



ELECTORAL AREA SERVICES COMMITTEE

Thursday, March 21, 2024

TO BE HELD

IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda Pages 1-2

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 (1691 Jensen Road) – Consideration of First Reading Annex A
pp 3 - 18
Manager, Planning and Development
Electoral Area F - Rural Planning (Voting – A, B, D, E, F)
3. Development Permit DP000332 for 1041 Roberts Creek Road (One Straw Society) – Electoral Area D Annex B
pp 19 - 44
Senior Planner
Electoral Area D - Rural Planning (Voting – A, B, D, E, F)
4. Development Variance Permit for 5544 Sunshine Coast Hwy (Sechelt Hospital) – Electoral Area B Annex C
pp 45 - 57
Senior Planner
Electoral Area B - Rural Planning (Voting – A, B, D, E, F)
5. Development Variance Permit DVP00097 (3424 McNair Forest Service Road) - Electoral Area F Annex D
pp 58 - 65
Planning Technician II
Electoral Area F - Rural Planning (Voting – A, B, D, E, F)
6. SCRD Partnership Agreement Renewal with the Sunshine Coast Disc Golf Association Annex E
pp 66 - 69
Manager, Parks Services
Community Parks Service (Voting – B, D, E, F)
7. Electoral Area D (Roberts Creek) Advisory Planning Commission Meeting Minutes of February 19, 2024 Annex F
pp 70 - 72
Electoral Area D - Rural Planning (Voting – A, B, D, E, F)

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – March 21, 2024

AUTHOR: Jonathan Jackson, Manager, Planning and Development

SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT NO. 640.6 AND ZONING BYLAW AMENDMENT NO. 722.10 (1691 JENSEN ROAD) – CONSIDERATION OF FIRST READING**

RECOMMENDATION(S)

(1) THAT the report titled Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 (1691 Jensen Road) – Consideration of First Reading be received for information;

(2) AND FURTHER THAT Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be forwarded to the Board for First Reading.

BACKGROUND

The SCRD received an Official Community Plan (OCP) Amendment and Zoning Bylaw Amendment applications to change the OCP land use designation, zoning designation, and subdivision district of the 0.3 ha non-Agricultural Land Reserve (ALR) portion of 1691 Jensen Road in Area F - West Howe Sound (Figures 1, 2). The purpose of the amendments is to enable subdivision and future residential development of the portion of the parcel outside of the ALR.

The purpose of this report is to provide information on the application and obtain direction from the Electoral Area Services Committee. Table 1 provides a summary of the application.

Table 1: Application Summary

Authorized Agent	David Morgan (owner)
Civic Address	1691 Jensen Road
Legal Description	DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770
PID	009-802-207
Electoral Area	F – West Howe Sound
Parcel Area	40.5 ha
OCP Land Use	Current – Agricultural Proposed - Residential
Land Use Zone	Current – Agriculture (AG) Proposed – Residential 1 (R1)
Subdivision District	Current – I (4 ha minimum lot size) Proposed – C (0.2 ha minimum lot size)
Application Intent	The purpose of the application is to amend the OCP land use designation, zoning designation and subdivision district of the 0.3 ha portion of the parcel outside of the Agricultural Land Reserve (ALR) to enable subdivision and future residential development.

