



PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, December 16, 2021
Held Electronically and Transmitted via the
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Introduction of Draft New Zoning Bylaw No. 722
Senior Planner
Rural Planning Service (Voting – A, B, D, E, F)
ANNEX A
pp 1 - 4
3. Amendments to Planning & Development Procedures and Fees Bylaw No. 522 to
Define and Prioritize Affordable Housing Development Applications
Planner / Senior Planner
Rural Planning Service (Voting – A, B, D, E, F)
ANNEX B
pp 5 - 8
4. Development Variance Permit Application DVP00075 (3-15200 Hallowell Road)
Planner
Electoral Area A (Rural Planning Service) (Voting – A, B, D, E, F)
ANNEX C
pp 9 - 15
5. Development Variance Permit Application DVP00077 (1281 Marine Drive)
Planner
Electoral Area F (Rural Planning Service) (Voting – A, B, D, E, F)
ANNEX D
pp 16 - 21
6. Development Variance Permit Application DVP00078 (5956 Dubois Road)
Planner
Electoral Area A (Rural Planning Service) (Voting – A, B, D, E, F)
ANNEX E
pp 22 - 26
7. Development Variance Permit Application DVP00079 (3656 Beach Avenue)
Planner
Electoral Area D (Rural Planning Service) (Voting – A, B, D, E, F)
ANNEX F
pp 27 - 32
8. Agricultural Land Commission Application 63237 (SCRD ALR00017)
Planner
Electoral Area F (Rural Planning Service) (Voting – A, B, D, E, F)
ANNEX G
pp 33 - 38
9. Frontage Waiver Application FRW00014 (Redrooffs Road)
Planner
Electoral Area B (Rural Planning Service) (Voting – A, B, D, E, F)
ANNEX H
pp 39 - 42
10. Frontage Waiver Application FRW00003 (6101 Garden Bay Road)
Planning Technician
Electoral Area A (Rural Planning Service) (Voting – A, B, D, E, F)
ANNEX I
pp 43 - 46

- | | |
|--|-----------------------|
| 11. Halfmoon Bay Fire Truck Delivery Contract No. 2011602 Change Order
Fire Chief, Halfmoon Bay Volunteer Fire Department
Fire Protection Service (Voting – A, B, D, E, F, ToG) | ANNEX J
pp 47 - 48 |
| 12. SCRD Ports Maintenance and Minor Repairs Contract 18 354 Extension -
Summerhill Fine Homes
General Manager, Community Services
Ports Service (Voting – B, D, E, F) | ANNEX K
pp 49 - 51 |
| 13. Electoral Area A (Pender Harbour / Egmont) Advisory Planning Commission
Meeting Minutes of November 24, 2021
Electoral Area A (Rural Planning Service) (Voting – A, B, D, E, F) | ANNEX L
pp 52 - 53 |
| 14. Electoral Area B (Halfmoon Bay) Advisory Planning Commission Meeting
Minutes of November 30, 2021
Electoral Area B (Rural Planning Service) (Voting – A, B, D, E, F) | ANNEX M
pp 54 - 56 |

COMMUNICATIONS

- | | |
|---|------------------|
| 15. <u>Bill Beamish, Mayor, Town of Gibsons, dated November 12, 2021</u>
Regarding Gibsons and District Aquatic Facility – Addition of detached
multi-purpose room. | ANNEX N
pp 57 |
|---|------------------|

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Introduction of Draft New Zoning Bylaw No. 722

RECOMMENDATION

THAT the report titled Introduction of Draft New Zoning Bylaw No. 722 be received for information;

AND THAT the formal review and adoption process of Zoning Bylaw No. 722 proceed in the first quarter of 2022.

BACKGROUND

The SCRD's Zoning Bylaw No. 310 is over 30 years old. As directed by the SCRD Board, staff initiated the update process of the bylaw in August 2017. The purpose of the update is to align regulations of the zoning bylaw with key federal and provincial legislations and community policies and goals, and to incorporate new regulations to meet urgent community needs in a number of key opportunity areas that had emerged through the process, as well as to improve the document's usability and technical accuracy and consistency. The update is not a total rewrite of the zoning bylaw, nor is it intended to redraw zoning boundaries. It is an intermediate solution to bridge between the aging current bylaw and a comprehensive new bylaw.

The project has undergone a consultation process engaging a range of stakeholders and community members in various venues from 2018 to 2019. Reports summarizing feedback from Phase 1 and 2 of public participation are available here: <https://www.scrd.ca/bylaw-310-update>.

Largely based on the current bylaw yet taking into consideration the goals of the project and feedback received from the consultation process, staff have drafted a new bylaw (Zoning Bylaw No.722) to replace Zoning Bylaw No. 310. This report provides an overview of the draft new bylaw and recommendations on next steps in its review and adoption process.

DISCUSSION*Highlights of Draft Bylaw No.722***Policy Alignment**

Updates have been made to align zoning regulations with key federal and provincial legislations and local policies, particularly those set out in the Sunshine Coast Regional Sustainability Plan and Official Community Plans of all electoral areas.

1. Reflecting federal and provincial legislations on cannabis legalization, the bylaw is updated to provide clarity and guidance on regulations for cannabis production and retail.

- a. The land use distinction between medical and non-medical cannabis production is removed, as there is no difference in the production process.
 - b. Different parcel size and setback requirements are introduced for cannabis productions of different scales such as standard, micro or nursery cultivation.
 - c. Cannabis retail is permitted only in commercial zones.
2. Regulations for cannabis production within the Agricultural Land Reserve (ALR) are added and do not conflict with the Province's ALR Regulation.
3. Regulations for dwellings in the Agriculture (AG) Zone is updated to avoid conflict with new regulations for residences in the ALR which will take effect on December 31, 2021.
4. Reference to key legislation has been updated to reflect current nomenclature.
5. Where applicable, subdivision districts are updated to be consistent with OCP policies regarding parcel size and density.

Key Opportunity Areas

A number of key opportunity areas have been identified where there are urgent community needs and concerns and new regulations may provide tangible community benefits. The bylaw has been updated to address these areas.

1. Housing Affordability and Diversity

New regulations are created to enhance housing affordability and diversity by removing some limitations on building size, design and options.

- a. A secondary suite is permitted in any single-unit dwelling.
- b. The maximum floor area for auxiliary dwellings is increased to 90 m².
- c. The 6-metre minimum building width requirement for dwellings is removed.

2. Home Based Business

Subject to a set of conditions to control the scale of operation and mitigate neighbourhood impact, home based business is permitted in any zone where residential uses are permitted. This regulation is intended to reflect the trend of working from home and support the economic vitality and diversity of the Sunshine Coast.

3. Residential Agriculture

To enhance residential agricultural opportunities and supplement local food production, subject to certain conditions, keeping of chickens and bees is permitted in a number of residential, rural, commercial and park and assembly zones.

4. Energy Efficiency and Climate Change Preparedness

New regulations are created to support energy efficient buildings and green energy devices, and enhance climate change preparedness.

- a. Floor area definition excludes exterior walls. This will support energy efficient buildings such as passive houses, which have thicker, better insulated walls.
- b. Height exceptions are applied to green roofs, solar collectors and wind turbines.
- c. Waterfront setbacks are consistently applied throughout the zoning bylaw area. This will enhance protection of properties and buildings from the effect of rising sea level and flooding due to climate change.

5. Short Term Rental Accommodation

New regulations for short term rental accommodation have been adopted by the Board in October 2020 and incorporated into the current and new draft bylaw.

Technical Housekeeping

Numerous updates have been made to enhance technical accuracy and practicality of zoning regulations. For example:

1. Setbacks for buildings and structures are re-defined to make the application of setback requirements to parcels, especially irregularly-shaped ones that are common on the Sunshine Coast, clear and definitive.
2. Some definitions have been updated to reflect contemporary land use terms.

Formatting and Usability

The document has been reformatted to enhance overall usability and readability and help a range of professionals, property owners and Regional District staff to navigate and interpret the document. For example:

1. Tabular format is used where applicable to provide for clear and easy comparison and summary of information.
2. Some similar zones and sections are consolidated or regrouped to provide for better organization of the document.

Next Steps

The new draft bylaw is ready to proceed to the formal review and adoption process. Preceding this process, staff recommend a workshop with the Board to provide a more detailed overview of the bylaw, answer questions and identify potential issues or areas for improvement. The formal process will include referral to APCs and agencies, readings of the bylaw and public hearing in accordance with the *Local Government Act*.

Following a Board workshop, in the first quarter of 2022, Zoning Bylaw No. 722 would be advanced for first reading, a public information meeting would be conducted, and referrals would take place. FAQ-type information sheets to support frequent users of the bylaw would be

provided. These steps could enable adoption around the end of the quarter (depending on feedback received).

CONCLUSION

Update to Zoning Bylaw No. 310 has resulted in a new draft Zoning Bylaw No. 722. The new draft bylaw provides for better policy alignment, new regulations in a number of key opportunity areas, as well as technical housekeeping and enhanced formatting of the document.

Staff recommend that the new draft bylaw be introduced to the Board for preliminary review and proceed to the formal review and adoption process.

Reviewed by:			
Manager		CFO/Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Solid Waste	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Julie Clark, Planner 1/Senior Planner

SUBJECT: **AMENDMENTS TO PLANNING & DEVELOPMENT PROCEDURES AND FEES BYLAW NO. 522 TO DEFINE AND PRIORITIZE AFFORDABLE HOUSING DEVELOPMENT APPLICATIONS**

RECOMMENDATIONS

THAT the report titled **Amendments to Planning & Development Procedures and Fees Bylaw No. 522 to Define and Prioritize Affordable Housing Development Applications** be received;

AND THAT the proposed amendments be incorporated into Planning and Development Procedures and Fees Bylaw No. 522 and be brought forward for consideration, as follows:

- Adding a provision establishing eligibility for priority service based on alignment with official community plan densification strategies for affordable housing and on Housing Needs Assessment areas of local need and housing unit projections; and
 - Adding a provision enabling expedited / priority order of service.
-

BACKGROUND

Staff have been directed to bring forward amendments to SCRD Planning and Development Procedures and Fees Bylaw No. 522 to define and prioritize affordable housing applications as part of the Housing Needs Implementation Framework action plan. Board direction was (in part):

175/21

Recommendation No. 5 *Sunshine Coast Housing Needs Assessment Implementation Framework – Housing Action Plan*

THAT the report titled Sunshine Coast Housing Needs Assessment Implementation Framework – Housing Action Plan be received for information;

AND THAT amendments to *Planning Procedures Bylaw No. 522* to define and prioritize affordable housing development applications be prepared;...

The purpose of this report is to advance proposed amendments for Bylaw No. 522 to define and prioritize affordable housing development applications.

DISCUSSION

The affordable housing implementation action plan outlined in the staff report on June 17, 2021 provides a list of meaningful actions for SCRD to undertake that range from short to long term, and simple to complex.

A simple and immediate action to attract and enable affordable housing projects is to authorize expedited consideration of affordable housing applications. A procedure anchored in bylaw and in policy is needed to operationalize this goal.

Defining Affordable Housing Applications

Staff propose to use the current OCP “Densification Strategies to Support Affordable Housing” and the [Housing Needs Assessment](#) to set out a provision for an expedited review and processing of applications aligning with the documents above. The proposed provision(s) would ensure applications receive priority review and processing if the application:

- 1) Meets the criteria outlined in the Official Community Plan Densification Strategies to Support Affordable Housing.
- 2) Aligns with the Key Local Area Needs and Housing Unit Projections outlined in the Housing Needs Assessment

“Applications” in this context could include/involve OCP amendments, rezoning, subdivision, frontage waivers, development variance permits or development permits.

The densification strategies to support affordable housing exist identically in each rural OCP. Densification strategies are found on page 104 of [Roberts Creek OCP](#). The objectives are to:

- a) Increase the supply of housing units through infill development on existing eligible parcels
- b) Direct cluster housing, multi-unit and mixed use development to village Amenity/ Density Bonus area and similar settlement cluster areas
- c) Integrate housing development within the rural context
- d) Use density bonus in appropriate areas to encourage density increase and affordable housing contribution
- e) Use housing agreements to secure affordable housing

The intent of the OCP densification strategies is to provide a set of criteria for evaluating proposals and tools to support and secure contribution to affordable housing. The policies include meeting servicing requirements. **Staff propose to utilize the existing policy criteria outlined in the OCP densification strategies to support affordable housing to define a provision in Bylaw No. 522 for expedited review and processing of applications.**

The provision would also **include the need for alignment with the current Housing Needs Assessment**. To be considered an affordable housing application for expedited review, (and in addition to meeting the criteria in the OCP densification strategies), the application would need to demonstrate alignment with the HNA, specifically how the application meets: 1) The Key Areas of Local Need 2) Housing Unit Projections as defined in the Housing Needs Assessment.

The Key Areas of Local Need are summaries provided in the HNA report using the lens of the Housing Wheelhouse, to identify housing types and tenures needed by electoral area, based on evaluation of current demographic and housing statistics. Anticipated population growth is explained in the HNA and used to inform the Housing Unit Projections, by electoral area. Table 38 (HNA pg 81) shows the number of new units projected to meet the needs of new households from 2020-2025, included the number of bedrooms per unit. To receive prioritized review and processing, affordable housing applications will demonstrate how the proposal meets the needs outlined in the HNA, specifically in the Key Areas of Local Need and Housing Unit Projections.

Expedited Review

Staff propose that applications meeting the provision above **receive priority order for review** and processing. Affordable housing applications will follow the same standard technical review process including internal and external referrals and consideration by Planning and Community Development Committee and SCRD Board.

These changes should reduce affordable housing application processing times by 4-12 weeks, depending on the application type and Planning Division's queue at the time an application is received and if a public hearing is involved.

Recent changes to the *Local Government Act (Bill 26)* remove the requirement for a Board resolution, in order to waive public hearings for zoning amendments that are aligned with the OCP. Instead, approval of such zoning amendments would proceed by default without Public Hearings. If SCRD wishes to exercise this optional authority, this may further expedite affordable housing applications.

Future Procedures and Fees Amendments

The proposed amendment to Bylaw No. 522 are steps the SCRD can take now to enable affordable housing applications.

A renewal and modernization of SCRD land use bylaws as outlined in the staff report Housing Needs Implementation Framework Action Plan is proposed to enable a consistent, holistic approach to implementing housing needs; perhaps avoiding the need for many types of applications since they would be enabled as-of-right. The renewal process will assist in creating a community culture of implementing housing needs for all and attracting affordable housing development in areas with appropriate servicing, amenities and that have the least impact on Sunshine Coast natural assets. The renewal in land use bylaws will trigger the need for future renewal of other corresponding bylaws such as Procedures and Fees.

Organization and Intergovernmental Implications

The proposed amendments to Bylaw No. 522 provide clarity for SCRD staff, residents and businesses involved in land development services regarding the definition and procedures for affordable housing applications.

To implement the provision above, staff will update application forms and establish an operational procedure for Planners to evaluate/confirm eligibility.

