not result in any additional access points from Johnston Rd.

Motion:

THAT the Advisory Planning Commission recommends to City Council that the application be supported.

CARRIED

5. DEVELOPMENT APPLICATION – Development Variance Permit 4289 Ravenhill Avenue

Lot B, District Lot 1, Alberni District, Plan EPP125293 PID: 031-881-319

Applicant: R. Jaenicke & L. Ranger

- Planner I summarized the report dated May 10, 2023.
- The applicant R. Jaenicke was in attendance.
- APC discussed the proposed variance and report.
 - An APC member inquired as to whether the variance would apply to the entire property or the solely proposed accessory building. Planner I clarified that the variance would apply solely to the proposed accessory building.
 - An APC member inquired whether the proposed location of the accessory building would encroach on the P2 zone. Planner I clarified that it would not.

Motion:

THAT the Advisory Planning Commission recommends to City Council that the application be supported.

CARRIED

6. Updates from the Director of Development Services

- The APC was provided information on the status of Bylaw updates.
 - The updated Building Bylaw will be brought to the City Council Regular Meeting on May 23 2023 for three readings.
 - Staff are aiming to bring the updated Zoning Bylaw to the City Council Regular Meeting at the end of June for first and second readings, and to set a public hearing date.
- The APC was provided updates on ongoing Planning & Development Services projects/applications.
 - 4210 Cedarwood
 - 2846 4th Ave – new townhouse zone
 - 2601 Burde Street
- The APC was provided an update on the status of the Official Community Plan.

- City has been working on creating background documents “snapshots” for each of the OCP Touchstones.
- Working with consultants on a population report.
- OCP project Team is re-evaluating next steps and timing regarding public engagement.

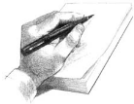
7. Other Business:

- Staff communicated to the APC that it is their intent to hold the June APC meeting as there are items that will need to move forward and to ensure that their calendars are cleared to the best of their ability.

8. Adjournment – The meeting adjourned at 12:45 pm. The next meeting is scheduled for 12:00 pm on **June 15, 2023**.

(Chair)

DRAFT-APC-SummaryMinutes-May18-2023



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on June 15, 2023 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Joe McQuaid

Dan Holder

Stefanie Weber

Councillor Dustin Dame, Council Liaison

Derrin Fines, P.A.F.D. Liaison

Regrets

Ed Francoeur (Chair)

Ken Watts, ECC, Tseshah (č išaaʔath) F.N

Representative TBD, Hupačasath F.N

Christine Washington, SD70

Callan Noye

Sandy McRuer

Peter Dionne, R.C.M.P. Liaison

Staff

Brian McLoughlin, Manager of Planning

Haley Stevenson, Planner I

Guests

Applicant/s: None present

Alternates (not in attendance)

Harley Wylie (Alt. – Tseshah (č išaaʔath) F.N)

Larry Ransom (Alt.– S.D.70)

S./Sgt. Mike Thompson (Alt.– RCMP)

Councillor Deb Haggard, Alt. Council Liaison



1. Acknowledgements and Introductions

- An acknowledgement was made that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations.

Quorum was not met by 12:15 pm. The APC members present indicated they would proceed with an informal discussion of the agenda items.

2. Election of Chair for 2023

- Quorum was not met and therefore the 2023 position of Chair for the Advisory Planning Commission was not elected. This item is to be carried over to the July 2023 meeting.

3. Adoption of previous meeting minutes

- Quorum was not met and therefore the Draft Summary Minutes from the APC Meeting held on May 18, 2023 were not adopted. This item is to be carried over to the July 2023 meeting.

**4. DEVELOPMENT APPLICATION – Proposed OCP and Zoning Bylaw Amendments
2780 Burde Street**

Lot B (See EP71136) Block 27, District Lot 139, Alberni District, Plan 1562 PID: 024-836-117)

APPLICANT: B. Elliott

- Planner I summarized the report dated June 5, 2023.
- Attendees discussed the proposed OCP and Zoning Bylaw amendments and report.