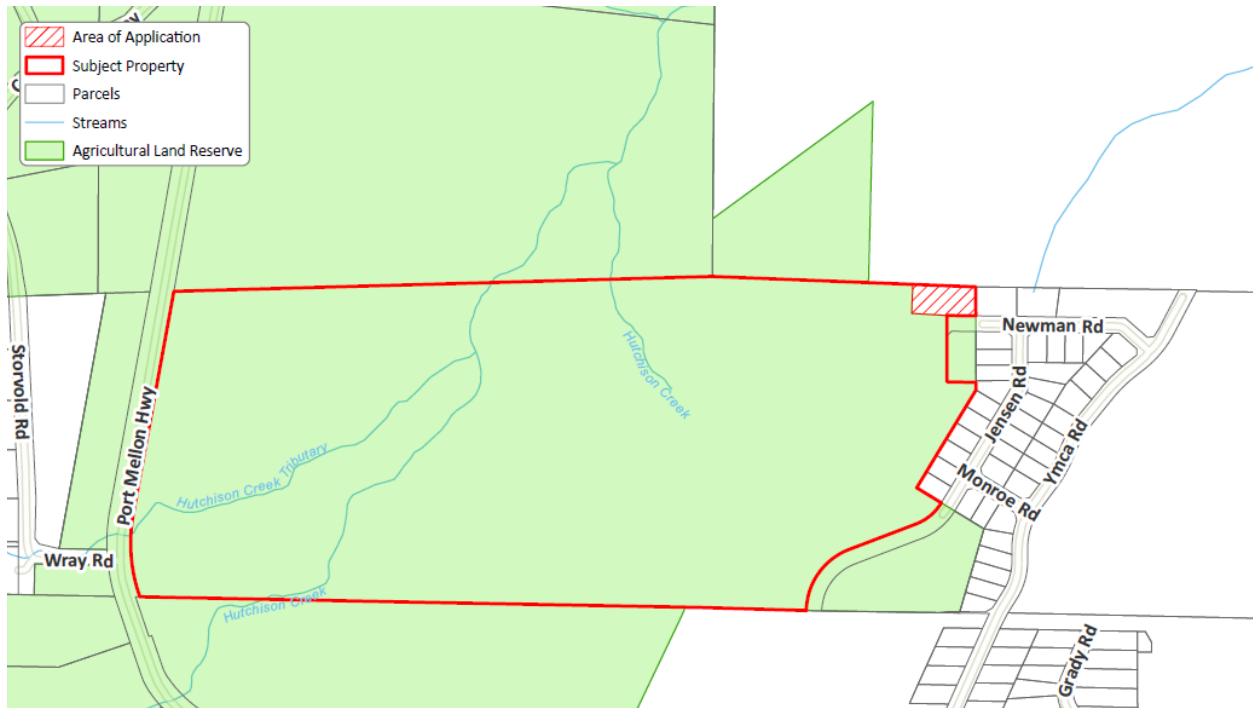


Figure 1 – Location Context Map

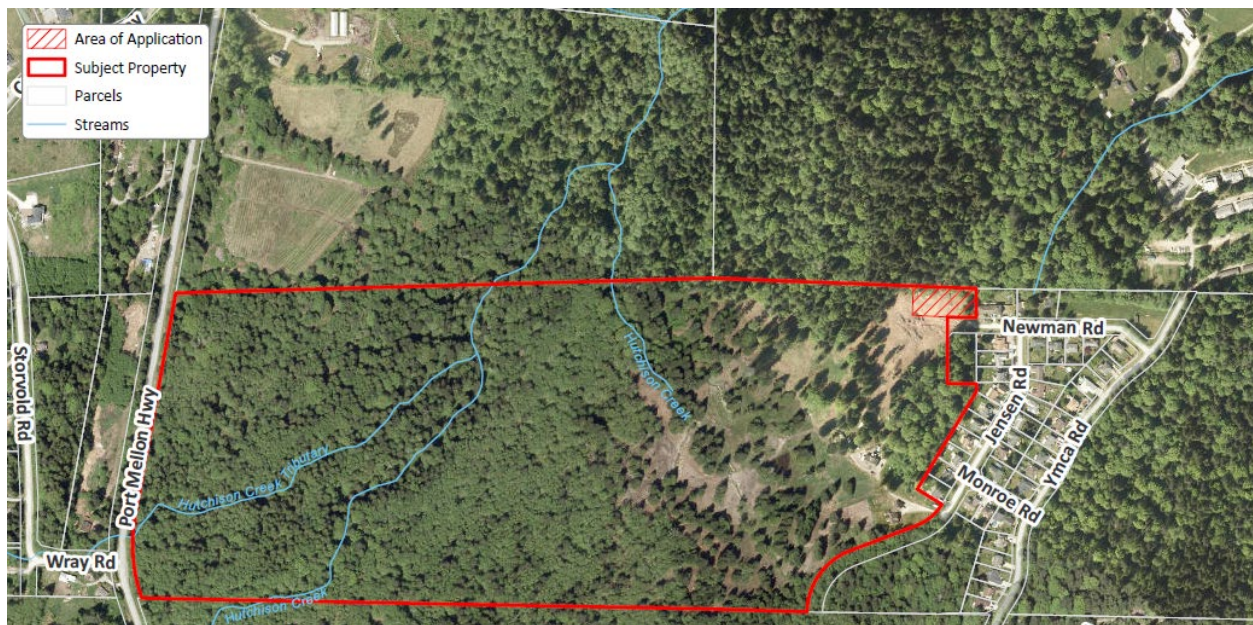


Figure 2 - Aerial Image Context Map

Property History

From 2019 to 2020, the subject property underwent Agricultural Land Reserve (ALR) Inclusion and Exclusion applications with the Agricultural Land Commission (ALC). The ALC accepted the proposal to remove a portion of the property from the ALR in exchange for including another portion of the property into the ALR. The proponent's long-term goal of the ALC applications is to facilitate subdivision of the proposed non-ALR portion of the property to create a new residential parcel.

The SCRD responded to the ALC referral in 2019 in support of the inclusion and exclusion applications, noting that any future non-agricultural development would be subject to SCRD planning approvals, including an OCP Amendment, Zoning Bylaw Amendment, Subdivision, and Development Permit, with related public consultation opportunities.

DISCUSSION

Site and Surrounding Land Uses

The subject parcel is located within the Agricultural Land Reserve (ALR), less the 0.3 ha portion of the parcel along Newman Road within the Langdale neighbourhood. The parcel is 40.5 ha and comprised of a single unit dwelling with attached auxiliary building (garage), and an agricultural building (nursery). Hutchison Creek and Hutchison Creek Tributaries flow through the central and western portions of the parcel. The current agricultural activity on the parcel includes a Christmas tree nursery/farm.

Immediately to the north is an AG zoned parcel within the ALR and YMCA Camp Elphinstone. To the east are small R1 zoned residential parcels averaging approximately 1,000 m² serviced by the Langdale Wastewater Service Area (sewer). To the south is an AG zoned parcel within the ALR and large R1 parcel within a Comprehensive Development Neighbourhood Centre land use visioned for higher density development in the OCP. To the west is Port Mellon Highway, which abuts an AG zoned parcel within the ALR. Figures 3 and 4 provide context of the surrounding OCP and zoning designations. Figure 5 provides context of the established SCRD service areas.

