



File # 11.60.00

To: Port Alberni Advisory Planning Commission

Wes Hewitt – Chair	Chief Councillor Cynthia Dick (Tseshah First Nation)
Seva Dhaliwal – Vice Chair	Larry Ransom - (SD #70 Liaison)
Hedley Crowther	S. Sgt. D.N. Dave Paddock - (R.C.M.P. Liaison)
John Douglas	Councillor Chris Alemany (Council Liaison)
Amy Anaka	Rick Newberry (P.A.F.D. Liaison)
Jim Tatoosh (Hupacasath First Nation)	Rob Gaudreault (Parks Operations Supervisor)
Ken McRae	

From: Scott Smith, City Planner

Copy: Councillor Ron Paulson - (Alternate - Council Liaison)
John Bennie - (Alternate - School District #70)
Sgt. Dave Boyce – (Alternate – R.C.M.P. Liaison)
Steven Tatoosh (Alternate – Hupacasath First Nation)
Cara Foden - Planning Technician
Digital Copy - Davina Hartwell - City Clerk
Digital Copy - Tanis Feltrin / Lisa Krause / Pamela Bouvier - Clerks Department

Date: June 8, 2017

Re: Advisory Planning Commission Meeting
Thursday, June 15, 2017 at 12:00 pm in the Committee Room at City Hall

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, June 15, 2017 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 April 20, 2017 meeting of the Advisory Planning Commission.**
- 2. DEVELOPMENT APPLICATION – Zoning Bylaw**
3790 Meares Drive
Lot B, District Lot 45&46, Alberni District, Plan VIP80239 (PID: 026-542-315)
Applicant: D. Blue for M. Suarez
- 3. Update – Director of Development Services - Status of current projects.**
- 4. Other business.** The meeting scheduled for **July 20, 2017 will be cancelled.**
- 5. Adjournment.** The next regular meeting will be held on **August 17, 2017.**



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on April 20, 2017,
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Wes Hewitt – Chair
Seva Dhaliwal – Vice-Chair
Hedley Crowther
John Douglas
Amy Anaka
Ken McCrae
Steve Tatoosh (Alternate Hupacasath First Nation)
Larry Ransom - (SD #70 Liaison)
Councillor Chris Alemany (Council Liaison)
S. Sgt. Dave Paddock (R.C.M.P. Liaison)
Rick Newberry Thoen (P.A.F.D. Liaison)

Staff

Scott Smith, Director of Development Services
Cara Foden, Planning Technician

Guests

K. Poirier (Applicant)
Members of the Public – 0

Alternates (not in attendance)

John Bennie (Alternate S.D.70)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
Councillor Ron Paulson (Alternate–Council)

Regrets

Cynthia Dick (C.C. Tseshah First Nation)
Jim Tatoosh (Hupacasath First Nation)



1. Adoption of February 2, 2017 Minutes

- Introductions were made around the room.
- The minutes of the February 2, 2017 meeting of the Advisory Planning Commission were adopted.

(Crowther / Ransom) CARRIED

- It was moved, seconded (Hewitt / Ransom) and CARRIED to amend the Agenda by moving the application from K. Poirier to Agenda Item No. 2 as the applicant was present.

2. DEVELOPMENT APPLICATION – Zoning Bylaw amendment

4465 9th Avenue

Lot 3, Block 4, District Lot 1, Alberni District, Plan 11410 (PID 005-020-999) and;

4453 9th Avenue

Lot 4, Block 4, District Lot 1, Alberni District, Plan 11410 (PID 005-021-006)

Applicant: K. Poirier

- The Director of Development Services (D.D.S.) summarized his report to the APC dated April 11, 2017.
- The APC discussed the application as follows:
 - The properties were formerly owned by the City and used as Park space until declared surplus in 2005.
 - The R3 designation allows for Single Family Residential. Duplex's are not permitted.