Future consideration (as part of upcoming development process review project, or based on performance of the proposed amendments) can be given to delegating discretion to the Manager of Planning & Development to prioritize innovative applications that support affordable housing but do not align with the eligibility criteria.

Financial Implications

There are no financial implications for the organization.

Timeline for next steps or estimated completion date

To be implemented following adoption of the Bylaw amendment, policy development staff training and update to application documents and staff procedures manual.

Communications Strategy

This report was shared with the Sunshine Coast Housing Action Table on publication.

A communication plan for updates is planned.

STRATEGIC PLAN AND RELATED POLICIES

Implementing affordable housing actions is aligned with SCRD's advocacy focus for housing.

CONCLUSION

Staff were directed to define and prioritize affordable housing development applications through amendments to Bylaw No. 522, Procedures and Fees. Amendments that can be implemented immediately are proposed, including a definition of affordable housing applications and a procedure for priority order of review and processing. Staff will bring forward amendments pending Board direction.

Reviewed by:			
Manager		Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: Development Variance Permit DVP00075 (3-15200 Hallowell Road)

RECOMMENDATION

THAT the report titled Development Variance Permit DVP00075 (3-15200 Hallowell Road) be received;

AND THAT Development Variance Permit DVP00075 to vary Zoning Bylaw No. 337 Section 515 (1)(c) to reduce the required setback to Sakinaw Lake from 20 m to 15 m to permit the construction of a single family dwelling at 3-15200 Hallowell Road be issued.

BACKGROUND

The SCRD received a Development Variance Permit application (DVP00075) to reduce the setback for a building from Sakinaw Lake from 20 m to 15 m to permit the construction of a single family dwelling, located at 3-15200 Hallowell Road in Electoral Area A.

The purpose of this report is to present this application to the Planning and Community Development Committee for consideration and decision.

The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

Table 1: Application Summary

Owner/Applicant:	Michael van Dyk
Legal Description:	DISTRICT LOT 3252 GROUP 1 NEW WESTMINSTER DISTRICT
PID:	015-886-182
Electoral Area:	Area A
Civic Address:	3-15200 Hallowell Road
Zoning:	RU1A (Rural Residential A)
OCP Land Use:	Rural Residential A
Proposed Use:	Single family dwelling

Figure 1 - Location Map

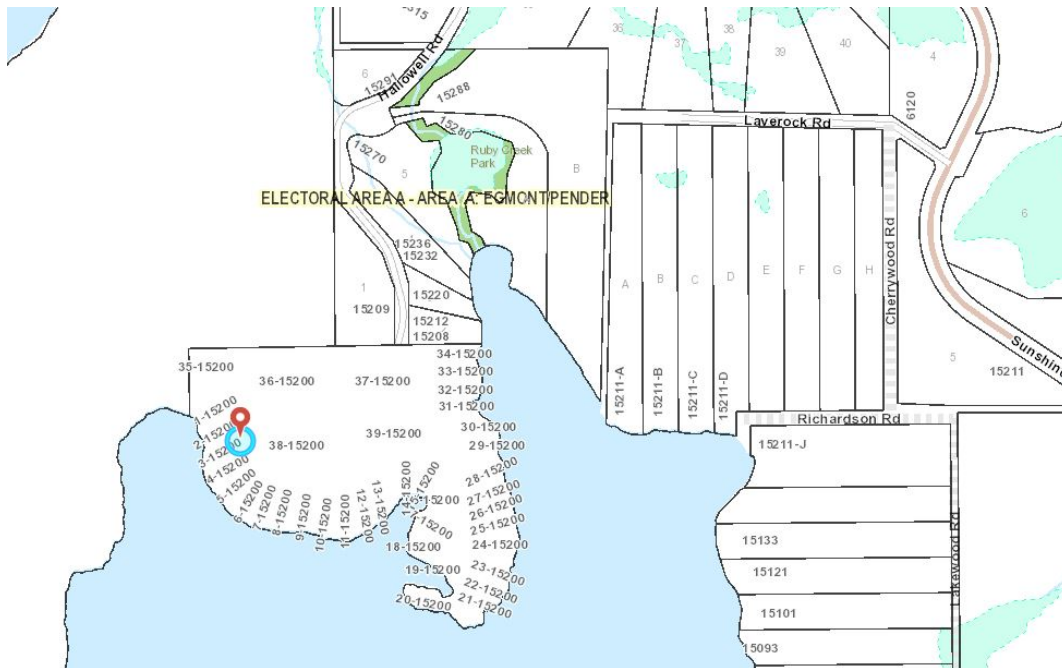


Figure 2 – Site Location



Note: New home will be built in existing clearing at SPEA boundary, trailer (within clearing) is believed to be partly within SPEA and will be removed.

The property is bordered by Rural Residential A properties to the north, Sakinaw Lake to the south, east and west and non-designated parkland to the northwest. The property consists of 39 dwelling units in a shared ownership of the land. Unit 3 slopes downward towards Sakinaw Lake and a Qualified Environmental Professional (QEP) report has established a 15 m Streamside Protection and Enhancement Area (SPEA), which the applicant wishes to build up against. Unit 3 contains an existing cleared area and driveway which partly extend into the northern portion of the SPEA. The applicant would thus be able to build at the 15 m SPEA boundary without disrupting any vegetation.

DISCUSSION

Analysis

Zoning Bylaw No. 337

Section 515 (1) of the zoning bylaw states that:

“Notwithstanding any other provision of this bylaw, and for the purpose of flood protection, no building or any part thereof, except a boathouse or wharf located solely on a waterbody, shall be constructed, reconstructed, moved, located or extended within:

(c) 20 metres of the natural boundary of all other lakes;”

The applicant's proposed addition does not meet the required 20 m setback from Sakinaw Lake.

Applicant's Rationale

The applicant notes that the proposed siting of the dwelling is not anticipated to have any significant impacts on neighbouring properties' views or access to the lake. The applicant claims the neighbours are in support of the variance. A Riparian Assessment report was completed which established a 15 m SPEA from the lake. The applicant proposes to replace a temporary trailer with a cabin set further back from the lake. The proposed development site is the only suitable flat envelope that is elevated from the lake. Further north on the site, there is a steep slope of solid bedrock. Using the level portion on the site will reduce the need for further disruption to the site and the cabin has been designed to take advantage of this level portion.

The applicant intends to take preventative measures to ensure sediment and erosion control. Any stormwater management will be implemented to allow for water to flow along natural hydrological pathway where possible. Flooding is not of concern and the Riparian Assessment report notes this development would present low risk to the SPEA. The applicant wishes to limit any tree cutting and the proposed location would allow existing trees to remain. All work, including septic would occur outside the SPEA and there would be no harmful disruption to the riparian area. The proposed location has been considered safe from a geo-technical perspective based on a geotechnical assessment.

Consultation

The development variance permit application has been referred to the following agencies for comment:

Referral Agency	Comments
SCRD Building Division	No concerns.
shíshálh Nation	Preliminary Archeological Field Review, Riparian Areas Assessment, Painted Turtle site identification, assurance of work outside of bird breeding window, dock tenure and QEP assessment of private moorage area required. Applicant is actively engaged with the nation to address these concerns.
Egmont Fire Department	The fire department has concerns with fire fighting capability on the parent parcel which are not specifically related to this application and would benefit from a future discussion with the fire and building departments.
Finance Department	Property characterized as a land co-op. There are individual tax folios for assessed improvements associated with each unit, in addition to one for the land.
Neighbouring Property Owners/Occupiers	Notifications were distributed on October 8, 2021 to owners and occupiers of properties within a 100 m radius of the subject property.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Those who consider their interests affected may attend the Planning and Community Development Committee meeting and speak at the call of the Chair.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

The application was referred to the November 24, 2021 Area A Advisory Planning Commission (APC) meeting. The APC recommends approval of the variance with the septic system and storm drains in place.

Staff Comments

The proposal is acceptable to staff given the nature of the site and the existing clearing where the home will be built. No further disruption of the SPEA would occur.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed residential development on the property to proceed.

Planning staff recommend this option.

Option 2: Deny the permit

The zoning bylaw regulation would continue to apply, and no new development would be permitted on the property without a variance. The applicant could, as an alternative option, seek relief through the SCRD Board of Variance.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The proposed development variance permit would facilitate the construction of a single family home. The proposal is the most practical way for the applicant to construct a home on the property given the site characteristics. There are no anticipated impacts to neighbours or vegetation within the SPEA.

Staff recommend issuing the development variance permit.

ATTACHMENTS

Attachment A – Proposed development plans

Reviewed by:			
A/Manager	X – Y. Siao	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

VAN DYK & GLASS RESIDENCE

3-15200 HALLOWELL RD, MADEIRA PARK

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BUILDING SYSTEMS INC
1367 CROWN STREET
NORTHVANCOUVER, BC
V7J 1G4

TEL:604-990-1133, FAX:604-990-1163

ENGINEER:
MALCOLM MACQUARRIE/AJIA

ADDRESS: 1367 CROWN ST.
N. VANCOUVER, BC V7J 1G4

TEL:604-990-1133, FAX:604-990-1163

**VAN DYK
& GLASS
RESIDENCE**

Site Plan

SITE ADDRESS:
3-15200 HALLOWELL RD
MADEIRA PARK

LEGAL DESCRIPTION:

LOCAL AUTHORITY

SQ. FOOTAGE: AS SHOWN

DESIGN BY: HS

DRAWN BY:

ISSUED FOR:

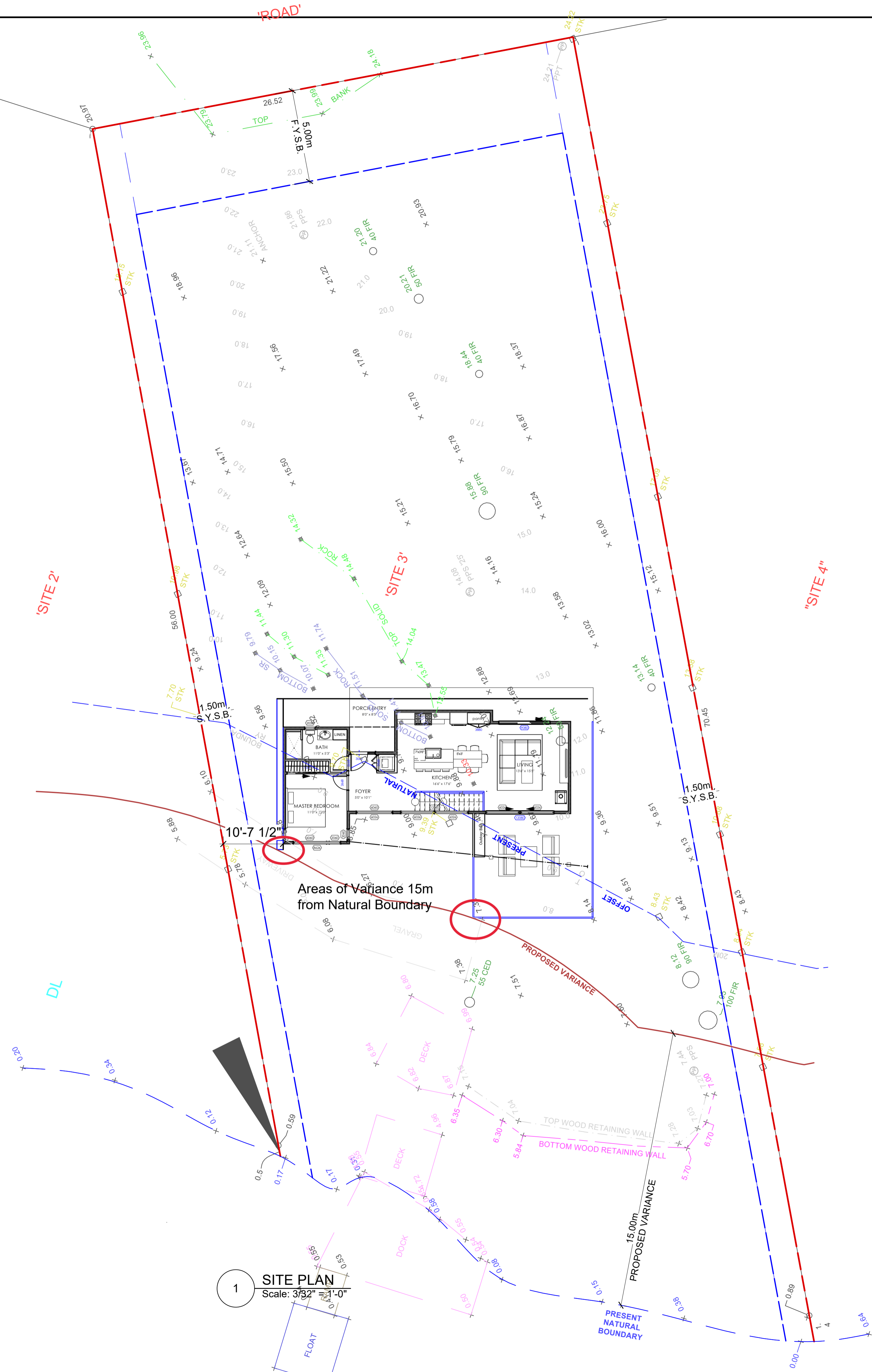
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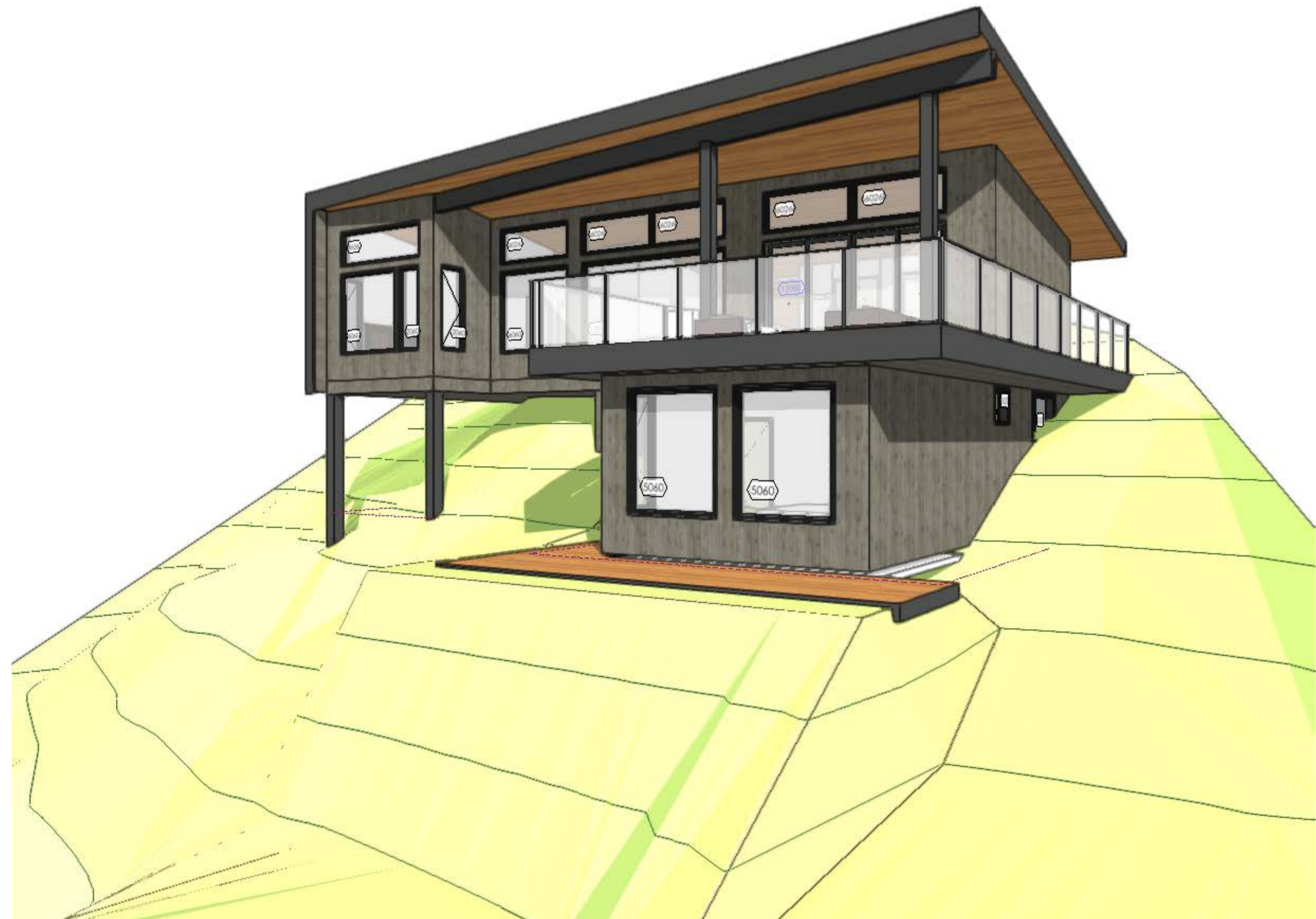
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JOB No.:

