

To: Port Alberni Advisory Planning Commission

TBD (Chair)
Stefanie Weber (Vice-Chair)
Ed Francoeur
Joe McQuaid
Callan Noye
Dan Holder
Sandy McRuer

Ken Watts (E.C.C., Tseshah First Nation)
Chris Washington - (SD #70)

Sgt. Peter Dionne, (R.C.M.P. Liaison)
Derrin Fines (P.A.F.D. Liaison)
Councillor Dustin Dame (Council Liaison)
TBD (Parks Operations Liaison)

From: Scott Smith, Director of Development Services

Copy: Larry Ransom - (Alternate - School District #70)
Harley Wylie (Alternate - Tseshah (č išaaʔath) First Nation)
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: June 7, 2023

Re: Advisory Planning Commission Meeting - Thursday, June 15, 2023 at 12:00 pm

A meeting of the Advisory Planning Commission has been scheduled on **Thursday, June 15, 2023 at 12:00 pm** in the **Council Chambers at City Hall** (4850 Argyle St.). Contact Brian McLoughlin (Tel: 250-720-2806 / email: Brian_McLoughlin@portalberni.ca) or Haley Stevenson (Tel: 250.720.2808 / email: Haley_Stevenson@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 for 2023**
- 3. Adoption of previous meetings minutes:** May 18, 2023
- 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

5. **Updates – Manager of Planning**
6. **Other business**
7. **Adjournment** - The next regular APC meeting is scheduled for **July 20, 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
Councillor Dustin Dame, Council Liaison
Derrin Fines, P.A.F.D. Liaison

Regrets

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

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
R. Jaenicke, Property Owner

Alternates (not in attendance)

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



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 concurrently 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)

APC-SummaryMinutes-May18-2023



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Haley Stevenson, Planner I

DATE: June 5, 2023

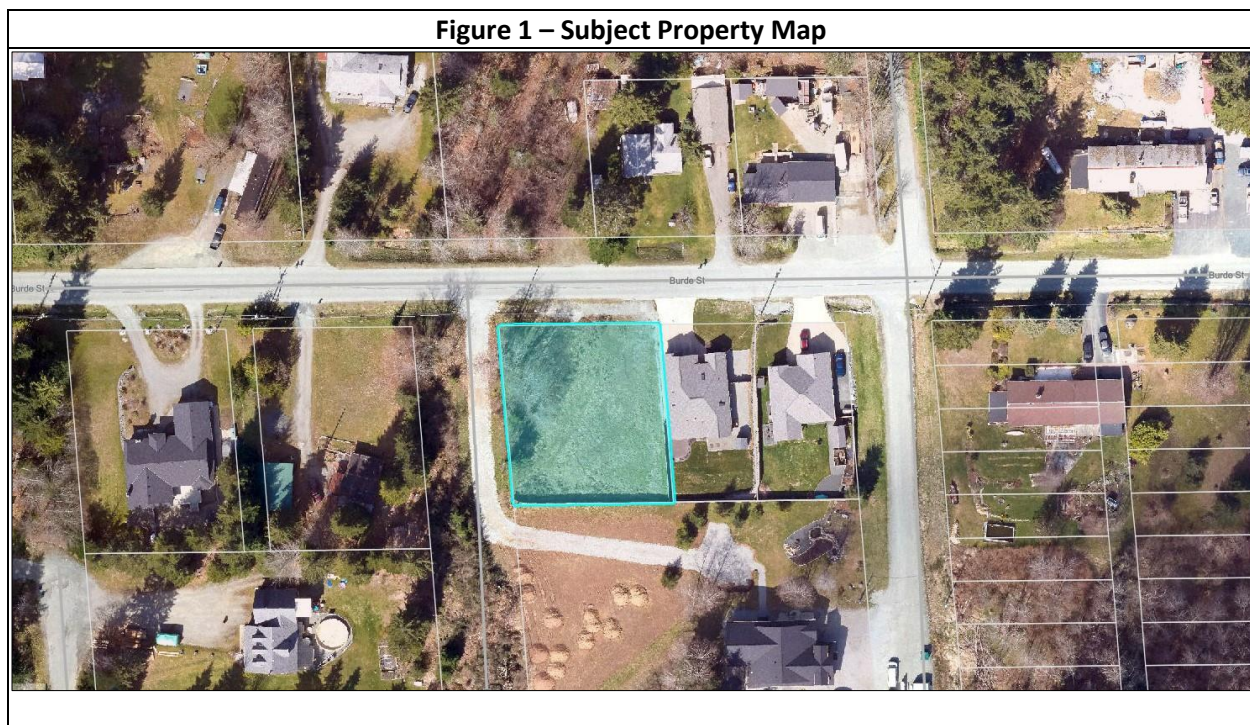
**SUBJECT: DEVELOPMENT APPLICATION – Proposed OCP and Zoning Bylaw Amendments
2780 Burde Street, Port Alberni**
LOT B (SEE PLAN EP71136), BLOCK 27, DISTRICT LOT 139, ALBERNI DISTRICT, PLAN 1562
(PID: 024-836-117)
Applicant: B. Elliot