MOTIONS:

1. *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 **4465 9th Avenue** - Lot 3, Block 4, District Lot 1, Alberni District, Plan 11410 (PID 005-020-999) and; **4453 9th Avenue** - Lot 4, Block 4, District Lot 1, Alberni District, Plan 11410 (PID 005-021-006) from 'R1 - Single Family Residential' to '**R3 – Small Lot Single Family Residential**'.*
2. *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. *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

(Douglas / Ransom) CARRIED

3. **DEVELOPMENT APPLICATION – Official Community Plan Bylaw and Zoning Bylaw**
2881 Burde Street - Block 19, District Lot 139, Alberni District, Plan 1401A, Except part in Plan 17930 (PID: 003-784-657); and
2911 Burde Street - Amended Block 18 (DD85071N), District Lot 139, Alberni District, Plan 1401A, Except part in Plan 14012 (PID: 0007-435-762)
Applicants: A. McLellan together with M. and C. Ryles

- The Director of Development Services (D.D.S.) summarized his report to the APC dated April 11, 2017.
- The APC discussed the application as follows:
 - Future impact on Burde St. traffic patterns and safety. Traffic increases may require future traffic signalization at Burde St. and 10th Ave. There is currently no good, short term alternative available to re-route traffic off Burde St. A long term possibility would be the development of the ring road to the east that was the subject of an A.C.R.D. study.
 - Traffic calming measures may need to be implemented and Council may wish to consider the need as Burde St. is now developing at a faster rate.
 - The turnaround at the end of the proposed extension to Gagne will be required to accommodate City Snowplows, Fire and Garbage trucks.
 - Standard curb and gutter are not required in the road specifications for semi-rural development. Centre asphalt will be required.
 - The potential need for a Biologist report was discussed and the D.D.S. indicated that an Environmental Assessment had not been done but that the APC could consider recommending that a Biologist report be required. Drainage and topography of the site were discussed extensively and the D.D.S. may require a Biologist report. A Master Stormwater Drainage Plan will be required during the Subdivision process.
 - There was extensive discussion about the issues regarding Sanitary sewer versus Septic Field for the proposed subdivision.

- The D.D.S. indicated that the City would prefer a gravity based installation for any future Sanitary sewer mains if it is possible. A force main and lift stations would be considered if necessary. Preliminary engineering has been done and the potential for a gravity fed system looks positive but must be proven. The servicing requirements for a semi-rural subdivision allows for septic systems but the D.D.S. would prefer connection to City Sanitary sewer and noted that it would likely increase the value of the proposed lots in the long term.
- The APC members felt strongly that it would be appropriate to recommend to City Council that the development be subject to the installation of connections to City Sanitary sewer infrastructure.

MOTIONS:

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 both Block 19, District Lot 139, Alberni District, Plan 1401A, Except part in Plan 17930 (PID: 003-784-657), located at **2881 Burde Street** and Amended Block 18 (DD85071N), District Lot 139, Alberni District, Plan 1401A, Except part in Plan 14012 (PID: 0007-435-762), located at **2911 Burde Street** from 'Future Residential' use to '**Residential**' use.*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone both Block 19, District Lot 139, Alberni District, Plan 1401A, Except part in Plan 17930 (PID: 003-784-657), located at **2881 Burde Street** and Amended Block 18 (DD85071N), District Lot 139, Alberni District, Plan 1401A, Except part in Plan 14012 (PID: 0007-435-762), located at **2911 Burde Street**, from 'FD - Future Development' to '**RR2 – Semi-Rural Residential**'.*
3. *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. *Receive a Preliminary Layout Approval letter, for a proposed subdivision, from the City of Port Alberni's Approving Officer.*
 - b. *Connection to the City Sanitary sewer infrastructure.*

(Douglas / McCrae) CARRIED

4. **DEVELOPMENT APPLICATION – Zoning Bylaw amendment**
3994 Anderson Avenue
Lot 16, District Lot 1, Alberni District, Plan 7240 (PID 005-743-214)
Applicants: C. Minions and C. Braiden

- The Director of Development Services (D.D.S.) summarized his report to the APC dated April 11, 2017.
- The APC discussed the application as follows:
 - It was noted that the existing house is currently under renovation. There were no concerns regarding the proposal.