21-04

Date: 8/17/21
Time: 4:24:40 PM





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V7J 1G4

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ENGINEER:
MALCOLM MACQUARRIE/AJIA

ADDRESS: 1367 CROWN ST.
N. VANCOUVER, BC V7J 1G4

TEL: 604-990-1133, FAX: 604-990-1163

**VAN DYK
& GLASS
RESIDENCE**

Cover / Schedule

SITE ADDRESS:
3-15200 HALLOWELL RD
MADEIRA PARK

LEGAL DESCRIPTION:

LOCAL AUTHORITY

SQ. FOOTAGE: AS SHOWN

DESIGN BY: HS

DRAWN BY:

ISSUED FOR:

SHEET:

A0.1

JOB No.: **21-04**

Date: 8/19/21
Time: 1:21:18 PM

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: Development Variance Permit DVP00077 (1281 Marine Drive)

RECOMMENDATION

THAT the report titled Development Variance Permit DVP00077 (1281 Marine Drive) be received;

AND THAT Development Variance Permit DVP00077 to vary Zoning Bylaw No. 310 Section 601.4 (2) to reduce the rear parcel line contiguous to a highway from 4.5 m to 3 m for the purpose of constructing a single family home with attached garage located at 1281 Marine Drive be issued.

BACKGROUND

The SCRD received a Development Variance Permit application (DVP00077) to reduce the rear parcel line contiguous to a highway (North Road) from 4.5 m to 3 m for the purpose of constructing a single family home with attached garage located at 1281 Marine Drive in Electoral Area F.

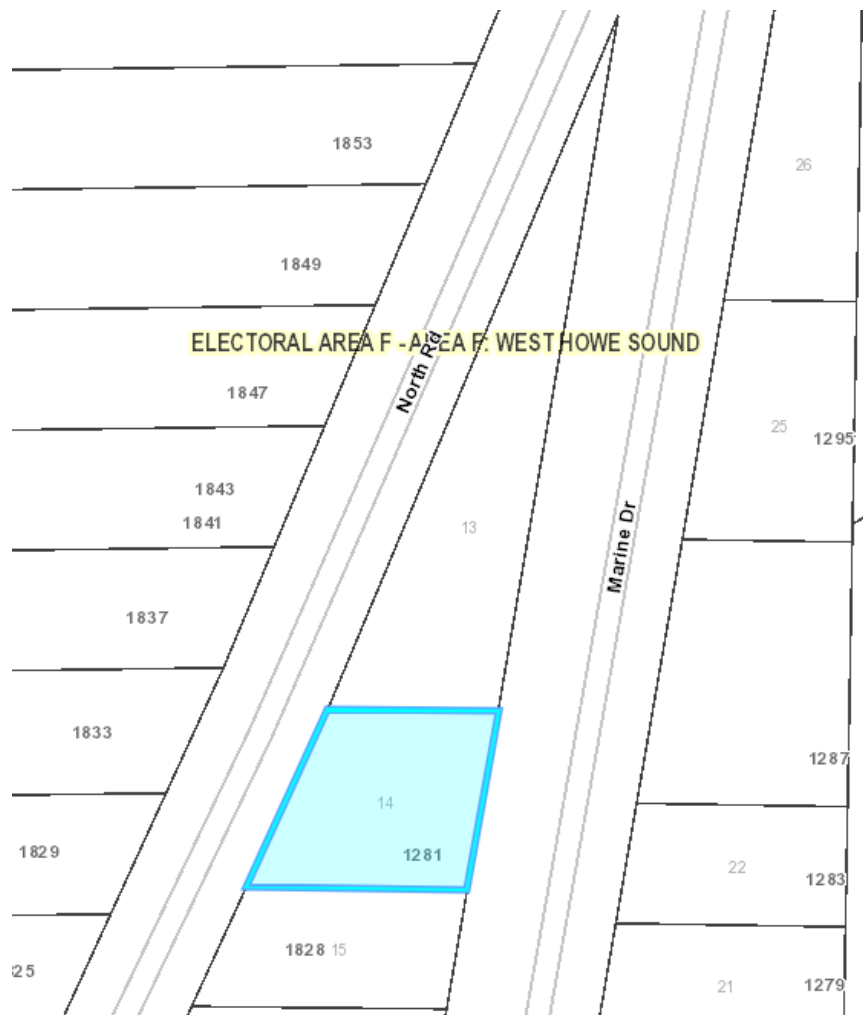
The purpose of this report is to present this application to the Planning and Community Development Committee for consideration and decision.

The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

Table 1: Application Summary

Owner/Applicant:	Joe Lanteigne
Legal Description:	LOT 14 BLOCK 12 DISTRICT LOT 1402 PLAN 7249
PID:	010-620-737
Electoral Area:	Area F
Civic Address:	1281 Marine Drive
Zoning:	R1 (Residential One)
OCP Land Use:	Residential
Proposed Use:	Single family dwelling with attached garage

Figure 1 - Location Map



The property is bordered by Marine Drive to the east, R1 properties to the north and south and North Road to the west. The property is approximately 565 m² and the applicant wishes to construct a single family dwelling with attached garage. Due to the proposed construction and the size of the lot, the applicant is requesting a variance.

DISCUSSION

Analysis

Zoning Bylaw No. 310

Section 601.4 (2) of the zoning bylaw states that:

“no structure shall be located within:

(2) 2 meters of a rear parcel line except where the rear parcel line is contiguous to a highway in which case the minimum setback shall be 4.5 metres;”

The applicant's proposed attached garage does not meet the required 4.5 m setback from the rear parcel line contiguous to a highway (North Road).

Applicant's Rationale

The applicant notes that the requested variance for a 1.5 m reduction to the rear parcel line is minor in nature and that the garage would be at a lower elevation than the road. This variance is unlikely to have an effect on neighbouring properties as the variance location is next to a road. The lot is unique due to its 28 degree slope. The small size and septic location at the bottom of the lot (Marine Drive side), mean the driveway and garage need to be located at the top of the lot (North Road side). The proposed building location will allow the garage walls and interior concrete walls to sit on higher benches and decrease the height of exposed concrete. It will also allow more space around the septic field. The proposed design will enhance the look of the property as the lower level of the house will not need to be extended downward to meet the grade. There will be no overhang on the west side of the garage.

Consultation

The development variance permit application has been referred to the following agencies for comment:

Referral Agency	Comments
SCRD Building Division	BP application will be required confirming compliance with all requirements of the BC Building Code.
Skwxwú7mesh Nation	Referred on November 10, 2021. No response received at time of report writing.
Gibsons Fire Department	No concerns.
Ministry of Transportation and Infrastructure (MOTI)	Referred on November 10, 2021. No response received at time of report writing. A MOTI setback permit may be required.
Neighbouring Property Owners/Occupiers	Notifications were mailed on December 2, 2021 to owners and occupiers of properties within a 50 m radius of the subject property.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Those who consider their interests affected may attend the Planning and Community Development Committee meeting and speak at the call of the Chair.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

Staff Comments

The proposal is acceptable to staff given the small size of the lot and the required setback to Marine Drive.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed residential development on the property to proceed.

Planning staff recommend this option.

Option 2: Refer the application to the Area F APC

The APC would discuss the proposed variance in consideration of the Board's DVP policy and provide a recommendation to the PCDC. Further notification is not required with this option.

Option 3: Deny the permit

The zoning bylaw regulation would continue to apply, and no new development would be permitted on the property without a variance. The applicant could, as an alternative option, seek relief through the SCRD Board of Variance.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The proposed development variance permit would facilitate the construction of a single family home with attached garage. The proposal is the most practical way for the applicant to construct a home on the property given the site characteristics.

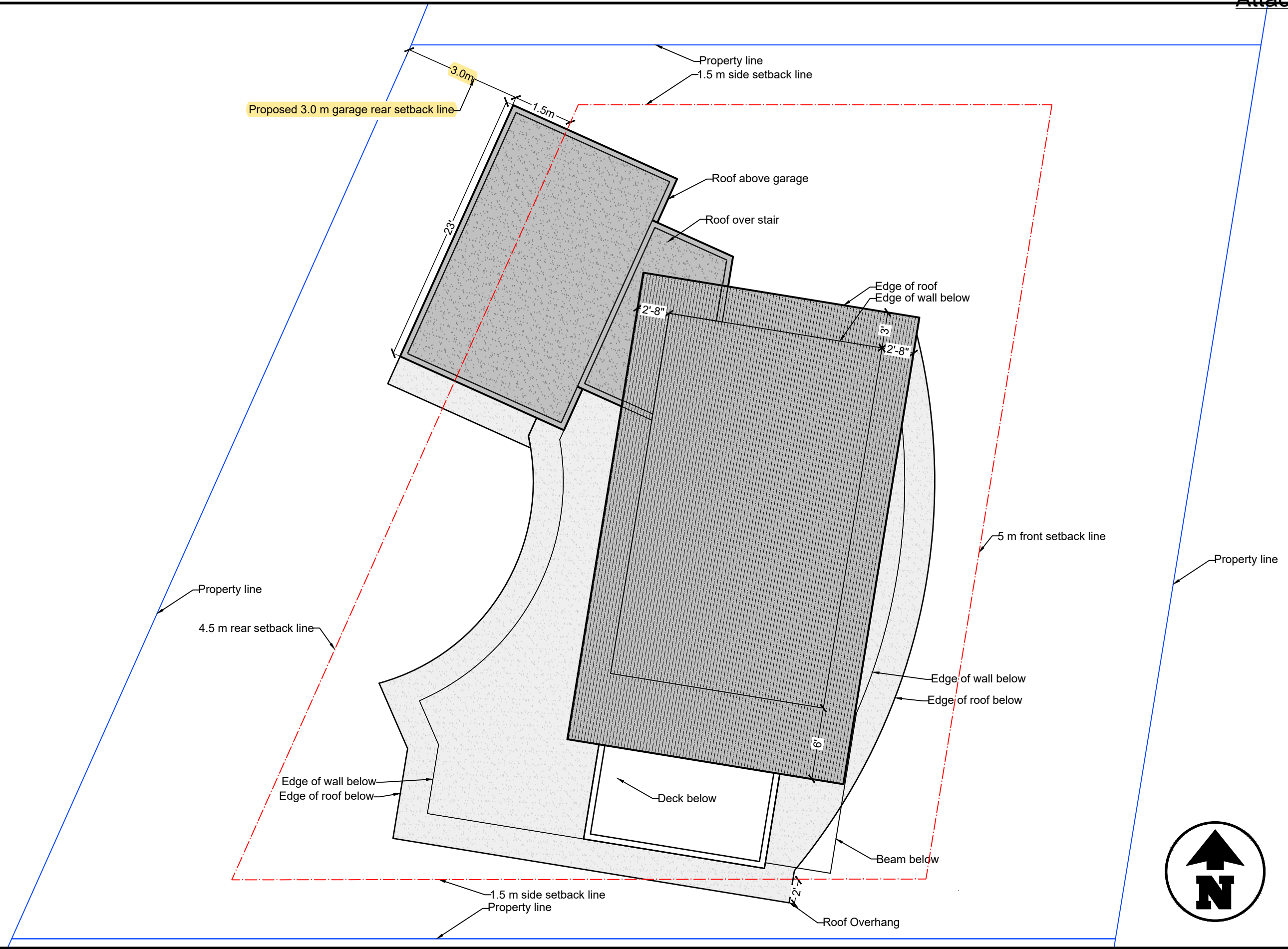
Staff recommend issuing the development variance permit.