5. Updates from the Manager of Planning

- Attendees were updated on Council's resolution allowing Staff to apply for a Complete Communities Grant, which could provide up to \$150,000 to support GIS mapping analysis for City projects with the intent of creating a complete community.
- Attendees were notified that *Development Procedures Bylaw No. 5076, 2023* and *Building*

Bylaw No. 5077, 2023 had now been finally adopted.

- Attendees were updated on the status of previously reviewed development applications, and was notified of recent Development Permits issued by the Director of Development Services who was delegated authority to do so under the newly adopted *Development Procedures Bylaw No. 5076, 2023*.
- Attendees were notified that Staff plan to bring a modernized Zoning Bylaw to Council for consideration in the coming weeks. Proposal includes a number of small but significant changes, including but not limited to:
 - Permitting accessory dwelling units on certain residential properties;
 - allowing development on properties with areas and frontage dimensions below the minimum requirements outlined in the zone's Site Development Regulations;
 - regulations on use of sea cans on properties, and
 - regulations on permitted types of fencing.
- Attendees and Staff discussed fence regulations within the community.

6. Other Business

7. **Adjournment** – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **July 20, 2023**.

(Chair)

DRAFT-APC-SummaryMinutes-June15-2023



CITY OF PORT ALBERNI

PLANNING DEPARTMENT PRELIMINARY REVIEW REPORT

TO: Advisory Planning Commission

FROM: Haley Stevenson, Planner I

DATE: July 12, 2023

**SUBJECT: DEVELOPMENT APPLICATION – Proposed OCP and Zoning Bylaw Amendments
3690 LOEWEN ROAD**

LOT 1, DISTRICT LOT 139, ALBERNI DISTRICT, PLAN 19284 (PID: 000-962-805)

2791 BURDE STREET

LOT 21, DISTRICT LOT 139, ALBERNI DISTRICT, PLAN 1401A, EXCEPT THAT PART INCLUDED WITHIN PARCEL A(DD 82302N) AND EXCEPT THOSE PARTS IN PLANS 13102 AND 19284 (PID: 005-712-343)

Applicant: Prism Land Surveying Ltd.

PURPOSE

The City has received a development application requesting amendments to the *Official Community Plan (OCP)* and *Zoning Bylaw* at 3690 Loewen Road and a portion of 2791 Burde Street to enable a lot boundary adjustment and land consolidation.

SUBJECT PROPERTIES AND SITE CONTEXT

The properties at 3690 Loewen Road and 2791 Burde Street are both currently designated *FUR Future Residential* in the OCP and zoned *RR1 Rural Residential* in the Zoning Bylaw. 3690 Loewen Road is currently undeveloped, while 2791 Burde Street is occupied by one single detached dwelling in addition to a large expanse of undeveloped land. The property owner(s) of 3690 Loewen Road wish to purchase the north-western portion of 2791 Burde St. (approximately 1427 m²) to add it to the rear of their property. The intent is for the consolidated property to serve as a buffer for their residence located immediately north at 3700 Loewen Road in the event that any development occurs in the future. This process requires a lot boundary adjustment.

Although the property at 3690 Loewen Road is gaining land, it would still not meet the required *Minimum Lot Area* of the current *RR1* zoning. Therefore, 3690 Loewen Road, and the portion of 2791 Burde Street to be consolidated, both require rezoning to *RR2 Semi Rural Residential* to ensure that the resulting lot is in conformance with the Zoning Bylaw. OCP map amendments are required to align the land use designation of the properties with the proposed residential zoning. No development is proposed for either 3690 Loewen Road or 2791 Burde Street.

