



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
(Held on February 2, 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  
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)

**Regrets**

Cynthia Dick (C.C. Tseshaht First Nation)  
Jim Tatoosh (Hupacasath First Nation)  
Jacob Colyn (Parks and Recreation Liaison)

**Staff**

Scott Smith, City Planner  
Cara Foden, Planning Technician

**Guests**

Penny Tilley (Applicant)  
Members of the Public – One (1)

**Alternates (not in attendance)**

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



**1. Adoption of October 20, 2016 Minutes**

- Introductions were made around the room and new members of the Commission welcomed.
- The minutes of the October 20, 2016 meeting of the Advisory Planning Commission were adopted.

**( Douglas / Crowther ) CARRIED**

**2. Election of Chair and Vice-Chair for 2017**

- Members elected the Chair and Vice-Chair for 2017 as follows:
  - Chair – Wes Hewitt by acclamation
  - Vice-Chair – Seva Dhaliwal by acclamation

**3. Orientation Package**

- City Planner invited the APC members to review the Orientation package and meeting schedule.

**4. DEVELOPMENT APPLICATION – Development Variance Permit  
**5212 Pineo Road****

- *Lot 1, Block 15, Section 11, Alberni District, Plan 8444, PID: 005-534-895; and*
- *Lot 2, Block B, Section 11, Alberni District, Plan 1728 Except Part in Plan VIP84013, PID: 001-046-561; and*
- *Lot 3, Section 11, Alberni District, Plan 618, Except Part in Plan VIP1728, PID: 001-784-633*

**Applicant:** R. Stolz and B. Harper

- The City Planner summarized his report to the APC dated January 23, 2017.
- The APC discussed the application as follows:
  - When asked about possible environmental concerns the City Planner indicated that no structures would be approved, on the property, within the required setbacks of the natural boundary of the creek.
  - There was discussion regarding accessory building maximum size, and lot coverage, as those regulations relate to varying lot sizes.

### **MOTIONS:**

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:*
  - a. *Vary Section 6.10.5 Accessory Buildings regulations for the total floor area of all accessory buildings, from 75m<sup>2</sup> (807.3 ft<sup>2</sup>) to 133 m<sup>2</sup> (1,432 ft<sup>2</sup>), on “the property” located at 5212 Pineo Road and legally described as Lot 1, Block 15, Section 11, Alberni District, Plan 8444, PID: 005-534-895; and Lot 2, Block B, Section 11, Alberni District, Plan 1728 Except Part in Plan VIP84013, PID: 001-046-561; and Lot 3, Section 11, Alberni District, Plan 618, Except Part in Plan VIP1728, PID: 001-784-633.*
  - b. *That City Council give notice of intent to consider the issuance of a Development Variance Permit for “the property” located at 5212 Pineo Road and legally described as Lot 1, Block 15, Section 11, Alberni District, Plan 8444, PID: 005-534-895; and Lot 2, Block B, Section 11, Alberni District, Plan 1728 Except Part in Plan VIP84013, PID: 001-046-561; and Lot 3, Section 11, Alberni District, Plan 618, Except Part in Plan VIP1728, PID: 001-784-633.*

**( Douglas / Crowther ) CARRIED**

### **5. DEVELOPMENT APPLICATION – Zoning Bylaw Amendment 3575 3<sup>rd</sup> Avenue**

*Lots 24-25, Block 50, District Lot 1, Alberni District, Plan 197B  
(PID's: 000-171-891, 000-171-905)*

**Applicant:** T. and P. Tilley

- The City Planner summarized his report to the APC dated January 26, 2017.
- The APC discussed the application as follows:
  - The City Planner indicated that the zoning amendments proposed would be Site Specific. and that the amendments proposed would not be applied throughout the whole C3 zone.
  - Safety and Permitting - S.Sgt. D. Paddock (RCMP) asked if the applicants were committed to bringing all of the existing units, including the ones that were constructed without Building Permits, up to standard. He asked if the units would be required to meet the appropriate standards as per the Building Code and Fire Code. The City Planner indicated that the Building Code and Fire Code would be applied and that the Building Permit process would be followed to ensure that the suites were brought into compliance with the codes. The applicant indicated that the building had been equipped with Fire Extinguishers and Smoke Alarms and that it was a safe building.
  - Parking – Current and proposed parking requirements were noted and the applicant indicated that only one of the six dwelling units was currently occupied by a vehicle owner.