PURPOSE

The City has received a development application requesting combined amendments to the *Official Community Plan (OCP)* and *Zoning Bylaw, 2014 No. 4832* to enable construction of a single-detached home.

SUBJECT PROPERTY AND SITE CONTEXT

Location	East end of Burde Street, on the southern side of street approximately 60 m west of Loewen Rd. Neighbourhood named “Arrowsmith Heights” in OCP.
Total Area	Property total approx. 1,534 m ² (0.38 acres)
Current Land Use (OCP)	<i>Future Residential (FUR)</i>
Proposed Land Use (OCP)	<i>Residential (RES)</i>
Current Zoning	<i>FD Future Development</i>
Proposed Zoning	<i>RR2 Semi-Rural Residential</i>
Relevant Guidelines	<ul style="list-style-type: none">• <i>OCP Section C Plan Goals & Land Use Designations – Table 3</i>• <i>OCP Section D Plan Policies – 4.0 Residential</i>• <i>OCP Section D Plan Policies – 4.2 Residential (RES)</i>• <i>OCP Section D Plan Policies – 9.2 Sanitary Sewer</i>• <i>Zoning Bylaw section 5.10 – RR2 Semi Rural Residential Zone</i>• <i>Sewage System Regulation / BC Public Health Act</i>



Zoning of the surrounding neighbourhood is mostly FD, RR1 and RR2, with a couple of neighboring R1 properties.

Table 1 – Surrounding Neighbourhood Land Use	
North	RR1 Rural Residential, RR2 Semi Rural Residential, FD Future Development
South	RR2 Semi-Rural Residential, FD Future Development
East	R1 Single Family Residential, RR1 Rural Residential, FD Future Development
West	RR1 Rural Residential, RR2 Semi-Rural Residential

DEVELOPMENT APPLICATION & POLICY

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 of the property from *FD Future Development* 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.

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 property.

5.8 FD Future Development Zone:

The purpose of this zone is to retain land required for future development in large parcels, to the extent possible, so that urban development may someday proceed in an orderly fashion. These zone provisions enable lands to be used for open space, parks, or forestry uses on an interim basis.

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

The applicant has requested to change the OCP land use designation from *Future Residential (FUR)* to *Residential (RES)*. They have also requested to change the zoning of the property from *FD Future Development* to *RR2 Semi-Rural Residential*.

The subject property meets the requirements of the RR2 zone. Table 2 compares the existing FD zone with the proposed RR2 zone:

Table 2 – Zone Requirements and Proposed Lot Dimensions			
Site Regulations	FD Future Development	RR2 Semi Rural Residential	Subject Property Lot Dimensions
Minimum Lot Area	40,000 m ² (9.88 acres)	1,160 m ² (0.28 acres)	1,534 m ² (0.38 acres)
Minimum Frontage	150 m	23 m	37 m

Infrastructure and Servicing

Infrastructure upgrades may be required to service the development. This will be confirmed by the Engineering Department at the time of building permit issuance. The applicant will be responsible for the cost of all improvements.

Design, construction, and maintenance of on-site sanitary systems for single family residences is regulated by the Province of BC under the *Sewerage System Regulation*. Sanitary systems must:

- Be designed by an authorized wastewater practitioner.
- Have a design and maintenance plan filed with the Province
- Be maintained by the owner of the land who is responsible for ensuring maintenance and compliance with provincial regulations.

Staff Notes:

- Proposed Residential (RES) land use aligns with surrounding low density residential neighbourhood and the definition of Future Residential (FUR) in Section 4.0 Residential in the OCP.
- Proposed RR2 Semi-Rural Residential zone aligns with the existing low density residential neighbourhood.
- The Zoning Bylaw permits a maximum of one single-detached home plus one secondary suite to be constructed on RR2-zoned properties.
- Staff recommend that a “neighbourhood 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)*. The proposal is for a single detached home only, which aligns with the intent of future development to be low density and single family.
- The applicant has provided a report from a Registered Onsite Wastewater Practitioner (ROWP) confirming the property’s ability to support an on-site septic system.
- Staff recommend that a restrictive covenant (s.219 Land Title Act) be placed on property title 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).
- Section 475 of the Local Government Act (LGA) requires that an additional opportunity for input be provided to those whose interests may be affected. This will be conducted before the application is brought forward to City Council for consideration.
- Referral to external agencies will be conducted prior to the application being considered by Council.
- The OCP amendment requires a Public Hearing to be held.