Location	Approximately 175 m north of the Loewen Road and Burde St. intersection on the west side of street. Neighborhood named “Arrowsmith Heights” in OCP.
Total Area(s)	<ul style="list-style-type: none"> • 3690 Loewen Road: Approx. 1394 m² (0.34 acres) • Portion of 2791 Burde St.: Approx. 1427 m² (0.35 acres) • Combined Total: Approx. 2821 m² (0.70 acres)
Current Land Use (OCP)	<i>Future Residential (FUR)</i>
Proposed Land Use (OCP)	<i>Residential (RES)</i>
Current Zoning	<i>RR1 Rural Residential</i>
Proposed Zoning	<i>RR2 Semi-Rural Residential</i>
Relevant Guidelines	<ul style="list-style-type: none"> • OCP Section C Plan Goals & Land Use Designations – Table 3 • OCP Section D Plan Policies – 4.0 Residential • OCP Section D Plan Policies – 4.2 Residential (RES) • OCP Section D Plan Policies – 9.2 Sanitary Sewer • Zoning Bylaw section 5.9 – RR1 Rural Residential Zone • Zoning Bylaw section 5.10 – RR2 Semi Rural Residential Zone

Figure 1 shows the location of both subject properties (3690 Loewen Road shaded orange and 2791 Burde Street shaded blue) and illustrates their approximate dimensions before and after the lot boundary adjustment. Land with proposed OCP and Zoning Bylaw amendments is shaded orange in the “After” image.



The surrounding area is a mix of large rural lots and historically created smaller lots with single detached homes. Zoning is a mix of rural, semi rural, and residential properties.

Table 1 – Surrounding Neighborhood	
North	<i>FD Future Development</i>
South	<i>RR1 Rural Residential, RR2 Semi-Rural Residential, FD Future Development, R1 Single Family Residential</i>
East	<i>RR1 Rural Residential, FD Future Development</i>
West	<i>RR1 Rural Residential, RR2 Semi-Rural Residential</i>

DEVELOPMENT APPLICATION & POLICY

Proposed amendments are for the entirety of the subject property at 3690 Loewen Road and for only the portion of land to be consolidated at 2791 Burde Street. Below is a summary of proposed amendments to the OCP and Zoning Bylaw:

1. Change the OCP land use designation from *Future Residential (FUR)* to *Residential (RES)*.
2. Change the zoning from *RR1 Rural Residential* to *RR2 Semi-Rural Residential*.

Official Community Plan and Land Use Designation

The following policy statements in the OCP are relevant to the development application:

1. OCP Section C Plan Goals & Land Use Designations – Table 3:

Future Residential FUR Identifies areas that will accommodate future residential growth at a low density for up to 20 years. Lands with this designation will require as a condition of development, the preparation of a neighbourhood plan that identifies how development will occur in a planned and sustainable manner. This designation may include some non-residential land uses.

2. OCP Section D Plan Policies – 9.2 Sanitary Sewer – Council Policy #3:

Development of the Arrowsmith Heights area at an urban density will require construction of a sewer trunk as a precondition of development.

3. OCP Section C Plan Goals & Land Use Designations – Table 3:

Residential RES Permits one and two family residential.

Zoning Bylaw, 2014 No. 4832 – Section 5: Establishment of Zones

Below are descriptions from the Zoning Bylaw regarding the current and proposed zone of the subject properties.

5.9 RR1 Rural Residential Zone:

The purpose of this zone is to provide for low density development of a rural character, with larger lots, serviced by on-site sewage disposal field.

5.10 RR2 Semi-Rural Residential Zone:

The purpose of this zone is to provide for low density development of a semi-rural character.

PROPOSED DEVELOPMENT

Once the proposed lot boundary adjustment is complete, the new dimensions of 3690 Loewen Road would meet the requirements of the RR2 zone. 2791 Burde Street would still meet the requirements of the RR1 zone after subdivision. **Table 2** shows the RR1 and RR2 zone requirements, as well as the proposed dimensions of the subject properties after the lot boundary adjustment and land consolidation.