- Building Exterior – S.Sgt. D. Paddock (RCMP) commented on the poor condition of the exterior of the building and it was noted that a Development Permit process would not be required. Concerns regarding the building exterior should be addressed as conditions of rezoning and Council may wish to make exterior improvements a condition of rezoning. The applicants indicated that current plans included some pressure washing and paint but that they would be prepared to make more substantial improvements if required.
- Accessibility - The applicant was asked about including some accessibility features in at least one unit at ground level. APC members agreed that they would like to ask Council to consider having the applicant include accessibility features. There is a lack of accessible housing options in that area.

### **MOTIONS:**

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a site specific Zoning Bylaw amendment for 3575 3rd Avenue to permit residential units behind the commercial spaces and that a parking standard of 0.5 parking spaces per dwelling unit be permitted.*
2. *That the Advisory Planning Commission recommends to City Council that the applicant be required to submit elevation plans for façade improvements to the building prior to a public hearing.*
3. *That the Advisory Planning Commission recommends to City Council that the properties be required to be consolidated into one legal parcel prior to final adoption of the bylaw.*

**( McCrae / Douglas ) CARRIED**

### **6. DEVELOPMENT APPLICATION – Zoning Bylaw Amendment**

#### **4849 Regina Avenue**

*Lot 17, Block 4, District Lot 13, Alberni District, Plan 4455 (PID 000-587-087)*

**Applicant:** P. Tsai

- The City Planner summarized his report to the APC dated January 25, 2017.
- The APC discussed the application as follows:
  - Several members were concerned with the possible encroachment of the neighbouring property owner's deck into the applicant's lot. It is not certain at this time if there is an encroachment. The neighbouring owners had expressed positive feedback regarding the proposal to redevelop the property as the current home is in a state of disrepair.
  - The APC generally support the efforts to encourage infill projects like this one.
  - Hydro's aerial trepass over the neighbouring property will need to be addressed as part of the proposed subdivision along with other details regarding servicing.
  - Setbacks were discussed regarding the small lot zoning.

### **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 17, Block 4, District Lot 13, Alberni District, Plan 4455 (PID 000-587-087), located at*

**4849 Regina 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.

**(Ransom / Douglas ) CARRIED**

**7. Update - City Planner - Status of current projects.**

**Final Adoption / Approval has been given to:**

- "Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road – R. Van Vliet), Bylaw No. 4909"
- "Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926"
- "Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4927"
- "Development Permit 16-05" located at 4410 Glenwood Dr.
- "Official Community Plan Amendment No. 22 (2720 Burde Street – Evans), Bylaw No. 4923"
- "Zoning Amendment No. 17 (2720 Burde Street – Evans), Bylaw No. 4924"

**Still Active:**

- "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"
  - "Official Community Plan Amendment No. 17 (3333 Burde Street - Harris), Bylaw No. 4889"
  - "Zoning Map Amendment No. 9 (3333 Burde Street - Harris), Bylaw No. 4890"
  - "Zoning Amendment No. 18 (4080 McBride Street – Lindsay), Bylaw No. 4925"
- An RFP for city owned property on Gertrude Street was issued in December of 2016.

**8. Other business – No other business**

9. **Adjournment** – The meeting adjourned at 1:00 p.m. The City Planner indicated that the next regularly scheduled meeting, February 16, 2017, would likely be cancelled and that the next regularly scheduled meeting would be **March 16, 2017** at 12:00 pm in the Committee Room at City Hall.

**( Crowther / Dhaliwal ) CARRIED**



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Davina Hartwell - City Clerk

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Wes Hewitt - Chair