



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on November 15, 2018,
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Ken McRae (Chair)
John Douglas (Vice-Chair)
Jeannette Nichols
Cynthia Dick, Tseshah (č išaa?ath) First Nation
Sandy McRuer
Chris Washington, SD #70 Liaison
Amy Anaka
Councillor Deb Haggard, Council Liaison
S. Sgt. Terry Smith, R.C.M.P. Liaison

Staff

Joe Calenda, Consulting City Planner
Cara Foden, Dev. Services Technician

Guests

Members of the Public – none present
K. Buick and B. Crema (applicants)
S. Sattar (applicant)

Regrets

Jim Tatoosh, Hupačasath First Nation
Don Ferster
Rob Gaudreault, Parks Liaison
John Douglas (Vice-Chair)
Rick Newberry, P.A.F.D. Liaison

Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
Larry Ransom (Alternate S.D.70)
Steve Tatoosh (Alternate Hupačasath First Nation)



1. Adoption of October 18, 2018 Minutes

- Recognition that the APC is meeting within the un-ceded traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
- Introductions were made and those in attendance were welcomed by the Chair.
- The minutes of the October 18, 2018 meeting of the Advisory Planning Commission were adopted.

(Nichols / Washington) CARRIED

**2. DEVELOPMENT APPLICATION – Zoning Bylaw amendment
4000 Burde Street**

A portion of - Lot 1, District Lot 46, Alberni District, Plan VIP11651 (PID: 004-971-418)

Applicant: Kurtis Buick dba District Development Corp.

- The City Planner summarized a report to the APC dated November 9, 2018.
- The APC discussed the application as follows:
 - B. Crema (applicant) noted that the RM3 zone was desirable for the project in order to accommodate a mix of residential densities and also allow flexibility for the development of facilities that fall under the *Community Care Facilities Act*. There is no care facility ensured however the applicants have been speaking with operators and are hopeful that this type of facility would become possible.
 - Traffic Signal light at 10th and Burde – it was expressed that the Traffic Study would determine if a signal light at the intersection is needed. A 4-way stop option may be a consideration.

- Green space requirements of 5% were discussed and the agreement between the developer and the City will see the required green space dedicated on or before May 31, 2023. Geo technical reports have been done and the site continues to be monitored for sloughing on the sloped areas. Green space requirements for Phase 2 development will be considered under the Development Permit process.
- Services – and Engineering study has been done on the site and an agreement is ready to be signed that will ensure city services will be available to service the entire site (Phase 1 and Phase 2). The proposed onsite infrastructure capacity has been studied and is viable.
- The proposed apartment buildings are four stories and include a mix of unit types from bachelor suites to three (3) bedroom units suitable for families.
- Detailed design and layout will be required for the Development Permit process. The applicants are currently testing the market to determine what types of 'Townhome' designs are most viable.
- Parking – Single family and semi-detached / townhome housing styles will have garages. The apartment buildings will have surface parking only. Parking space requirements will be considered during the Development Permit process.

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 the subject portion of Lot 1, District Lot 46, Alberni District, Plan 11651, (PID: 004-971-418), located at **4000 Burde Street**, from 'P1 – Institutional' to '**RM3 High Density Multi-Family Residential**' zones.*
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. *Complete a traffic study for the immediate area, specifically studying the need for a traffic signal at 10th Avenue and Burde Street prior to final adoption of the zoning amendment.*

(Douglas / McRuer) CARRIED

3. DEVELOPMENT APPLICATION – Zoning Bylaw amendment

3503 11th Avenue

Lots 3 and 4, District Lot 1, Alberni District, Plan 5990 (PID: 005-934-923, 005-935-181)

Applicants: S. Sattar and D. Sattar

- The Development Services Technician summarized her report to the APC dated November 9, 2018.

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 Lots 3 and 4, District Lot 1, Alberni District, Plan 5990 (PID: 005-934-923, 005-935-181) located at **3503 11th Avenue** from 'R2 – One and Two 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.*

(Nichols / Washington) CARRIED

4. **Update** – Joe Calenda, Consulting City Planner, updated the APC regarding current projects he is undertaking for the City.

5. **Other business** - None

6. **Adjournment** – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting is December 20, 2018.

(Douglas / McRuer) CARRIED

Davina Hartwell - City Clerk



Ken McRae – Chair