Table 2 – Zone Requirements and Proposed Lot Dimensions				
<i>Site Regulations</i>	<i>RR1 Rural Residential</i>	<i>RR2 Semi Rural Residential</i>	<i>Subject Property 2791 Burde Street (Remaining RR1)</i>	<i>Subject Property 3690 Loewen Road (Proposed RR2)</i>
<i>Minimum Lot Area</i>	4,000 m ² (0.9888 acres)	1,160 m ² (0.28 acres)	13,844 m ²	2821 m ² (0.70 acres)
<i>Minimum Frontage</i>	40 m	23 m	Unchanged	30.5 m

Infrastructure and Servicing

There is currently no development proposed for the subject properties following rezoning or lot boundary adjustment. However, the City's Engineering Department has reviewed the application and created an Engineering Servicing Report outlining what improvements would be required at 3690 Loewen Road should the owners eventually choose to build. The report outlines requirements to install water service to Master Municipal Documents Association standards and an on-site sanitary system given the lack of City sewer and sanitary system in this area.

Staff Notes:

- Proposed Residential (RES) land use aligns with surrounding low-density residential neighborhood and the purpose of Future Residential (FUR) in Section 4.0 Residential in the OCP.
- Staff recommend that a "neighborhood plan" not be required as a condition of development as per *OCP Section C Goals & Land Use Designations – Table 3 and Section 4.4. (2)* given the land use is compatible.
- If the property is eventually developed, the Zoning Bylaw permits a maximum of one single-detached home plus one secondary suite to be constructed on RR2-zoned properties.

- Staff do not consider the proposed RR2 zone to be “urban density” and therefore construction of a sewer trunk main should not be required as a pre-condition to development.
- 2791 Burde St. would have split zoning until a subdivision plan is subsequently registered with the Land Title Office.
- Staff recommend at the time subdivision and lot boundary adjustment, a restrictive covenant (s.219 Land Title Act) be placed on property title at 3690 Loewen Road as a condition of development. The covenant would require the property be connected to municipal sanitary sewer service upon future construction of the sewer trunk extension which supports the intent of Section 9.2 Sanitary Sewer Council Policy (3).
- The new *Zoning Bylaw No. 5074, 2023* is under consideration and may be adopted prior to this application being brought to Council. There are no proposed changes in the Bylaw that would impact this application.
- The OCP amendment requires a Public Hearing to be held.

REFERRALS

Agency	Comments
Development Review Committee	Engineering Department requested s.219 covenant. The DRC expressed no other concerns with the application.
Fortis BC	No concerns, no gas lines in the area.
Vancouver Island Health Authority	<ul style="list-style-type: none"> • Ensure sewage disposal is constructed as per requirements of the Sewerage System Regulation. • Ensure the water supply system obtains the appropriate construction permit or waiver prior to commencing works related to expansion or alteration of the existing system. • Island Health will have an opportunity to review any subdivision applications through the referral process with the Ministry of Transportation and Infrastructure to ensure the proposal meets the intent of Island Health’s Subdivision Standards.
BC Hydro	No comments received as per the date of this report.
Canada Post	No comments received as per the date of this report.
Hupacasath First Nation	No comments received as per the date of this report.
Tseshah First Nation	No comments received as per the date of this report.
Telus	No comments received as per the date of this report.

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.