ATTACHMENTS

Attachment A – Proposed development plans

Reviewed by:			
A/Manager	X – Y. Siao	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

ROOF PLAN

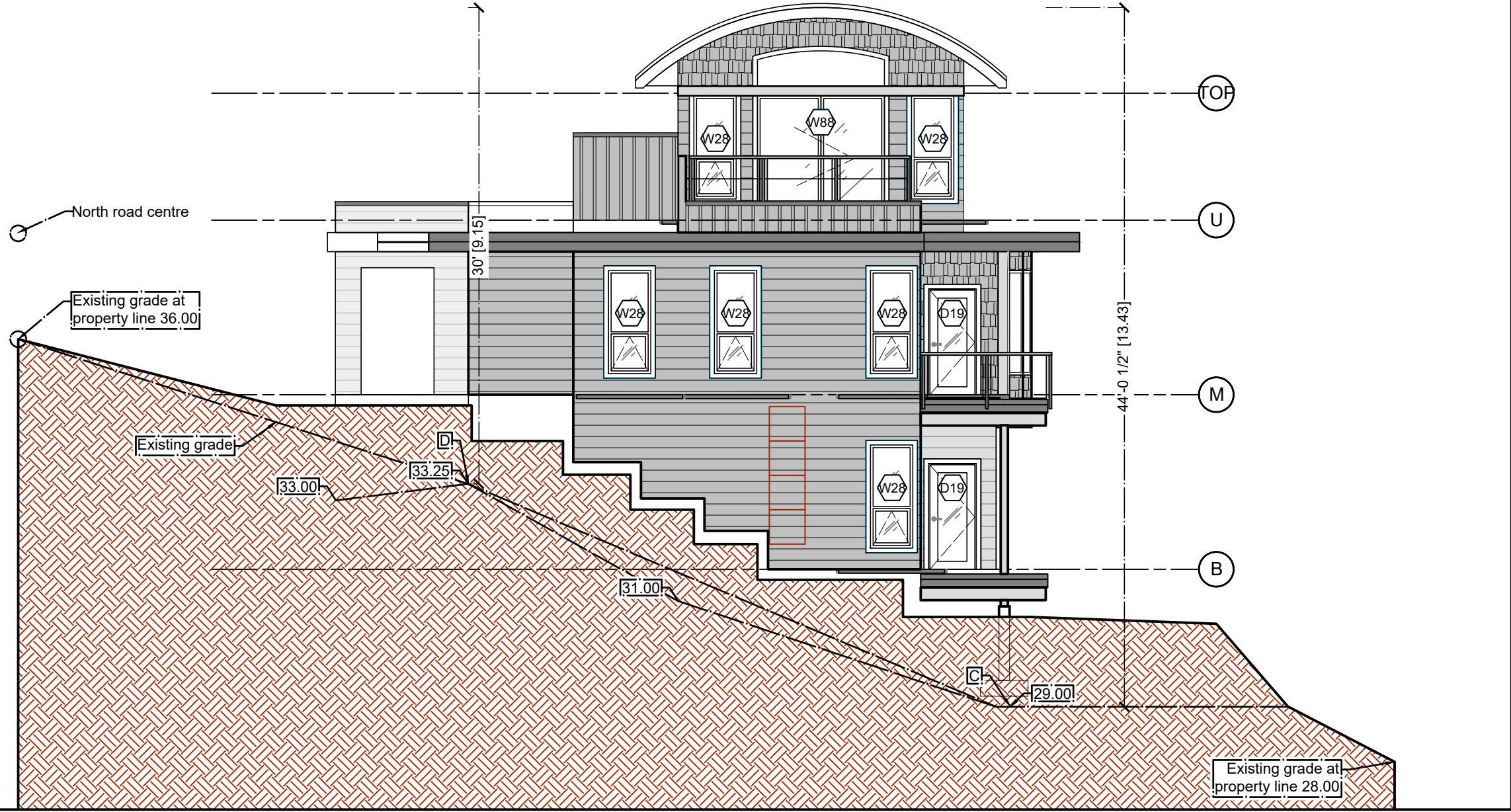


VARIANCE PERMIT APPLICATION
PLAN

1281 MARINE DRIVE, HOPKINS LANDING

JOE LANTEIGNE

SOUTH ELEVATION



JOE LANTEIGNE

1281 MARINE DRIVE, HOPKINS LANDING

VARIANCE PERMIT APPLICATION ELEVATION

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: Development Variance Permit DVP00078 (5956 Dubois Road)

RECOMMENDATION

THAT the report titled Development Variance Permit DVP00078 (5956 Dubois Road) be received;

AND THAT Development Variance Permit DVP00078 to vary Zoning Bylaw No. 337 Section 821.2 (1)(a) to reduce the setback for the front parcel line from 5 m to 3.58 m to facilitate the construction of a new storage building on existing foundation located at 5956 Dubois Road be issued.

BACKGROUND

The SCRD received a Development Variance Permit application (DVP00078), to reduce the setback for the front parcel line from 5 m to 3.58 m to facilitate the construction of a new storage building on existing foundation located at 5956 Dubois Road in Electoral Area A.

The purpose of this report is to present this application to the Planning and Community Development Committee for consideration and decision.

The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

Table 1: Application Summary

Owner/Applicant:	Michael Zacharias
Legal Description:	LOT 12 DISTRICT LOT 3971 PLAN 16896
PID:	007-336-951
Electoral Area:	Area A
Civic Address:	5956 Dubois Road
Zoning:	C3 (General Commercial)
OCP Land Use:	General Commercial
Proposed Use:	New storage building on existing foundation

Figure 1 - Location Map



The property is bordered by a C3 property to the east, Dubois Road to the north and west and an RU1 property to the south. The property is approximately 8146 m² and the applicant wishes to construct a new storage building on the existing foundation. The existing foundation and the previous building were constructed prior to the adoption of Bylaw 337. The construction of a new building must conform to current zoning provisions. While the survey plan notes a proposed 0.3 m overhang on the front of the building, bringing the overhang setback to 3.28 m, the zoning bylaw allows overhangs to extend up to 2 m into the required setback (3m from property line), therefore a variance for the overhang is not required.

DISCUSSION

Analysis

Zoning Bylaw No. 337

Section 821.2 (1) of the zoning bylaw states that:

"No structure may be located within:

(a) 5 metres of the front parcel line;"

The applicant's proposed building does not meet the required 5 m setback from the front parcel line.

Applicant's Rationale

The applicant notes that there would be no adverse effects on neighbouring properties. The proposed building would be on an existing foundation with the same size and height as the previous greenhouse. The existing setback was approved by the Ministry of Transportation and Highways in 1986. There are no proposed changes to the site or the natural environment.

Consultation

The development variance permit application has been referred to the following agencies for comment:

Referral Agency	Comments
SCRD Building Division	No objections.
shíshálh Nation	No concerns.
Pender Harbour Fire Department	No objections.
Ministry of Transportation and Infrastructure	A new setback permit will be required.
Neighbouring Property Owners/Occupiers	Notifications were mailed on December 2, 2021 to owners and occupiers of properties within a 100 m radius of the subject property.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Those who consider their interests affected may attend the Planning and Community Development Committee meeting and speak at the call of the Chair.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

Staff Comments

The proposal is acceptable to staff given the previous existence of a building on the existing foundation, which was previously approved by the Ministry of Transportation and Highways.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed residential development on the property to proceed.

Planning staff recommend this option.

Option 2: Refer the application to the Area A APC

The APC would discuss the proposed variance in consideration of the Board's DVP policy and provide a recommendation to the PCDC. Further notification is not required with this option.

Option 3: Deny the permit

The zoning bylaw regulation would continue to apply, and no new development would be permitted on the property without a variance. The applicant could, as an alternative option, seek relief through the SCRD Board of Variance.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

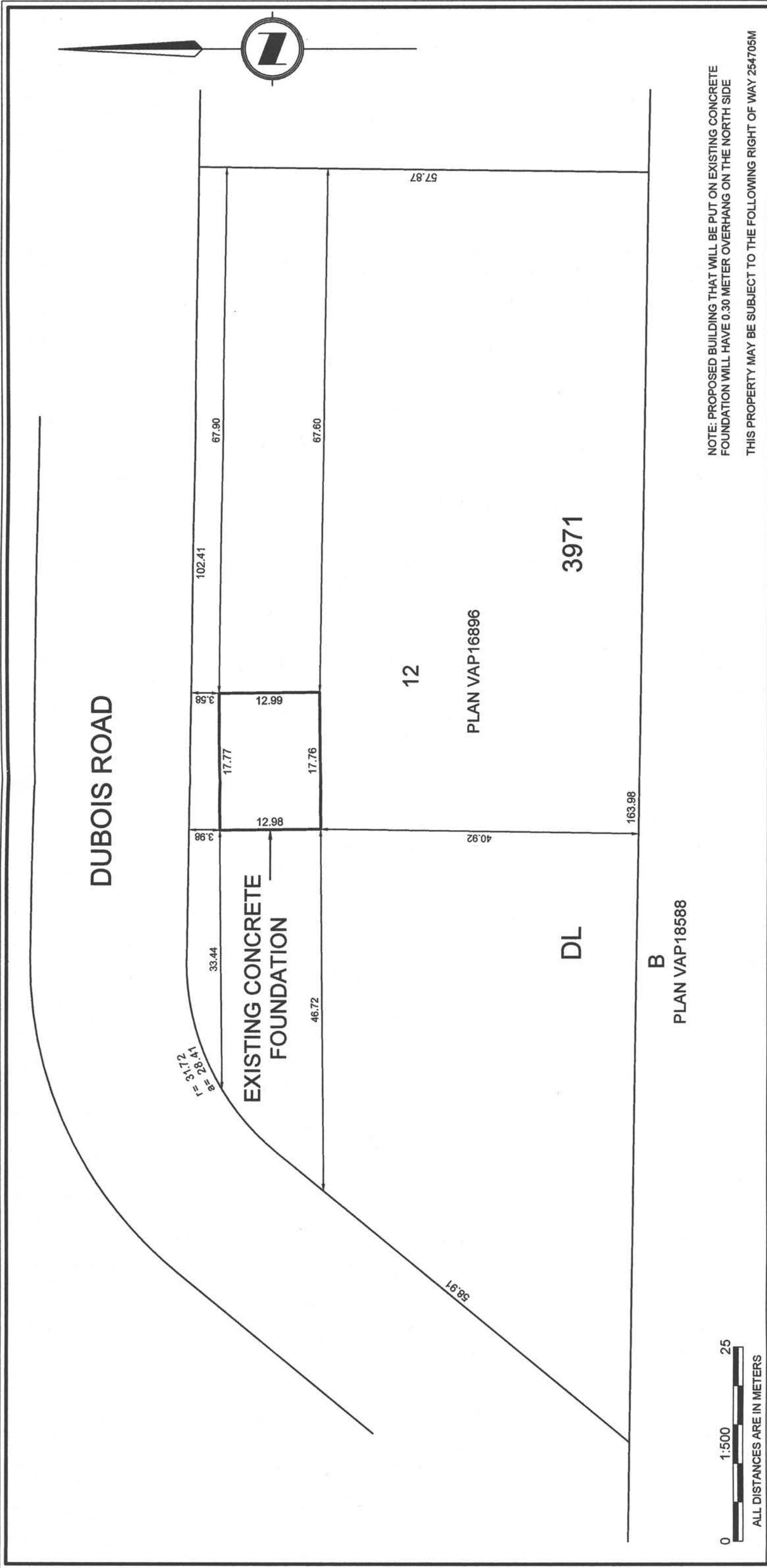
The proposed development variance permit would facilitate the construction of a new storage building on the existing foundation. This is the most practical solution for constructing a new building on this site, given the existence of a previous building in this location.



Staff recommend issuing the development variance permit.

ATTACHMENTS

Attachment A – Proposed development plans

Reviewed by:			
A. Manager	X – Y. Siao	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	



BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION SHOWING FOUNDATION ONLY ON LOT 12 DISTRICT LOT 3971 PLAN 16896			
<div>THIS BUILDING LOCATION CERTIFICATE HAS BEEN PREPARED IN ACCORDANCE WITH THE PROFESSIONAL REFERENCE MANUAL AND IS CERTIFIED CORRECT ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED. DATED THIS 2nd DAY OF NOVEMBER, 2021.</div> <div> MARTIN HARRICHHAUSEN, BCLS</div> <div>THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED</div>	<div>DIMENSIONS DERIVED FROM PLAN VAP16896 PID NO. 007-338-951</div>	<div>PREPARED FOR: FIELD SURVEY:</div> <div>M. ZACHARIAS OCTOBER 29, 2021</div>	<div>CIVIC ADDRESS: 5956 DUBOIS RD, MADEIRA PARK DRAWING NUMBER: 04209-00-V-01-R0</div>
	<div>THIS PLAN IS PREPARED SOLELY FOR A LIMITED CONTRACTUAL USE BETWEEN McELHANNEY ASSOCIATES AND OUR CLIENT. THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS. THE SIGNATORY ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.</div>	<div>© 2021 McELHANNEY ASSOCIATES LAND SURVEYING LTD. ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE SIGNATORY.</div>	<div> McElhanney McElhanney Associates Land Surveying Ltd.</div> <div>Suite 200 858 Beatty Street Vancouver BC Canada V6B 1C1 Tel 604 683 8521</div>

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: Development Variance Permit DVP00079 (3656 Beach Avenue)

RECOMMENDATION

THAT the report titled Development Variance Permit DVP00079 (3656 Beach Avenue) be received;

AND THAT Development Variance Permit DVP00079 to vary Zoning Bylaw No. 310 Section 601.5 to reduce the minimum width of a building containing a dwelling in the R1 Zone from 6 m to 3.165 m to facilitate the placement of an auxiliary dwelling unit located at 3656 Beach Avenue be issued.

BACKGROUND

The SCRD received a Development Variance Permit application (DVP00079), to reduce the minimum width of a building containing a dwelling in the R1 Zone from 6 m to 3.165 m to facilitate the placement of an auxiliary dwelling unit located at 3656 Beach Avenue in Electoral Area D.

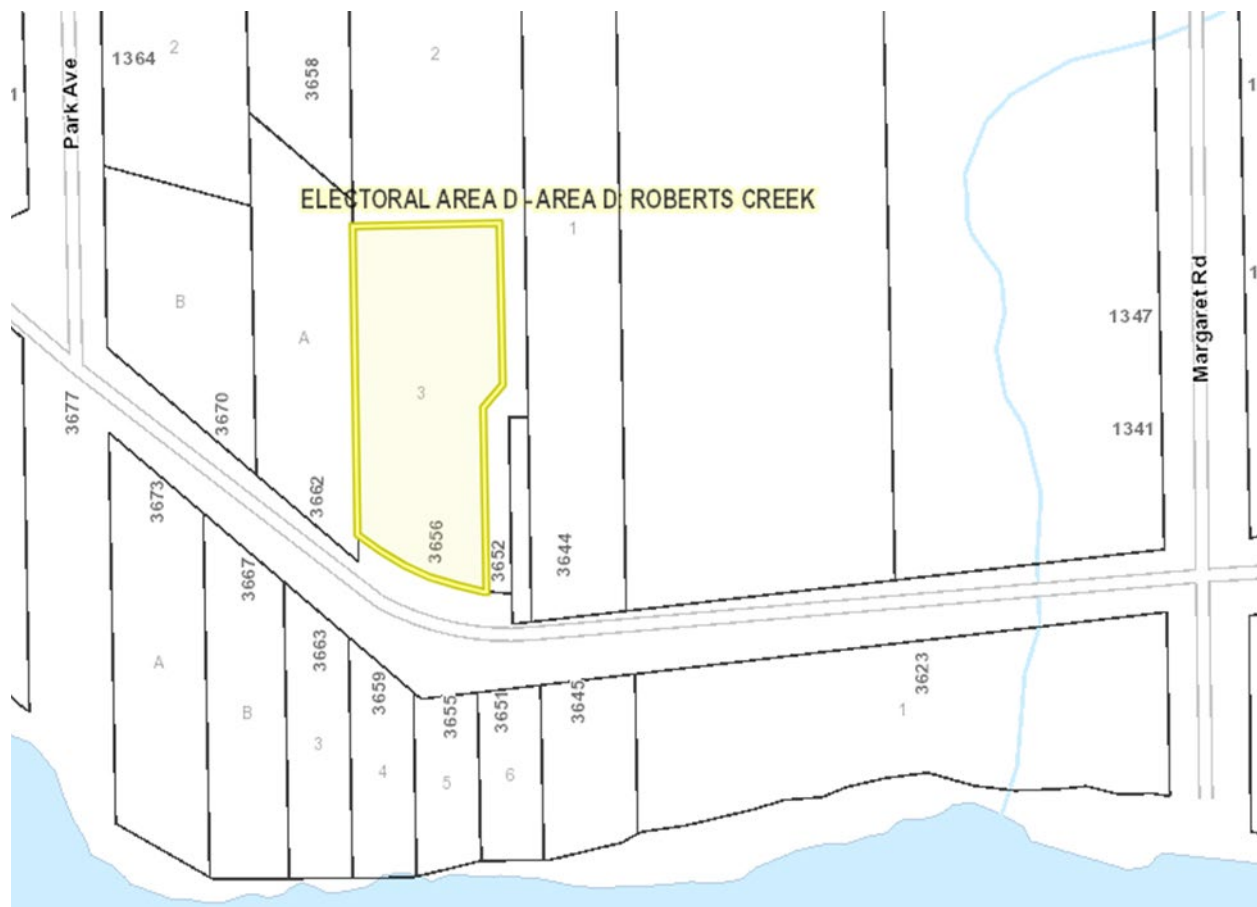
The purpose of this report is to present this application to the Planning and Community Development Committee for consideration and decision.