MOTIONS:

1. *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 Lot 16, District Lot 1, Alberni District, Plan 7240 (PID 005-743-214) located at **3994 Anderson Avenue**; from R1 - Single Family Residential to **R3 – Small Lot Single Family Residential**.*
2. *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. *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

(McCrae / Douglas) CARRIED

5. Update - City Planner - Status of current projects.

Adopted:


- "Official Community Plan Amendment No. 19 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4899"
- "Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900"
- "Zoning Map Amendment No. 11 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901"
- A developer has shown interest in the former A.D.S.S. site and is currently doing background diligence.

6. Other business – No other business

7. **Adjournment** – The meeting adjourned at 1:15 p.m. The next regularly scheduled meeting will be held on **May 18, 2017** at 12:00 pm in the Committee Room at City Hall.

(Crowther / Tatoosh) CARRIED

Davina Hartwell - City Clerk



Wes Hewitt - Chair



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, Director of Development Services

DATE: June 8, 2017

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment
3790 Meares Drive
Lot B, District Lot 45&46, Alberni District, Plan VIP80239 (PID: 026-542-315)
Applicant: D. Blue for M. Suarez

Issue

The purpose of this report is to consider an application for a map amendment to the Zoning Bylaw for the property at 3790 Meares Drive.

Background

An application has been made to amend the Zoning Bylaw to rezone 3790 Meares Drive from 'R1 – Single Family Residential' to 'R3 – Small Lot Single Family Residential' in order to facilitate a subdivision application. The property is a corner lot located on the northeast corner of the intersection of Galiano Drive and Meares Drive. The property is currently vacant and the applicant proposes to subdivide the property into three small residential lots.

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation on **3790 Meares Drive**, Lot B, District Lot 45&46, Alberni District, Plan VIP80239 (PID: 026-542-315), is currently 'Residential' on the Official Community Plan Schedule A – Land Use Map. No amendments are required.
- b) The property at **3790 Meares Drive**, Lot B, District Lot 45&46, Alberni District, Plan VIP80239 (PID: 026-542-315), is currently zoned R1 - Single Family Residential. A map amendment to the Zoning Bylaw Schedule A - Zoning Map is required to designate the property as **R3 – Small Lot Single Family Residential**.

Discussion

Zoning:

The property at 3790 Meares Drive has frontage along Meares Drive of ± 42.0 metres (137.8 ft.) and a lot area of $\pm 1,418 \text{ m}^2$ (15,263.7 ft^2). The lot depth along Galiano Drive is 54.21 metres (177.7 ft.).

The R3 zone has a minimum frontage requirement of 10 metres (33 ft.) and a minimum lot area requirement of 350 m² (3,767 ft²). With the total site area being ±1,418 m² (15,263.7 ft²) it would be possible to create three smaller lots that would each meet or exceed the minimum lot size requirement of 350 m². The maximum site coverage permitted in the R3 zone is 50% which is adequate to allow development if the parcel is subdivided into three lots. See attached conceptual site plan.

Surrounding Area

The area is predominately single family residential use to the immediate east, west and south. To the north across Galliano Drive, there is a buffer of city owned green space separating the property from the Redford Street extension and commercial uses on the north side of Redford Street.

Infrastructure

The City water and sanitary and storm drain service mains are located as per the service card (see attached). The sanitary and storm services will require an Engineers design and right-of-way agreements to provide service to the two lots fronting Meares Drive.

Water: There are water mains along both Meares Drive and Galliano Drive.

Sewer: Sewer main runs along Galliano Drive.

Storm: Storm main runs along Galliano Drive.

Utilities: There are underground private utilities in the area.

The detailed issues and costs regarding servicing requirements will be specified during the Subdivision process and included in a Preliminary Layout Approval letter to the applicant.