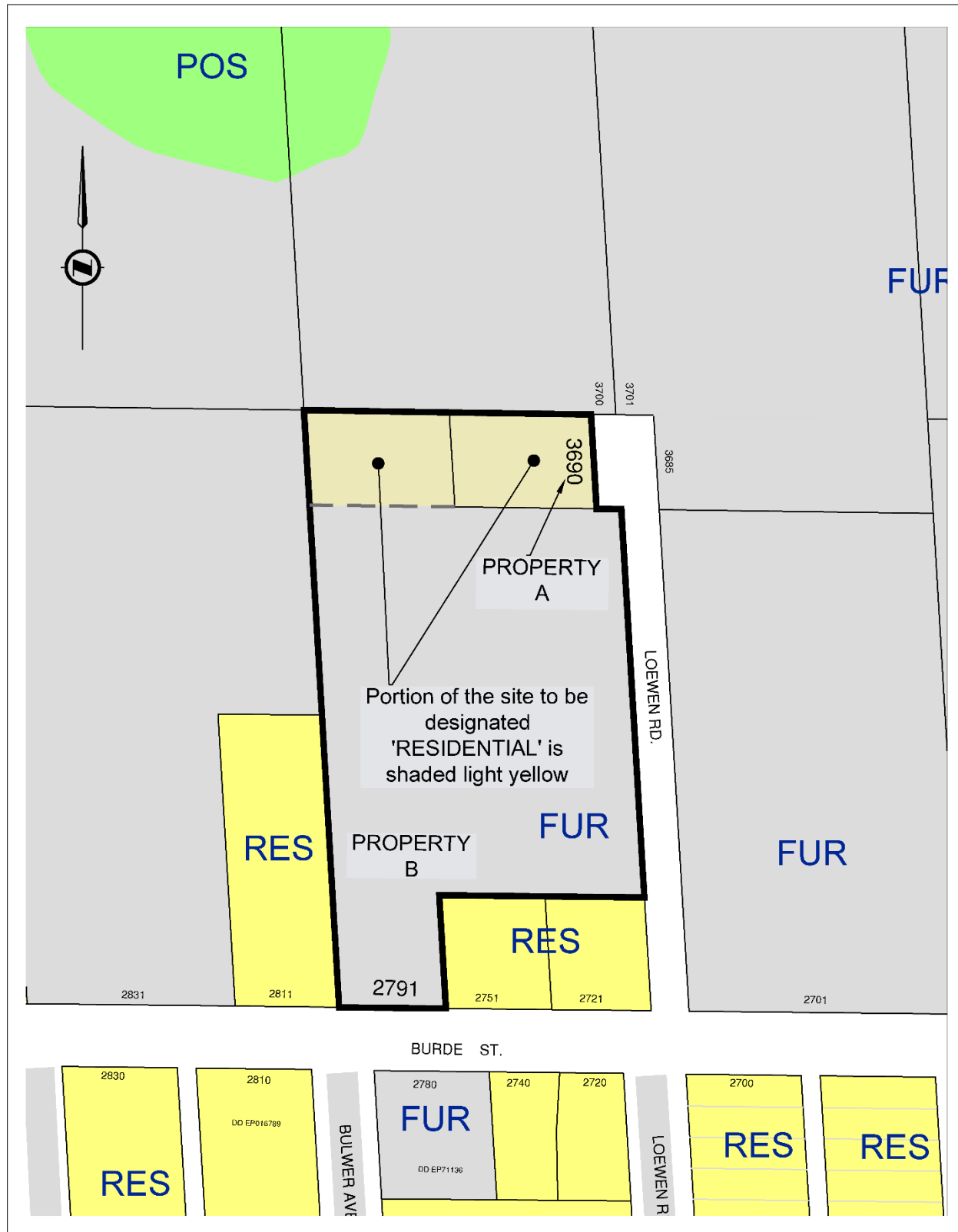
ATTACHMENTS

- Subject Property Map
- Current OCP Land Use Map
- Current Zoning Map & Extent of Proposed Zoning Amendments
- Proposed Zone Description – *Zoning Bylaw No. 4832*