The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

Table 1: Application Summary

Owner/Applicant:	Jacqueline Butler
Legal Description:	LOT 3 BLOCK 32 DISTRICT LOT 1321 PLAN VAP23180
PID:	017-093-341
Electoral Area:	Area D
Civic Address:	3656 Beach Avenue
Zoning:	R1 (Residential One)
OCP Land Use:	Residential A
Proposed Use:	New auxiliary dwelling unit

Figure 1 - Location Map



The property is bordered by Beach Avenue to the south and R1 properties on all other sides. The property is approximately 2683 m² and the applicant wishes to place a new auxiliary dwelling unit for long-term rental. As the property is located within Development Permit Area 2D, Low Channel Confinement (Fan), the applicant has also submitted a development permit application.

DISCUSSION

Analysis

Zoning Bylaw No. 310

Section 601.5 of the zoning bylaw states that:

“no building containing a dwelling shall have a width less than 6 meters”

The applicant's proposed auxiliary dwelling unit does not meet the minimum 6 m width for a building containing a dwelling unit in the R1 zone.

Applicant's Rationale

The applicant notes that the proposed variance only relates to the shape of the building, as an auxiliary dwelling unit is allowed under the zoning bylaw and the building also meets all building bylaw requirements. The proposed pre-fabricated home is 536 ft², which is under the zoning bylaw allowance of 592 ft²; therefore, there should be no adverse effects to neighbouring properties. The home would also have a separate driveway. The variance is the best solution as the narrow design will allow for a home with reduced transportation costs which will be used as a long-term rental, helping address the housing crisis on the Sunshine Coast. The variance would have no impacts on the site characteristics or environmental qualities of the property.

Consultation

The development variance permit application has been referred to the following agencies for comment:

Referral Agency	Comments
SCRD Building Division	Dwelling unit must meet Z240MH standard.
shíshálh Nation	Preliminary Archeological Field Review, confirmation that vegetation clearing will occur outside of nesting bird window and approach to ensuring protection of nesting and roosting birds, including raptors and herons required.
Roberts Creek Fire Department	Referred on November 22, 2021. No response received at time of report writing.
Neighbouring Property Owners/Occupiers	Notifications were mailed on December 2, 2021 to owners and occupiers of properties within a 50 m radius of the subject property.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Those who consider their interests affected may attend the Planning and Community Development Committee meeting and speak at the call of the Chair.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

Staff Comments

The proposal is acceptable to staff as auxiliary dwelling unit is a permitted use on this property and it will allow the applicant to quickly and cost-effectively provide much needed rental housing.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed residential development on the property to proceed. Planning staff recommend this option.

Option 2: Refer the application to the Area D APC

The APC would discuss the proposed variance in consideration of the Board's DVP policy and provide a recommendation to the PCDC. Further notification is not required with this option.

Option 3: Deny the permit

The zoning bylaw regulation would continue to apply, and no new development would be permitted on the property without a variance. The applicant could, as an alternative option, seek relief through the SCRD Board of Variance.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The proposed development variance permit would facilitate the placement of a new auxiliary dwelling unit. The proposal is the most practical way for the applicant to quickly and cost-effectively provide a much-needed long-term rental.

Staff recommend issuing the development variance permit.

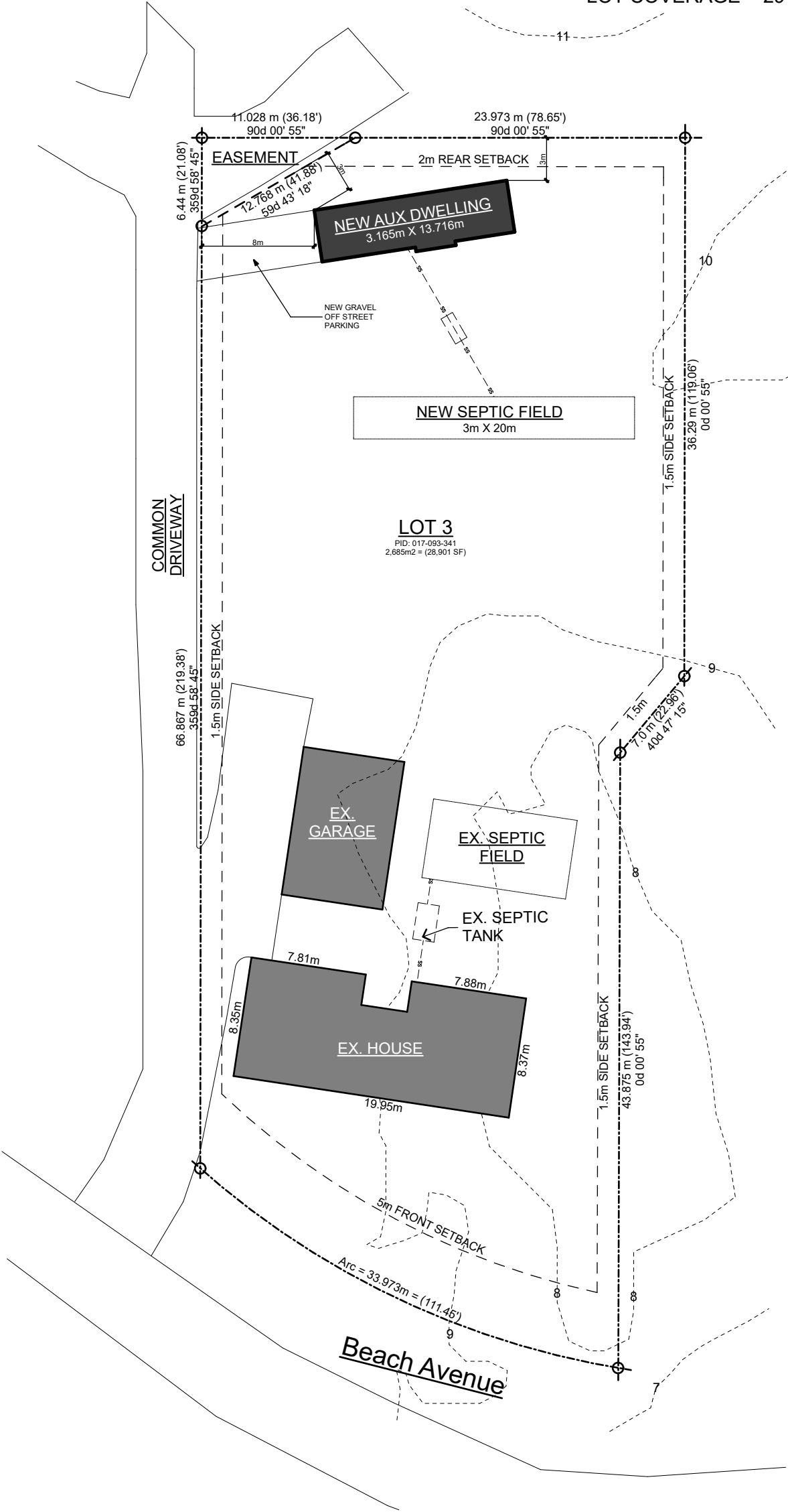
ATTACHMENTS

Attachment A – Proposed development plans

Reviewed by:			
A. Manager	X – Y. Siao	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

LOT COVERAGE TABULATION

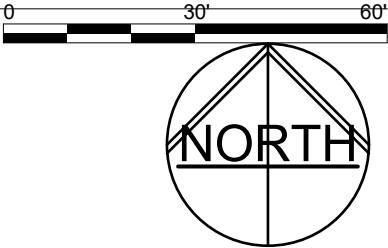
<u>EXISTING COVERAGE</u>	
EX. HOUSE =	1,743 SF = 161.93m
EX GARAGE =	828 SF = 76.92m
<u>NEW COVERAGE</u>	
AUX. DWELLING =	562 SF = 52.2m
TOTAL COVERAGE = 3,133 SF = 291.05 m2	
LOT AREA = 28,901 SF = 2,685 m2	
LOT COVERAGE = 291.05 / 2,685 = 10.8%	



1

Site Plan

SCALE: 1" = 30'



Site Plan

1

Beach Avenue Home

3656 Beach Avenue, Roberts Creek, BC V0N 2W2
Permit Drafting - NOV-01-2021

Scott Davis Drafting

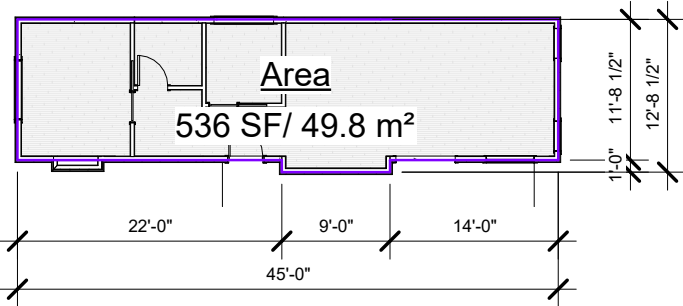
174 Grandview Heights Rd.
Gibsons, BC V0N1V3
604.886.6890 Cell / 808.220.9482
sdavisarch@gmail.com

PM-201 - 2 BEDROOM



FINAL EXTERIOR COLOURS MAY BE DIFFERENT THAN IMAGE ABOVE

PROJECT INFORMATION	
PROJECT NAME:	PM-201 (2 BEDROOM)
PROJECT NUMBER:	20324
MUNICIPAL ADDRESS:	--
LEGAL ADDRESS:	--
PID:	--
LOT AREA:	--
MODULAR DESIGNATION:	Z240MH
CONTACT INFORMATION	
DESIGN:	LORI MICHAUD RADEC GROUP 250-492-0069 lori@radecgroup.com
CONSTRUCTION	RADEC GROUP 250-492-0069 pc@radecgroup.com



1 Gross Floor Area
1/16" = 1'-0"

Sheet List			
Sheet Number	Sheet Name	Current Revision Date	Current Revision Description
a00-00	COVER SHEET	2021-11-26	Issued for Permit Coordination
a00-10	BUILDING ASSEMBLIES	2021-11-26	Issued for Permit Coordination
a20-00	MAIN FLOOR PLAN	2021-11-26	Issued for Permit Coordination
a20-10	ROOF PLAN	2021-11-26	Issued for Permit Coordination
a30-00	BUILDING ELEVATIONS	2021-11-26	Issued for Permit Coordination
a40-00	BUILDING SECTIONS	2021-11-26	Issued for Permit Coordination
a50-00	DETAILS	2021-11-26	Issued for Permit Coordination
e20-00	ELECTRICAL PLANS	2021-11-26	Issued for Permit Coordination



955 TIMMINS ST PENTICTON, BC V2A 5V3 250.492.0069

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DO NOT SCALE.
GENERAL CONTRACTORS AND/OR SUBTRADES TO
VERIFY ALL DIMENSIONS AND CONDITIONS AS
SHOWN ON DRAWINGS WITH ACTUAL EXISTING
CONDITIONS. ANY DISCREPANCIES TO BE
REPORTED PRIOR TO COMMENCEMENT OF
CONSTRUCTION AND/OR INSTALLATION.
IF IN DOUBT, ASK.

Revision Number	Revision Date	Revision Description
1	2020-11-04	ISSUED FOR COORDINATION
2	2020-11-17	IFC-FLOOR FRAMING ONLY
3	2020-11-19	IFC-WALL FRAMING
4	2021-08-12	Issued for Permit
5	2021-11-26	Issued for Permit Coordination

ALL DIMENSIONS ARE TO FACE OF
STUD OR EDGE/ICF WALL UNLESS
NOTED OTHERWISE

COVER SHEET

Project #	20324
Project name	PM-201 (2 BEDROOM)
Serial #	-
MHR #	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: AGRICULTURAL LAND COMMISSION APPLICATION 63237 (SCRD ALR00017)

RECOMMENDATIONS

THAT the report titled Agricultural Land Commission Application 63237 (SCRD ALR00017) be received;

AND THAT the SCRD deny the application.

BACKGROUND

SCRD has received a referral from the Agricultural Land Commission (ALC) regarding an application seeking retroactive approval for non-farm use in Area F, West Howe Sound.

The referral review process for ALC files requires the following steps:

- local government is the first agency to review the ALC application
- the application is reviewed as it relates to local policy and regulation
- local government has the first opportunity to decide if the application is supported or denied
- if local government does not support the application, the process ends
- if a resolution is forwarded to ALC, the application process proceeds to ALC review for decision

The purpose of this report is to provide information about the non-farm use application 62637 for the Planning and Community Development Committee to consider and make a decision.

Discussion

Analysis – Application review and Applicant rationale:

The property is located at 1088 Chamberlin Road, within the Agricultural Land Reserve. The applicant wishes to permit a self storage facility on the eastern portion of the property, in an area of approximately 0.140 ha. The applicant notes that the soil on this corner of the property is very poor for agricultural use and a commercial self-storage facility would provide a needed service to residents on the Sunshine Coast. The applicant has noted that no agriculture or agricultural improvements exist on the property and that the non-agricultural use of self storage currently takes place on the parcel. As the applicant resides on the property, they have stated that they wish to conduct this business on the property and it would not be financially viable to conduct this small-scale operation on another property. The proposal would only support agriculture in that the storage units could accommodate small farm equipment.

Import of fill was needed to construct the non-farm use. A fill application to ALC is also required. The property would also need to be brought into compliance with SCRD bylaws. The applicant has provided a sketch of the development (attached) and no further documentation.