Topography and Geotechnical

The subject property is located on a challenging grade that will require a creative approach to home design and development. The currently vacant property represents the last portion of a larger site, formerly occupied by a church, to be developed.

A geotechnical report certifying safe building sites on the proposed lots will be required during the subdivision process. There is a significant existing retaining wall along the west property line and a smaller retaining wall along a portion of the southwest property line. These retaining walls will need to be considered in the geotechnical report.

Conclusions

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

The R3 - Small Lot Single Family Residential zone allows for slightly greater density while maintaining a single family residential character. The proposed small lot subdivision meets the strategic goal of a livable and sustainable community. The Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The proposed zoning and subdivision are compatible with the character of the neighbourhood and the Planning Department supports the zoning amendment to the R3 zone.

Recommendations

1. *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 Lot B, District Lot 45&46, Alberni District, Plan VIP80239 (PID: 026-542-315) located at 3790 Meares Drive from R1 - Single Family Residential to R3 – Small Lot Single Family Residential.*
2. *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. *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

Respectfully submitted,

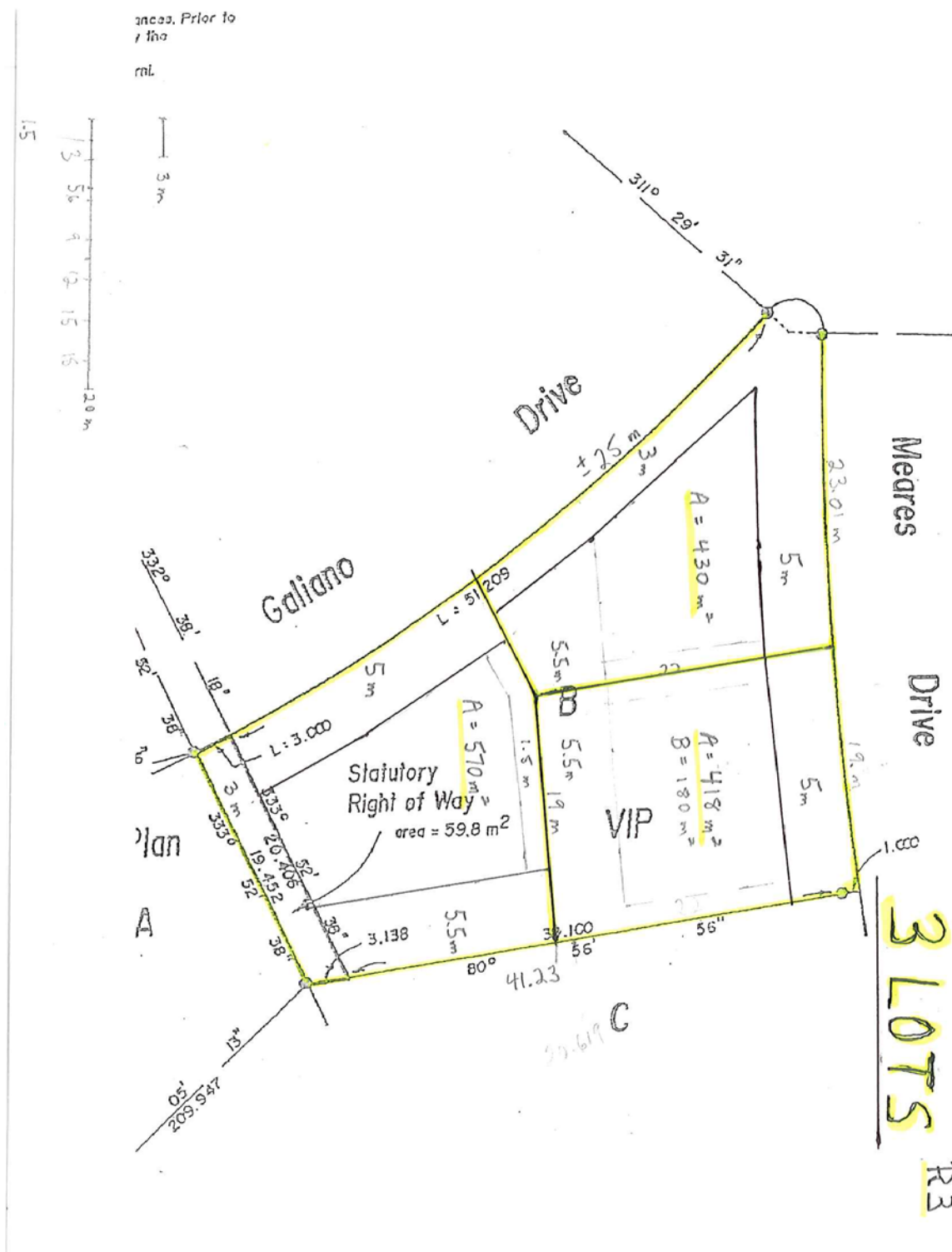


Scott Smith, MCIP
Director of Development Services

SUBJECT PROPERTY – 3790 Meares Drive



Conceptual Layout – 3 Lots



Bylaw 4832

R3 – SMALL LOT SINGLE FAMILY RESIDENTIAL

5.13 The purpose of this *zone* is to provide for greater density in areas of the city that are being redeveloped and where small *lots* already exist.