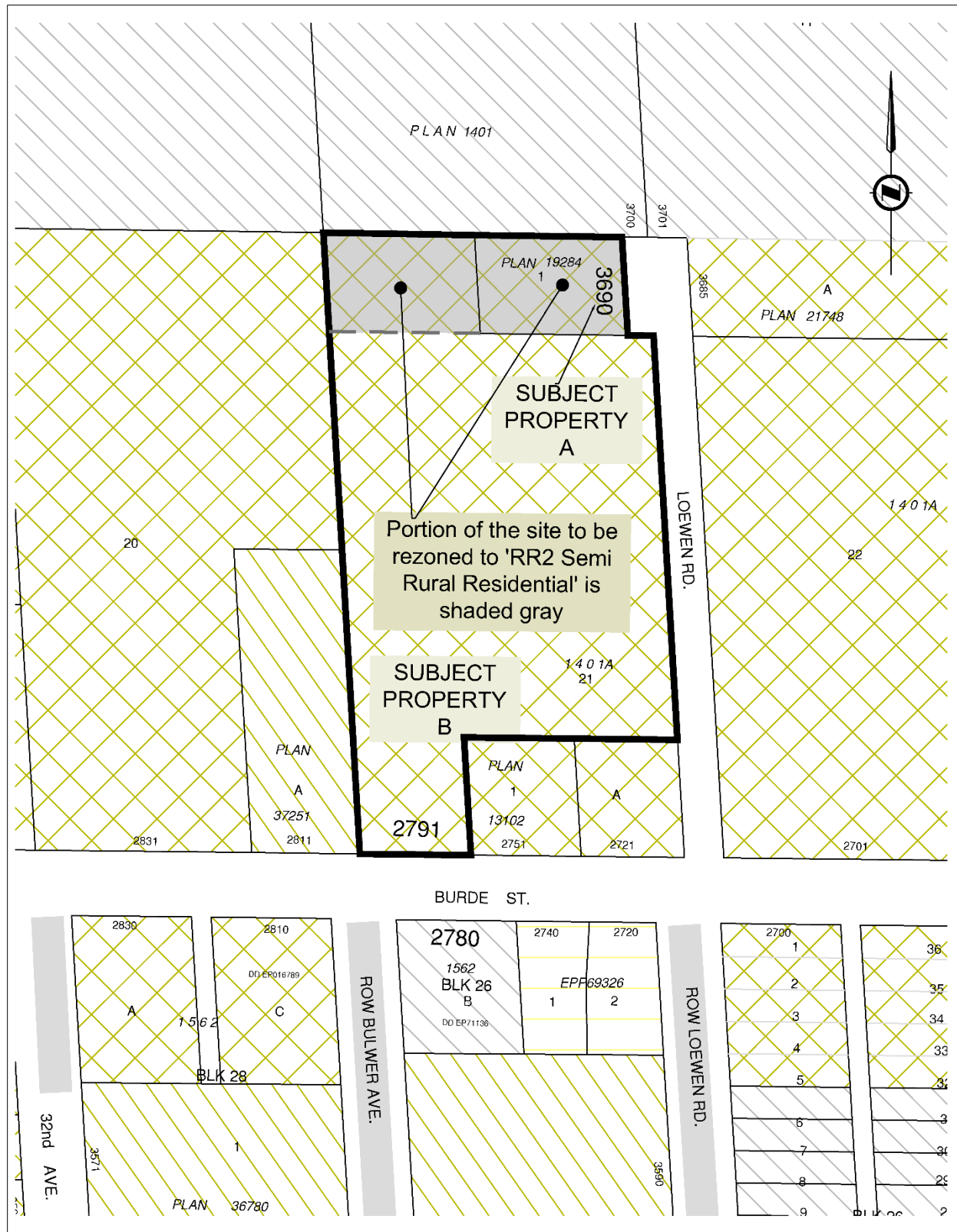
SUBJECT PROPERTY MAP



CURRENT OCP LAND USE MAP



CURRENT ZONING BYLAW MAP & EXTENT OF PROPOSED ZONING AMMENDMENTS



PROPOSED ZONE DESCRIPTION – ZONING BYLAW NO. 4832

Bylaw 4832

RR2 – SEMI RURAL RESIDENTIAL

5.10 The purpose of this *zone* is to provide for low density development of a semi-rural character.

5.10.1 Permitted uses

Principal Uses

Single family dwelling

Accessory Uses

Bed and breakfast

Home occupation

Secondary Suite

Supportive housing

5.10.2 Site Development Regulations

Minimum Lot Area	1160 m ²	(12,487 ft ²)
Minimum Frontage	23 m	(75.5 ft)
Maximum Coverage	33%	
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	0.4	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	
Maximum number of residential units per lot	2	

5.10.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.10.2:
 - (i) The sum of the width of both *side yards* must be equal to or greater than 20% of the *lot width*.
 - (ii) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.5 metres (11.5 ft) wide.
 - (iii) For single *family* dwellings having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side yard* requirement shall be increased to 3 m (9.8 ft) for one *side yard*.
- (b) For *supportive housing*, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following *accessory uses* is permitted on any *lot*: *bed and breakfast* OR *secondary suite* OR *supportive housing*.