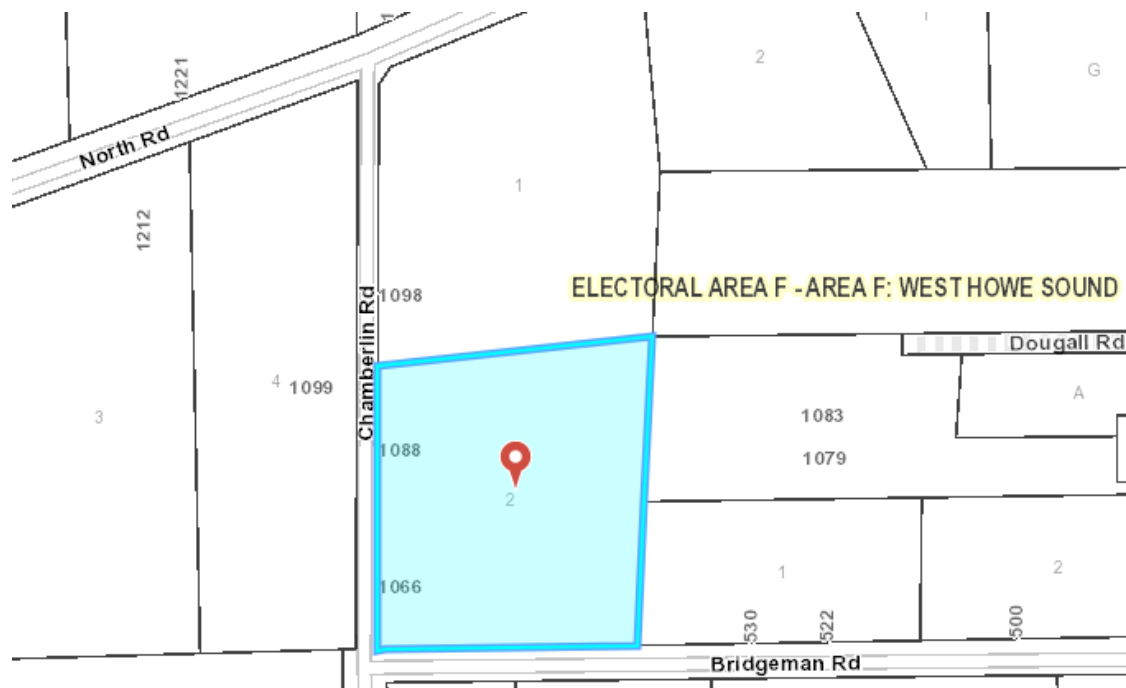


Figure 1 – location of 1088 Chamberlin Road.

File number:	ALC 63237 (SCRD File ALC00017)
Civic Address:	1088 Chamberlin Road
Legal Description:	LOT 2, BLOCK 9 DISTRICT LOT 695 PLAN 21710
Electoral Area:	F, West Howe Sound
Parcel Area:	4.36 acres
OCP Land Use:	Agricultural
Land Use Zone:	Agriculture (AG)
Application Intent:	To conduct a commercial self-storage business

Table 1 - Application Summary

Analysis: Policy Review

The Planning Department has reviewed the application, the relevant policies in the Sunshine Coast Agricultural Area Plan, the West Howe Sound Official Community Plan and Zoning Bylaw No. 310.

Agricultural Area Plan

The [Agricultural Area Plan](#) has six strategic goals to enable agriculture on the Sunshine Coast:

1. Protect farms, improve farming opportunities and expand access to land for agriculture
2. Secure a sustainable water supply for the Sunshine Coast
3. Develop a viable Coastal food system
4. Educate and increase awareness of Coastal food and agriculture
5. Advance and promote sustainable agricultural practices
6. Prepare for adaptation to climate change.

West Howe Sound Official Community Plan (OCP)

The [Area F Official Community Plan](#) designates this parcel as Agricultural. According to the OCP description “A bulk of the agricultural land base within the plan area has a soil rating of Class 3 and 4 within the Canada Land Inventory rating, with the potential to improve the soil to classes 2 and 3. Classes 2 to 4 are considered suitable for a wide range of agricultural production. Soil improvements can be achieved through irrigation, drainage management, removal of stones and sub-soiling (tilling the soil).”

Some of the Agricultural objectives noted in the OCP highlight the need to preserve and protect agricultural lands. Objectives 1, 5 and 6 note the following:

1. *To preserve agricultural land in the ALR by maintaining larger parcels on lands with higher quality agricultural soils, specifically those that have existing Canada Land Inventory ratings of class 2 through 4, or the capability to improve to those soil conditions.*
5. *To protect existing and future agricultural activities from potential conflicting non-agricultural uses within the Agricultural Land Reserve (ALR) and the Rural Residential designated lands adjacent to the ALR.*
6. *To support the Agricultural Land Commission in protecting agricultural lands and opportunities for present and future uses.*

Zoning Bylaw 310

This parcel is zoned Agriculture. The uses permitted in this zone focus on agriculture and farming. Certain auxiliary uses related to the sale of products produced on the same farm are also permitted, in addition to residential use. Uses are subject to conformance with the Agricultural Land Reserve Use Regulation. The applicant's proposed use of self storage would fall under the use of “moving and storage facilities” or “light industry”. These uses are not permitted in the Agriculture Zone, and are only permitted in certain commercial and industrial zones.

Referral to Ministry of Agriculture, Food and Fisheries (AFF)

This application was referred to AFF who have the following comments:

- The Subject Property borders land in the Agricultural Land Reserve (ALR) on all sides and is located within an approximate 200 ha pocket of ALR land.

- The 2 ha Subject Property contains a residence, a large shop, a pump house and is currently not used for agricultural purposes.
- The Subject Property also contains a series of “utility units” which represent the infrastructure for the Facility and do not appear to have any connection to agriculture. Ministry staff understand that fill was imported, and these units were placed on the Subject Property without permission from the Agricultural Land Commission and that the Non-farm Use (NFU) application was submitted by the applicant in an attempt to retroactively authorize the Facility.
- The establishment of the Facility on the Subject Property has no benefit to agriculture either on the Subject Property or on agriculture in the greater Gibsons area. Further, it would decrease the already limited amount of available land on the Subject Property for agricultural uses.
- If the NFU application was approved, it will inevitably increase the amount of traffic in the pocket of ALR land as users access the Facility. This in turn, may result in conflict between agricultural producers in the vicinity of the Subject Property and users of the Facility.
- Ministry staff note that there is a considerable amount of land within the greater Gibsons area that is not located within the ALR that could accommodate the Facility. Further, Ministry staff also note that Gibsons currently contains two self-storage companies that are appropriately located outside of the ALR.

Staff Comments

Upon review of the application, Staff have determined that the proposal does not conform to the Agricultural Area Plan, the Area F OCP or Zoning Bylaw 310. The proposal would not serve to enhance the agricultural potential on the parcel or meet the objectives of preserving land in the ALR for future agricultural use. The use is not permitted in the Zoning Bylaw and would be better situated on other parcels outside ALR. For these reasons, Staff cannot support application 63237 as presented and recommend that the application be denied.

Options / Staff Recommendation

Possible options to consider:

Option 1: Deny the application

This would stop the application process and the property would need to be brought into compliance with current bylaws.

Planning staff recommend this option.

Option 2: Refer the application to the AAC and Area F APC

The AAC and APC would discuss the proposal and provide a recommendation to the PCDC.

Option 3: Move forward with the application

The application would need approval from the ALC. If ALC approval were to be given, a zoning bylaw amendment application to the SCRD would be needed to allow the intended use. If the rezoning application were not approved, the use would not be permitted.

CONCLUSION

SCRD received a referral from the ALC for retroactive approval of a non-farm use for self storage. Policies from the Area F OCP and Sunshine Coast Agricultural Area Plan set the direction for protecting current and future farming capability on the Sunshine Coast. Staff do not recommend support for the application as presented.

ATTACHMENTS

Attachment A – Site Plan

Reviewed by:			
A. Manager	X – Y. Siao	Finance	
GM	X – I. Hall	Legislative	
CAO	X –D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Nick Copes, Planner 1

SUBJECT: Frontage Waiver Application FRW00014 (Redrooffs Road)

RECOMMENDATIONS

THAT the report titled Frontage Waiver Application FRW00014 (Redrooffs Road) be received;

AND THAT the required road frontage of a minimum 10% of the lot perimeter for proposed Lots 2, 3, 4 & 5 be waived in order to facilitate a proposed 7-lot subdivision of LOT B DISTRICT LOT 2733 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP30935.

BACKGROUND

The SCRD has received a Frontage Waiver Application in relation to a 7-lot subdivision of a parcel located on Redrooffs Road in the Halfmoon Bay Electoral Area (Attachment A – Subdivision Plan).

Section 512 of the *Local Government Act* requires that all new parcels created by subdivision provide a frontage on a highway equivalent to at least 10% of their perimeter unless a local government waives the requirement. Lots 2, 3, 4 and 5 of the proposed 7-lot subdivision do not meet the 10% perimeter road frontage requirement and, therefore, the applicant is requesting the SCRD Board consider waiving the road frontage requirement in order to permit the proposed subdivision.

The purpose of this report is to provide information on the application and obtain direction from the Planning and Community Development Committee based on the staff recommendations.

Table 1 - Application Summary

Owner / Applicant:	Kevin Healy
Civic Address:	Redrooffs Road
Legal Description:	LOT B DISTRICT LOT 2733 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP30935
Electoral Area:	B – Halfmoon Bay
Parent parcel Area:	26.8 Acres
OCP Land Use:	Residential B
Land Use Zone:	Rural 1 (RU1)
Subdivision District:	E (minimum lot size 4000 m ² , average of 5000 m ²)
Application Intent:	To waive the requirement for 10% frontage along Redrooffs Road for the proposed Lots 2, 3, 4 & 5

The intent of the subdivision is to create five new residential parcels, a lot held in common to access the parcels and a remainder parcel, for a total of 7 parcels. The lot held in common was recommended by the Ministry of Transportation and Infrastructure (MOTI) for this subdivision, due to the unique site conditions. According to MOTI, the lot held in common is considered as a private right of way and therefore does not meet the definition of highway in the *Community Charter*. Lots 2, 3, 4 & 5 do not front on a highway and therefore require a frontage waiver.

The proposed subdivision conforms to zoning regulations and issuance of the frontage waiver will enable the subdivision to proceed to final approval. As per Zoning Bylaw 310 Section 405 (1)(a), a restrictive covenant is required on the lot held in common, prohibiting the construction of buildings or structures, as the lot does not meet the minimum size requirements.

CONCLUSION

Based on the above, staff consider the proposed 7-lot subdivision appropriate and recommend approval of the frontage waiver.

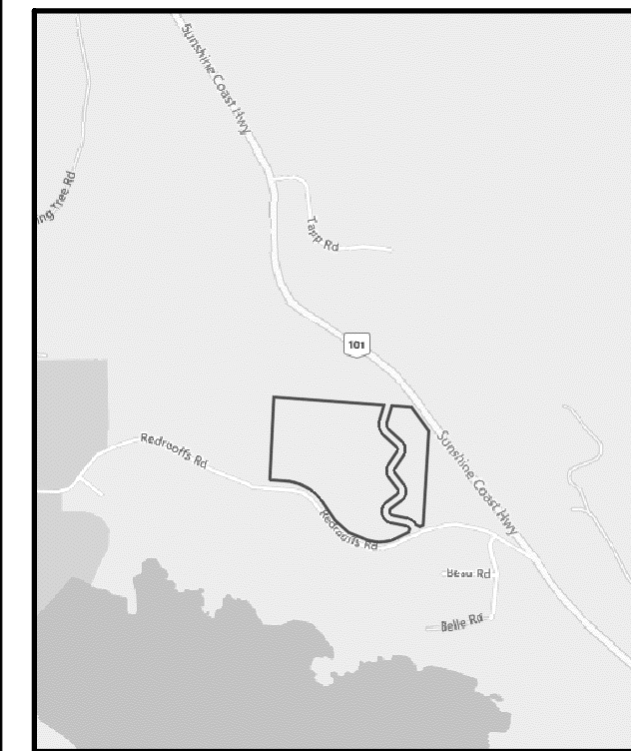
ATTACHMENTS

Attachment A – Proposed Subdivision Plan

Reviewed by:			
A. Manager	X – Y. Siao	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

CREUS Engineering

Civil Engineers & Project Managers
 #610 EAST TOWER - 221 ESPLANADE WEST, NORTH VANCOUVER BC, V7M3J3
 PH: 604-987-6070 WEBSITE: www.creus.ca



SITE MAP

DRAWING LEGEND

	EXISTING	PROP.	TO BE REMOVED
LEGAL LINE	---	---	---
EASEMENT	---	---	---
WATERMAIN	---	---	---
SANITARY	---	---	---
STORM	---	---	---
HYDRO	---	---	---
TEL	---	---	---
STREETLIGHT	---	---	---
GAS	---	---	---
	EXISTING	PROP.	TO BE REMOVED
FIRE HYDRANT	⊗	⊗	⊗
GATE VALVE	⊗	⊗	⊗
AIR VALVE	⊗	⊗	⊗
REDUCER	⊗	⊗	⊗
INSPECTION CHAMBER	⊗	⊗	⊗
CATCHBASIN (STD/SI)	⊗	⊗	⊗
CAP	⊗	⊗	⊗
MANHOLE	⊗	⊗	⊗
POWER POLE	⊗	⊗	⊗
STREETLIGHT	⊗	⊗	⊗

approved

client

TOM LAMB

project

LOT B - RED ROOFS ROAD
SUNSHINE COAST, BC

title

KEYPLAN SUBDIVISION OVERVIEW

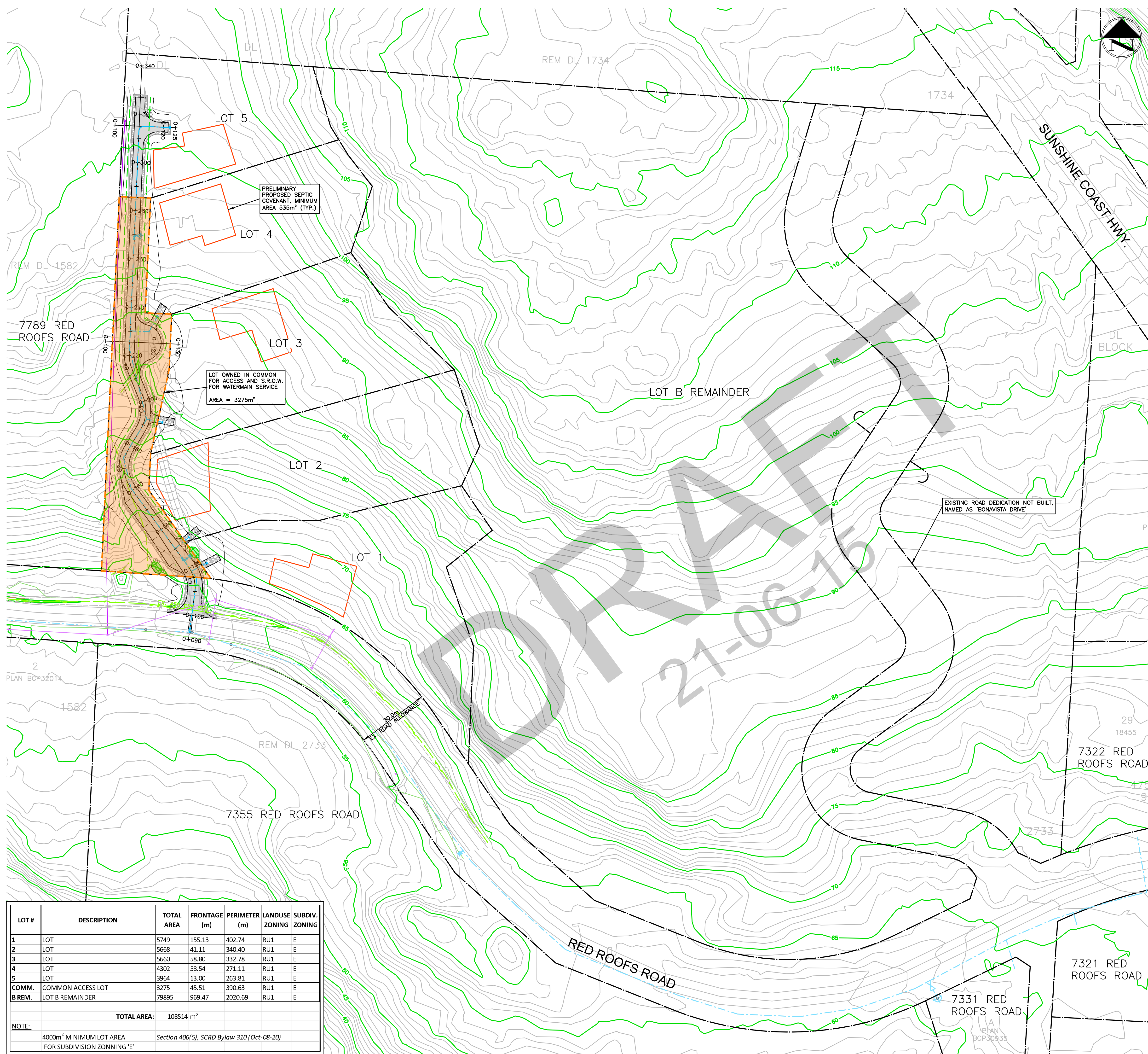
no.	(y/m/d)	revision	current rev. #
6	21-06-16	RE-ISSUED FOR PRELIMINARY SUBDIVISION APPLICATION	TJV
5	21-04-21	ISSUED FOR PRELIMINARY SUBDIVISION APPLICATION	TJV
4	21-04-12	ISSUED FOR CLIENT REVIEW	TJV
3	21-03-24	UPDATED DRIVEWAY	TJV
2	21-03-21	UPDATED PER SITE REVIEW	TJV
1	21-03-17	ISSUED FOR VCH SITE MEETING	TJV