5.13.1 Permitted usesPrincipal UsesSingle *family dwelling*Accessory Uses*Home occupation*5.13.2 Site Development Regulations

Minimum <i>Lot Area</i>	350 m ²	(3767 ft ²)
Minimum <i>Frontage</i>	10 m	(32.8 ft)
Maximum <i>Coverage</i>	50%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	5 m	(16.4 ft)
<i>Rear yard</i>	5.5 m	(18.0 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum <i>Floor Area Ratio</i>	0.5	
Maximum Height, <i>Principal Building</i>	10 m	(32.8 ft)
Maximum Number of <i>Principal Building Storeys</i>	2.5	

5.13.3 Conditions of Use

Notwithstanding the provisions of 5.13.2,

- (a) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.0 metres (9.8 ft) wide.
- (b) 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*.
- (c) The minimum permitted *setback* from the vehicle entrance of a principal or *accessory building* to a highway other than a *lane* is 5.8 m (19 ft).



WATER & SEWER SERVICE CONNECTION RECORD CARD

NOTE: Distances in meters unless otherwise shown

THIS DRAWING IS FOR CITY OF
PORT ALBERNI RECORDS ONLY.
THE CITY OF PORT ALBERNI
DOES NOT GUARANTEE THE
ACCURACY OR COMPLETENESS OF
THE INFORMATION CONTAINED
IN THE DRAWING

3790

MEARES DR

45846

B

VIP 80239

HOUSE No.

STREET

D.L.

BLK.

LOT

PLAN



STORM		WATER		SEWER	
INSTALLATION DATE	JAN 2006	INSTALLATION DATE	JAN 2006	INSTALLATION DATE	JAN 2006
CONNECTION DATE	UNKNOWN	CONNECTION DATE	UNKNOWN	CONNECTION DATE	UNKNOWN
SIZE	PVC 150 mm	SIZE	CU 19 mm	SIZE	PVC 100 mm
LENGTH	2.2	DISTANCE FROM MAIN TO CURB STOP	5.6m	LENGTH	1.5
RISER	-	CORP. STOP	19 mm	RISER	-
FITTING AT MAIN	WYE	CURB STOP	19 mm	FITTING AT MAIN	WYE
45° BENDS	1	COUPLINGS		45° BENDS	1
DEPTH AT PROPERTY LINE	1.3	REDUCER		DEPTH AT PROPERTY LINE	1.3
DIST from D/S M.H. TO FITTING ON MAIN	1.2			DIST from D/S M.H. TO FITTING ON MAIN	2.0
MEASURED	3.7m E OF NW PL	MEASURED	4.0m E OF NW PL	MEASURED	3.4m E OF NW PL