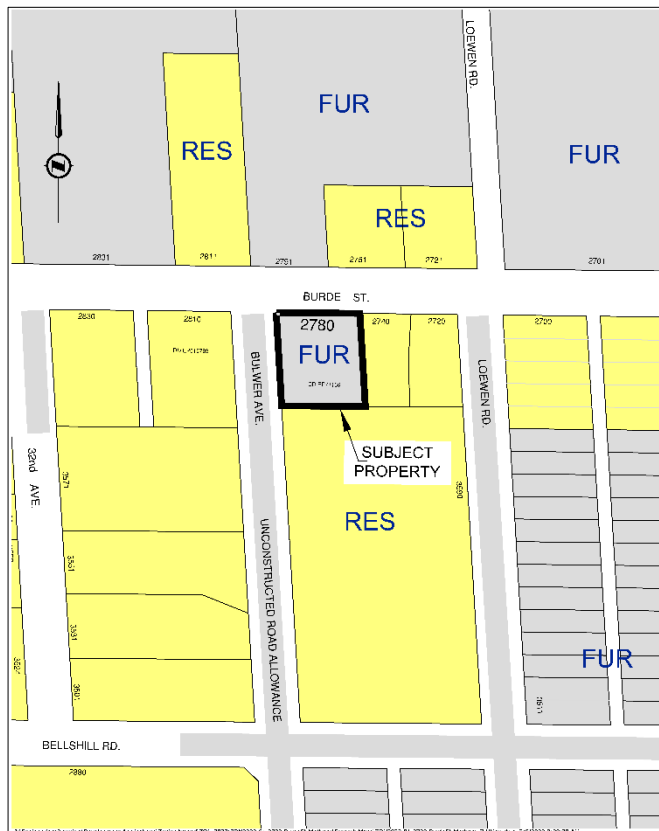
OPTIONS

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.

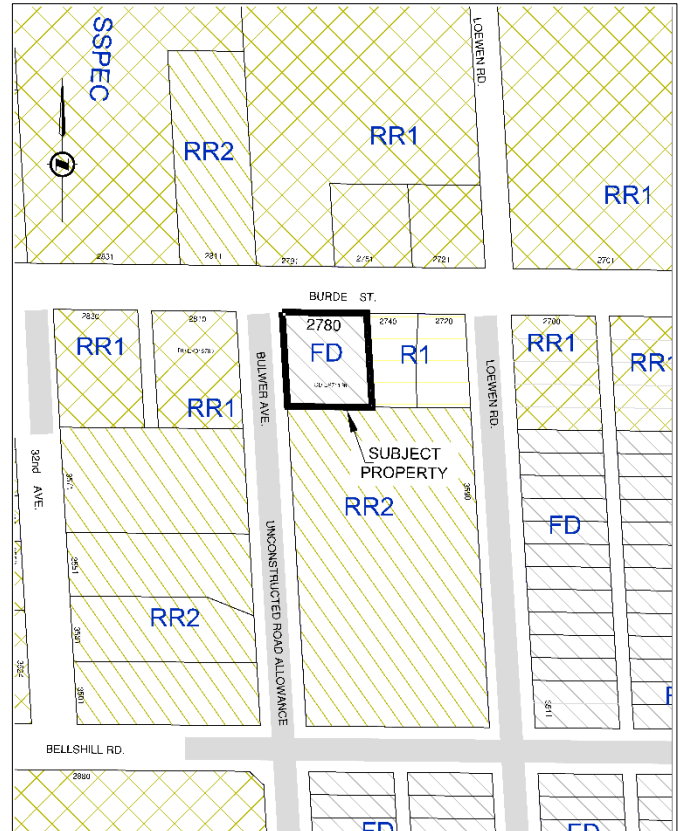
ATTACHMENTS

-
- Current OCP Land Use Map
 - Current Zoning Map
 - Proposed Zone Description – Zoning Bylaw No. 4832

CURRENT OCP LAND USE MAP



CURRENT ZONING BYLAW MAP



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*.