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engineer of record KBH scales hor: 1:750 vert: 1:750
 designed by KBH file no. 21166
 drawn by TJV drawing no. KEY-2
 date 2021-03-24

CONTRACTOR TO VERIFY & LOCATE
EXISTING MAINS & SERVICE
CONNECTIONS & NOTIFY THE
ENGINEER OF ANY DISCREPANCIES
PRIOR TO BEGINNING CONSTRUCTION

SEE DRAWING KEY-1 FOR GENERAL NOTES
 SEE DRAWING ESC-1 FOR EROSION & SEDIMENT
 CONTROL NOTES
 SEE DRAWINGS R-1 FOR ROADWORKS NOTES
 SEE DRAWINGS R-2 FOR SIGNAGE AND LINEPAINTING,
 AND TRAFFIC MANAGEMENT NOTES
 SEE DRAWING W-1 FOR WATERWORKS NOTES
 SEE DRAWING SWM-1 FOR STORM NOTES



LOT #	DESCRIPTION	TOTAL AREA	FRONTAGE (m)	PERIMETER (m)	LANDUSE ZONING	SUBDIV. ZONING
1	LOT	5749	155.13	402.74	RU1	E
2	LOT	5668	41.11	340.40	RU1	E
3	LOT	5660	58.80	332.78	RU1	E
4	LOT	4302	58.54	271.11	RU1	E
5	LOT	3964	13.00	263.81	RU1	E
COMM.	COMMON ACCESS LOT	3275	45.51	390.63	RU1	E
B REM.	LOT B REMAINDER	79895	969.47	2020.69	RU1	E
TOTAL AREA:		108514 m²				
NOTE:		4000m² MINIMUM LOT AREA Section 406(5), SCD Bylaw 310 (Oct-08-20) FOR SUBDIVISION ZONING 'E'				

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Rui Tong, Planning Technician II

SUBJECT: Frontage Waiver FRW00003 (6101 Garden Bay Road) – Electoral Area A

RECOMMENDATION(S)

THAT the report titled Frontage Waiver FRW00003 (6101 Garden Bay Road) – Electoral Area A be received;

AND THAT the requirement for road frontage of a minimum 10% of the lot perimeter for the proposed Lot 2 in the subdivision of District Lot 3970 Group 1 New Westminster District Except Portions in Reference Plans 2812, 2813, 3719, and Plan 20137 be waived.

BACKGROUND

The SCRD has received a Frontage Waiver Application in relation to a 3-lot subdivision at 6101 Garden Bay Road in Pender Harbour.

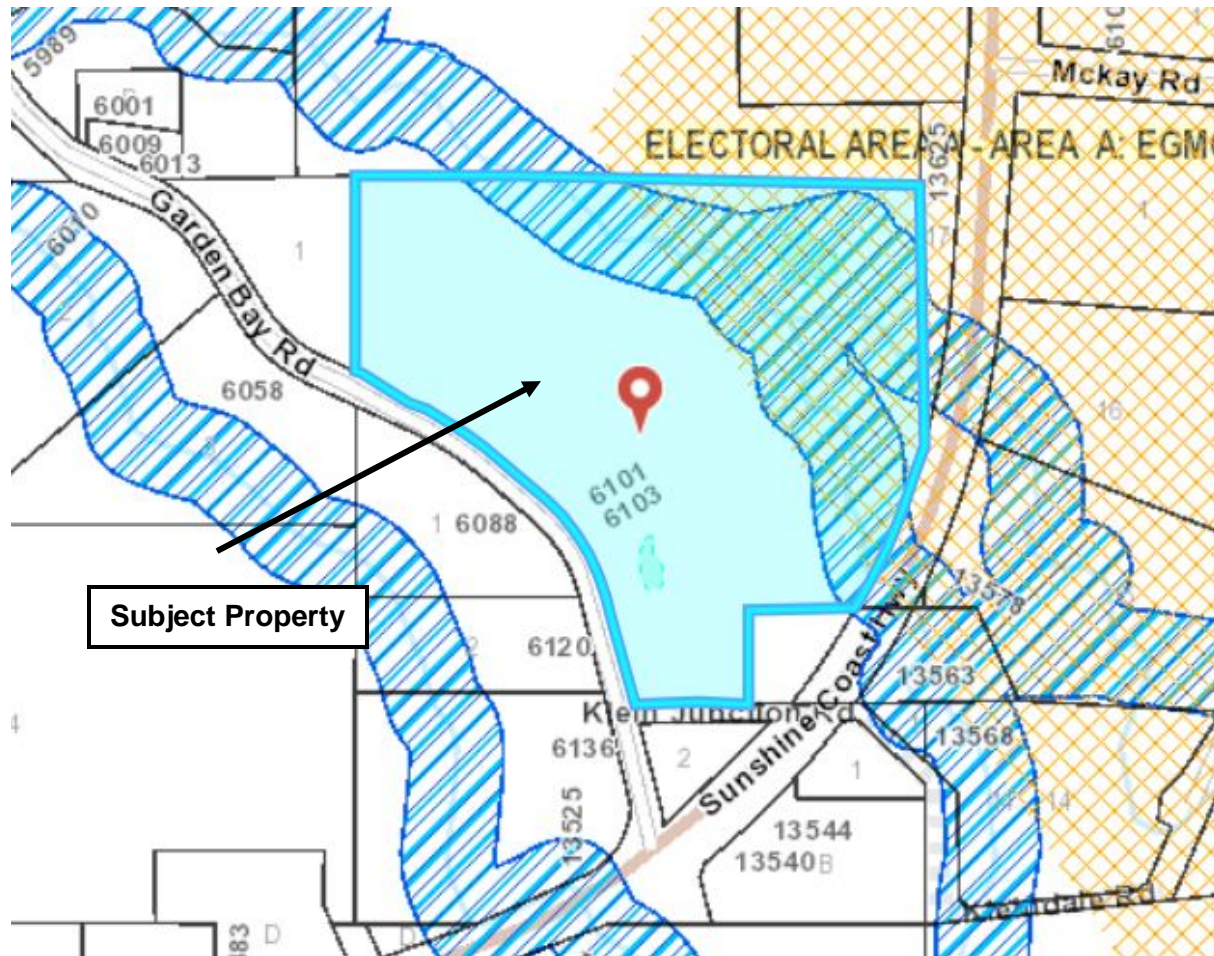
Section 512 of the *Local Government Act* required that all new parcels have at least 10 percent of the perimeter fronting a highway unless a local government waives the requirement.

The proposed Lot 2 does not meet the above requirement.

Table 1 – Application Summary

Owner / Applicant:	Peter M. Gordon Land Surveying Inc., for 1165366 BC Ltd.
Legal Description:	District Lot 3970 Group 1 New Westminster District Except Portions In Reference Plans 2812, 2813, 3719 and Plan 20137.
P.I.D.:	015-865-398
Civic Address:	6101 Garden Bay Road, Pender Harbour
Parcel Area:	25.43 acres
OCP Land Use:	General Commercial and Rural Residential A
Land Use Zone:	I-3 and RU-1
Subdivision District:	H – 1.75 ha minimum parcel size
Application Intent:	Frontage waiver for Lot 2

Figure 1 – Location of Subject Property



The purpose of this report is to provide information on the application and obtain direction from the Planning and Community Development Committee on this request.

DISCUSSION

The application involves a three lot subdivision of the subject property fronting Garden Bay Road in Pender Harbour (Attachment A). The subject property is located within the Subdivision District H and each of the proposed new lots are above the minimum parcel size requirement of 1.75 ha.

The proposed Lot 2 will have a road frontage of less than 10 percent of the perimeter of the lot. In order to accommodate the existing single family dwellings, commercial auxiliary buildings, and areas for sewage disposal fields on proposed Lot 1 and Lot 3, the subdivision design proposes limited access to Lot 2.

The Egmont / Pender Harbour Advisory Planning Commission reviewed the subdivision application on November 27, 2019 and recommended support for the application as it is consistent with the Official Community Plan.

The Ministry of Transportation and Infrastructure issued a Preliminary Layout Review (PLR) on April 26, 2021, indicating that the Ministry has reviewed the layout and supports the configurations of the parcels as proposed.

CONCLUSION

A waiver for the 10 percent perimeter frontage requirement is required by the SCRD Board for the proposed subdivision to proceed.

Staff support this application and recommend issuing the frontage waiver for proposed Lot 2, which will allow the subdivision to proceed and be considered for final approval by the Ministry of Transportation and Infrastructure.

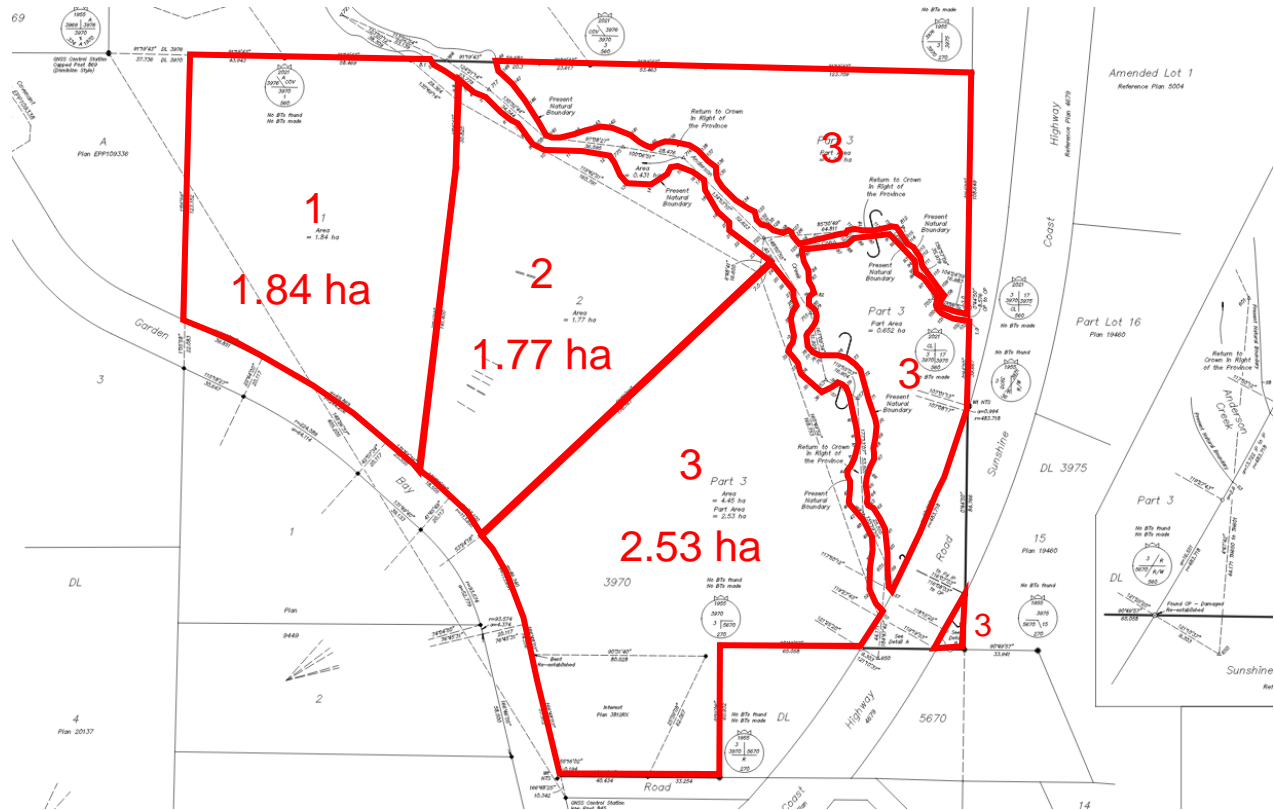
Attachments

Attachment A – Subdivision Plan

Reviewed by:			
Acting Manager	X – Y. Siao	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

Attachment A

Subdivision Plan



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Ryan Daley, Fire Chief, Halfmoon Bay Volunteer Fire Department

SUBJECT: Halfmoon Bay Fire Truck Delivery Contract No. 2011602 Change Order

THAT the report titled Halfmoon Bay Fire Truck Delivery Contract No. 2011602 Change Order be received;

AND THAT the contract with Hub Fire Engines be increased by up to \$15,000 from \$429,725 to a maximum of \$444,725;

AND THAT the delegated authorities be authorized to execute a contract amendment;

AND THAT the contract value increase of up to \$15,000 be funded from the Halfmoon Bay Fire Department Capital Reserve Fund;

AND FURTHER THAT the delegated authorities be authorized to execute the contract amendment.

BACKGROUND

The Halfmoon Bay Fire Department awarded a contract to Hub Fire Engines to supply and deliver a new tender for the replacement of their current tender that had reached the end of its useful life. The budgeted amount for this project was \$500,000. Hub Fire Engines was able to meet the requirements of the project with a contractual cost of \$429,725. To prepare the RFP for a Fire Apparatus, one must list hundreds of items/detailed specifications for vendors to include. During the design and build process some relatively minor items were missed or required correction. A change order is necessary to add six items and at the same time to remove two. The changes required add an extra cost of \$2,662.

