



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
(Held on August 16, 2018,  
in the Committee Room at City Hall, at 12:00 p.m.)**

**Advisory Planning Commission**

Ken McRae (Chair)  
John Douglas (Vice-Chair)  
Amy Anaka  
Jeannette Nichols  
Sandy McRuer  
Larry Ransom - (SD #70 Liaison)  
Don Ferster  
Councilor Denis Sauvé (Council Liaison)  
Rob Gaudreault (Parks Liaison)  
Rick Newberry (P.A.F.D. Liaison)

**Staff**

Scott Smith, Director of Development Services  
Cara Foden, Dev. Services Technician

**Guests**

Members of the Public – 0  
G. McNeal (applicant)

**Regrets**

Jim Tatoosh (Hupacasath First Nation)  
Cynthia Dick (Tseshah First Nation)  
S. Sgt. Terry Smith (R.C.M.P. Liaison)

**Alternates (not in attendance)**

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



**1. Adoption of June 21, 2018 Minutes**

- Introductions were made and those in attendance were welcomed by the Chair.
- The minutes of the June 21, 2018 meeting of the Advisory Planning Commission were adopted.

**( Douglas / Anaka ) CARRIED**

**2. DEVELOPMENT APPLICATION – Official Community Plan Bylaw and Zoning Bylaw  
3250 and 3258 3rd Avenue**

Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197  
(PID: 009-278-842 and 009-278-869)

**Applicant:** G. McNeal and S. Gibbons

- The Director of Development Services (DDS) summarized his report to the APC dated August 9, 2018.
- The APC discussed the application as follows:
  - Applicant has previously renovated several other commercial lots within the city. The proposal is for four (4) units. Three (3) units will be two bedroom units and the remaining unit will be one bedroom. There are a lot of stairs and none of the units will be handicapped accessible. Parking will be located to the rear of the building.
  - When asked by the APC, the applicant was unsure of the specific requirements for bringing the building up to current code. A Building Permit will require documentation from a Registered Professional in BC to facilitate the change of use to multi-family.

## **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 Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3<sup>rd</sup> Avenue**, from 'General Commercial' to **'Multi-Family Residential'** use.
2. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule B Development Permit Areas Map to change the designation of Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3<sup>rd</sup> Avenue**, from 'Development Permit Area No. 2 (General Commercial)' to **'Development Permit Area No. 1 (Multiple Family Residential)'**.
3. 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 Lots 5 and 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869), located at **3250 and 3258 3<sup>rd</sup> Avenue**, as shown outlined on the map below, from 'C7 Core Business' zone to **'RM1 Low Density Multiple Family Residential'** zone.
4. That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Zoning Bylaw Section 5.14.2 RM1 Low Density Multiple Family Residential Site Development Regulations as follows:
  - a. Below the text;  
    'Minimum Lot Area  
    Four (4) dwelling units or less                      900 m<sup>2</sup>                      (9,688 ft<sup>2</sup>)'  
Add the text;  
    "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line                      700 m<sup>2</sup>                      (7,535 ft<sup>2</sup>)"
  - b. Below the text;  
    'Minimum Frontage  
    Four (4) dwelling units or less                      25 m                      (82 ft)'  
Add the text;  
    "Four (4) dwelling units or less where a lot can be accessed from a lane abutting a side or rear property line                      20 m                      (65.6 ft)"
5. 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. Consolidate Lot 5 and Lot 6, Block 74, District Lot 1, Alberni District, Plan 197 (PID: 009-278-842 and 009-278-869) into one legal parcel.

- b. Submission of an application for a Building Permit that is satisfactory to the Building Inspector, and is supported by documentation from a Registered Professional in BC to facilitate the change of use to multi-family.*

**( Ransom / Nichols ) CARRIED**

**3. Update –** Director of Development Services provided the following verbal updates:

- Temporary Use Permit 18-01 at 5405 Argyle St. was approved Aug. 13/18 permitting up to 3 offices in specified units for a 3 year term.
- Development Permit 18-01 was approved Aug. 13/18
- Application has been received for a Microbrewery in C7.
- Application has been received to rezone the remainder of the 4000 Burde St. site. Subdivision is close to final approval and will start soon.

**4. Other business** - The Director of Development Services has taken a position as General Manager of Planning and Development Services for the Comox Valley Regional District. The City has posted a Manager of Planning position. APC members wished Scott well in his new position and Scott thanked everyone for their service.

**5. Adjournment** – The meeting adjourned at 1:00 p.m. The regularly scheduled meeting for September 20, 2018 will be cancelled.

**( McRae / Douglas ) CARRIED**

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Davina Hartwell - City Clerk



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Ken McRae – Chair