As the final design and build process is still underway and appreciating there could be other relatively-minor changes required, staff request approval of up to \$15,000 (including any PST) to be used as contingency for these minor change orders (this amount is inclusive of the \$2,662. This would bring the new contract value to \$444,725, which is \$55,275 less than the \$500,000 approved project budget.

Based on the total value, Board approval for a contract amendment is required.

DISCUSSION

Financial Implications

Currently, the Fire Truck is budgeted to be funded \$300,000 from Capital reserves and \$200,000 from an MFA Equipment Financing Loan for a total approved budget of \$500,000. The additional \$15,000 contract amendment will bring the total cost of the Fire Truck to \$444,725 and therefore within the approved budget. A Financial plan amendment is not required at this time.

The exact impact can be calculated at the next annual review. The current capital reserve balance is \$346,795.

Any funds not required of the \$15,000 contingency, will remain in the Capital Reserve Fund.

Timeline for next steps or estimated completion date

There is time sensitivity to this decision. Some of the items need to be installed as HUB fabricates the unit. Delays in a decision could result in additional costs to modify the already assembled unit. A timely decision by the Board will ensure that production of the truck will continue and the delivery of the tender will remain on schedule. Anticipated delivery is April 2022.

Communications Strategy

n/a

STRATEGIC PLAN AND RELATED POLICIES

The replacement of this unit follows the 20-year capital strategic plan for business continuity to continue to provide the current level of service to the community.

CONCLUSION

Minor design changes during final design and fabrication have been identified as part of the Halfmoon Bay Fire Truck project. A change of \$2,662 is required, and a total contract value adjustment of up to \$15,000 is recommended to address the current change and other potential minor changes during build, funded from capital reserves. The project remains within budget and on track for spring 2022 delivery.

Reviewed by:			
Manager	X – M. Treit	Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp
		Asset Mgmt.	X - K. Doyle

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 16, 2021

AUTHOR: Shelley Gagnon, General Manager Community Services

SUBJECT: **SCRD PORTS MAINTENANCE AND MINOR REPAIRS CONTRACT 18 354 EXTENSION – SUMMERHILL FINE HOMES**

RECOMMENDATIONS

THAT the report titled SCRD Ports Maintenance and Minor Repairs Contract 18 354 Extension – Summerhill Fine Homes be received;

AND THAT the contract with Summerhill Fine Homes Inc. for Ports Maintenance and Minor Repairs be renewed for a two-year term and be increased by \$259,466 up to an amount not to exceed \$872,966 (excluding taxes);

AND THAT the delegated authorities be authorized to execute the contract amendment;

AND THAT the [345] Ports Service budget be increased by \$6,970 in 2022 with an additional \$3,076 in 2023 to align with new contract values, and funded through taxation;

AND THAT the 2022-2026 Draft Financial Plan be amended accordingly;

AND FURTHER THAT staff present a Round 2 budget proposal for an increase to the annual repair and maintenance budget in the [345] Ports Service of \$40,000.

BACKGROUND

In 2019, the SCRD entered into a 3-year contract with Summerhill Fine Homes Inc. to provide inspection services along with minor repair and maintenance for the nine SCRD ports. The scope of work in the base rate of the service agreement included three inspections per year, slip guard repair/replacement, nail setting, power washing, touch up zone painting, derrick lubrication, and ladder cleaning and lubrication. The contractor would also complete minor repairs such as railing or decking board replacement. Unit pricing was also included in the contract for limited major repairs such as cross brace or pile replacement and also emergency stabilization and repair work if requested by the Regional District. Extra work requested by the Regional District was over and above the contract base rate and billed for separately. The contract also provided a renewal option of two years.

The purpose of this report is to seek Board approval to exercise the two-year renewal clause in the contract with Summerhill Fine Homes and amend the draft Financial Plan.

DISCUSSION

Current service provisions have been professional and consistent throughout the existing service contract, and staff has been very pleased with the responsiveness and quality of work provided by Summerhill Fine Homes. Staff recommend exercising the two-year renewal clause.

The base rate value of the two-year renewal contract is \$159,466 (Year 4 - \$78,195; year 5 - \$81,271). The [345] Ports Service current base budget for this contracted service is \$71,225. Staff is further recommending that the base operating budget for contracted services be increased to reflect the new contract rates.

As mentioned previously, the contractor may also provide additional services at the Regional Districts request, billed for separately. This extra work may be identified during annual inspections as repairs highly recommended due to safety concerns, or as in most cases, are a result of an extreme weather event (e.g. storm) in which infrastructure is damaged and requires immediate repair. Over the past few years, these additional repair and maintenance expenditures have varied but have been in excess of \$50,000 per year and have usually resulted in additional budget requests or as in the case of this past year, have been covered in the operating budget through surpluses generated by staff vacancies.

With this in mind, it is recommended that the contract value be increased by an additional \$100,000 to include a servicing contingency. All requests for additional services will be managed through the Regional District's Change Management process including the creation of a statement of work outlining the deliverables, timelines and budget of the work to be done, which will draw down from the overall contract value of up to \$259,466.

The 2022 Ports Services repair and maintenance operating budget is \$9,700 and it is doubtful that there will be a surplus as the staff vacancy should be filled in 2022. It is anticipated that as in past years, actual repair and maintenance needs will exceed the budget allotment. To address this anticipated shortage, staff can proceed in a couple different ways.

- as the need arises, report(s) can be brought back to the Board throughout the year requesting additional funding; or
- staff could prepare a budget proposal for Round 2 of budget deliberations requesting an increase to the base budget for repair and maintenance.

In order to equip staff to respond to emergent items quickly, it is recommended that staff prepare a 2022 Round 2 budget proposal to increase the base budget for repair and maintenance in the Port Service [345].

FINANCIAL IMPLICATIONS

The two financial implications noted in this report are related to anticipated operating budget shortages.

In order to reflect the increase in the base contract amount, it is recommended that the Ports base budget for contracted services be increased in 2022 (\$6970) and 2023 (additional \$3,076).

In anticipation of a budget shortage, it is recommended that staff prepare a Budget Proposal for the Board consideration in Round 2 of the 2022 Budget deliberations.

TIMELINE FOR NEXT STEPS OR ESTIMATED COMPLETION DATE

Following Board adoption, staff will prepare the contract renewal for signing by the delegated authorities.

Further, if supported, staff will also prepare a Budget Proposal for Board consideration in Round 2.

With the anticipation of a staff resource in 2022, there are number of projects in Ports that are a priority. These include facilitating a discussion and possible recommendations for the New Brighton dock and the completion of a major inspection on all nine ports. It is anticipated that the major inspections will help contribute to the development of an annual maintenance and capital replacement plan for Ports and better inform future budget considerations.

COMMUNICATIONS STRATEGY

No communications strategy required as this is a continuation of an existing service level.

STRATEGIC PLAN AND RELATED POLICIES

Preventative maintenance and timely attention to minor repairs are important to deriving full life expectancy and hence full value from capital assets. Work undertaken through this contract will support fiscal sustainability and supports the goals of SCRD's asset management strategy.

CONCLUSION

The purpose of this report is administrative in nature, requesting Board approval to exercise the contract extension option for the continued provision of inspections, maintenance and minor repairs for the SCRD's nine ports by Summerhill Fine Home Inc.

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT**AREA A - EGMONT/PENDER HARBOUR
ADVISORY PLANNING COMMISSION****November 24, 2021**

RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING HELD
AT THE PENDER HARBOUR SATELITE OFFICE, 12828 LAGOON ROAD, MADEIRA PARK, B.C.

PRESENT:	Chair	Peter Robson
	Members	Sean McAllistar Yovhan Burega Jane McOuat Dennis Burnham Tom Silvey Janet Dickin (phone) Gordon Littlejohn (phone)
ALSO PRESENT:	Electoral Area A Director (Non-Voting Board Liaison)	Leonard Lee
	Applicant for DVP00075	Mike Van Dyk
	Recording Secretary	Kelly Kammerle
REGRETS:	Members	Gordon Politeski Catherine McEachern Alex Thomson Alan Skelley

CALL TO ORDER 6:58 p.m.

AGENDA The agenda was adopted as presented.

DELEGATIONS

*Mike Van Dyk applicant for Development Variance Permit DVP00075 (3-51200 Hallowell Road)
presented to the APC.*

MINUTESArea A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of June 30, 2021 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of June 22 & September 28, 2021,
- Roberts Creek (Area D) APC Minutes of June 21, 2021
- Elphinstone (Area E) APC Minutes of June 23, July 28 & September 29, 2021
- West Howe Sound (Area F) APC Minutes of June 22, July 27 & September 28, 2021
- Planning and Community Development Committee Minutes of June 17, July 15, September 2 and October 21, 2021

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

The Egmont/Pender Harbour (Area A) APC Minutes of April 28, 2021 were approved as circulated

REPORTS

Recommendation No. 1 *Development Variance Permit DVP00075 (3-15200 Hallowell Road)*

The Area A APC recommended that Development Variance Permit DVP00075 (3-15200 Hallowell Road) be approved with the following comments:

- SCRD requirements are met
- The APC recommends that the septic system and storm drains are in place and meet all requirements.

NEW BUSINESS

The APC would like to inquire why they haven't seen any Provincial Referrals as we were told they would be able to view them through a portal and if the portal is up and running?

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING January 26, 2022

ADJOURNMENT 8:30 p.m.

SUNSHINE COAST REGIONAL DISTRICT

HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION

November 30, 2021

RECOMMENDATIONS FROM THE HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION MEETING HELD AT COOPERS GREEN HALL LOCATED AT 5500 FISHERMANN ROAD, HALFMOON BAY, B.C.

PRESENT	Chair	Frank Belfry
	Members	Kelsey Oxley Catherine Ondzik Jim Noon Barbara Bolding (recorder) Eleanor Lenz (via phone) Alda Grames (via phone)
	Applicants	Eugene Evanetz (Creus Engineering) Tom Lamb (Applicant) Andy Lamb (Applicant)
	Public	1
REGRETS:	Members	Nicole Huska Bruce Thorpe Lori Pratt, Area B Director (Non-Voting Board Liaison)

CALL TO ORDER 7:10 p.m.

AGENDA The agenda was adopted as amended with two additions to New Business as follows:

- Response to Area A APC letter dated March 18, 2021 regarding Staff-Proposed Administrative Changes.
- Plan to replace outgoing Chair and Vice-Chair positions

DELEGATIONS

Eugene Evanetz, Tom Lamb, and Andy Lamb presented regarding Subdivision Application SD000084 (Lot B Redroofs Rd).

MINUTESArea B APC Minutes

The Area B APC minutes of September 28, 2021 were approved as circulated.

Other Minutes

The following minutes were received for information:

- Planning and Community Development Committee Minutes, September 2, 2021 and October 21, 2021

REPORTSSubdivision Application SD000084 (Lot B Redrooffs Road)

The APC discussed the staff report regarding Subdivision Application SD000084 (Lot B Redrooffs Road).

The following concerns/points/issues were noted:

- Road Access—Information provided in the package from staff and the road is approved by Ministry of Transportation and Infrastructure (MoTI)
- Road Grade—Information is in the package. 20% grade acceptable to SCRD and used in other areas. Still seems very steep especially with a frost. MoTI does not have requirements for private roads. Where will owners park if access is difficult e.g. in ice or snow?—Apparently there are spaces at the bottom of the hill.
- Garbage collection—Garbage will be taken by residents to collection point near Redrooffs Road. If truck cannot access the private road. We don't know if trucks will make the trip.
- Fire Hydrant locations—addressed in info package.
- Septic disposal—covenant area on each lot approved by VCH.
- Other comments/discussion points:
 - Development is consistent with other developments along Redrooffs Road. Fits the character of the neighbourhood.
 - Access to lands beyond per MoTI—private road does not make provisions for extension onto private property
 - Were/are any design guidelines contemplated e.g. gates at the bottom—Not at this early stage. Would be more appropriately considered as plans for lot sales are closer.
 - Emergency access e.g. ambulances—Fire Dept. has not objected so ambulances should not be a problem.
 - Tom Lamb (applicant) commented on the development proposal:
 - the private road will be 7.0m wide, same as other public roads.
 - it is not practical to extend the road to access adjacent properties due to the adjacent creek.
 - there is a vehicle turn around part way along the private road.

Recommendation No. 1 *Subdivision Application SD000084 (Lot B Redrooffs Road)*

The Area B APC recommended that Subdivision Application SD000084 (Lot B Redrooffs Road) be supported for the following reasons:

- Concerns identified at the September 2021 meeting have been substantially addressed.

NEW BUSINESSResponse to Area A APC letter dated 18 March 2021 regarding Staff-Proposed Administrative Changes

- Draft response letter was circulated prior to the meeting.
- Discussion of the response letter was generally supportive. Barb will make a few editorial corrections, then pass it to Kelsey for final review. Kelsey will then forward it to Frank who will sign and submit it to the SCRD.

Plan to replace outgoing Chair and Vice-Chair positions

- Area B APC needs new members. Board needs to plan for replacements.
- We need to know whose terms are up in January 22, 2022. The APC Chair will email the SCRD for a current list.

NEXT MEETING January 25, 2022

ADJOURNMENT 8:05 p.m.



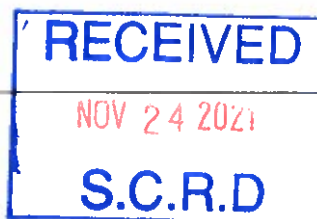
TOWN OF GIBSONS

PO Box 340
474 South Fletcher Road
Gibsons BC V1V 1V0

MASTER FILE COPY

T 604-886-2274
F 604-886-9735

info@gibsons.ca
www.gibsons.ca



November 12, 2021

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC
V7Z0A8

ATTN: Chair Darnelda Siegers & CAO Dean McKinley

Re Gibsons and District Aquatic Facility - addition of detached multi-purpose room

I write this letter on behalf of Council for the Town of Gibsons, to formally request a meeting for the purpose of exploring the feasibility of adding a detached multi-purpose room to the pool (Gibsons and District Aquatic Facility).

You may recollect that in 2004, the Town of Gibsons received a bequest from an estate that provided funds specifically designated for the addition of a multi-purpose room at the Gibsons and District Aquatic Facility to enable space for children's birthday parties and lifeguard dryland training. This matter was discussed at a meeting of representatives of the Town of Gibsons and the SCRD held September 17, 2021, when a detached unit was discussed as a potential alternative to a fixed addition, recognizing that this alternative would be less expensive and provide the most flexibility for the site going forward.

The current balance of the funds held in Trust by the Town is \$206,581, which could be provided as the Town's contribution to the project, to augment any additional regional funding required.

Kindly contact myself and/or the Town of Gibsons' CAO, Mark Brown, at your earliest convenience with regard to scheduling a consultation about this matter.

Yours truly,

Mayor Bill Beamish

TOWN OF GIBSONS

"Nature is our most valuable asset"