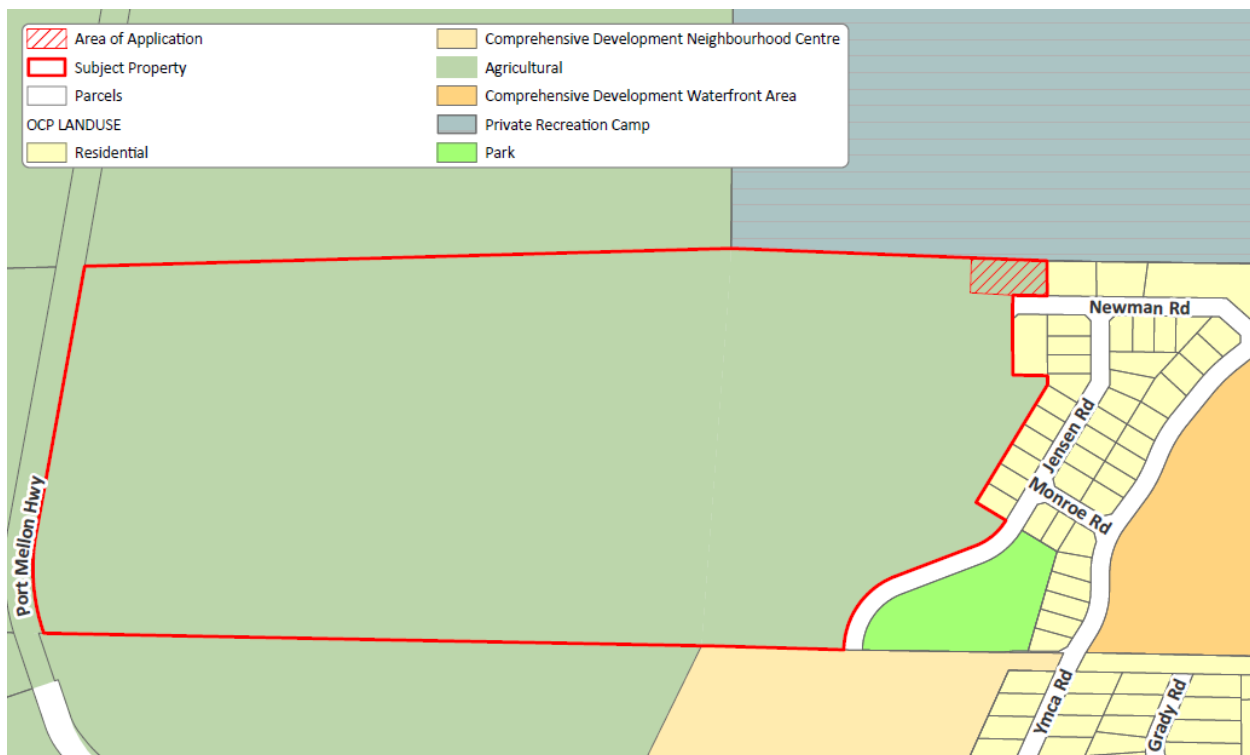


Figure 3 – West Howe Sound OCP Bylaw 640 Context Map

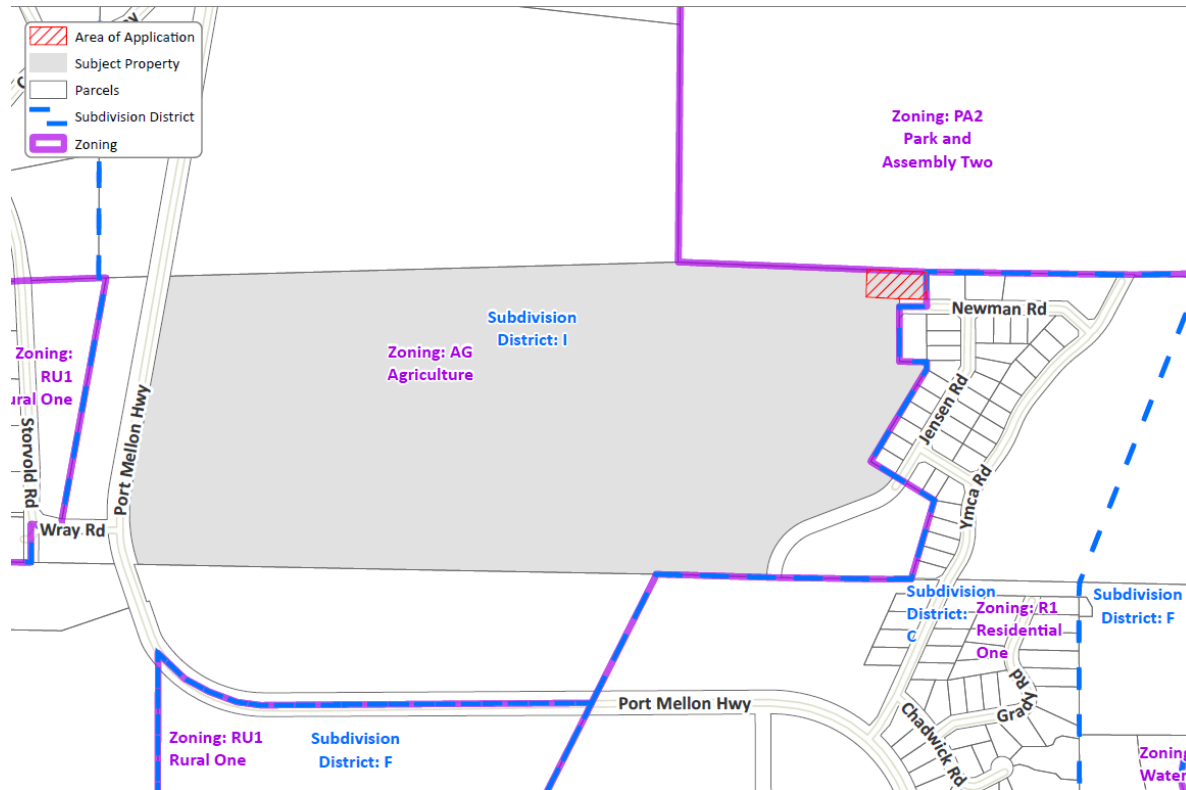


Figure 4 – Zoning Bylaw No. 722 Context Map

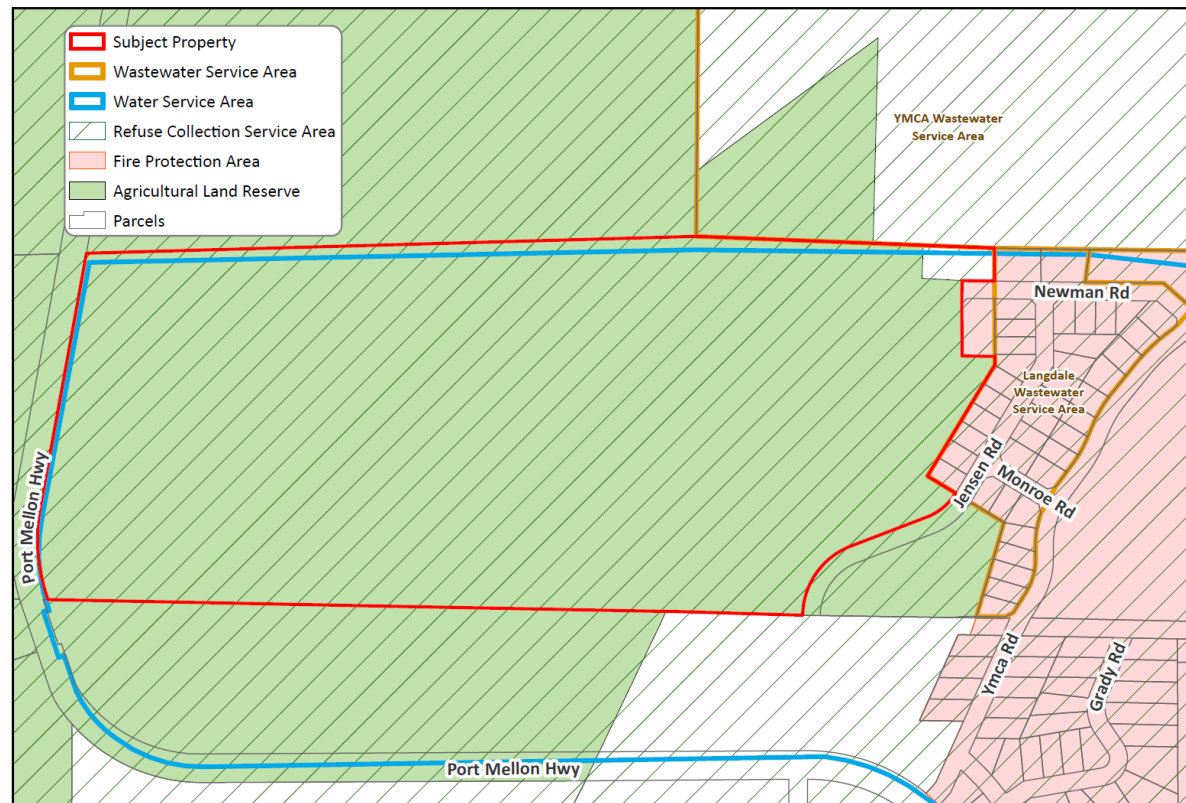


Figure 5 – Service Areas Context Map

Proposed Use and Application Process

The applicant's proposal for the property is to subdivide the ALR and non-ALR portion of the parcel in order to facilitate future residential development of the portion of the parcel outside of the ALR. Overall, to implement this proposal requires a total of four planning applications, each with a distinct approval process: OCP Amendment, Zoning Bylaw Amendment, Subdivision, and Development Permits.

The process of considering this proposal begins with the current applications to change the OCP land use designation from Agriculture to Residential, zone designation from AG to R1 and the subdivision district from "I" (4 ha minimum parcel size) to "C" (0.2 ha minimum parcel size). If the OCP and Zoning Bylaw Amendments are approved, the applicant would need to complete both Subdivision and Development Permit application processes to confirm the future parcel development requirements, informed by environmental and geotechnical professional reports.

The ALR portion of the parcel would continue to operate in accordance with ALC regulations. The applicant asserts the Christmas tree farm will continue to operate with potential to expand agricultural uses in upcoming years.

Analysis – Local Policy Review

Key policy areas are copied in the subsections below for reference.

West Howe Sound Official Community Plan

Section 4 – Agriculture Land Use:

The West Howe Sound Official Community Plan (OCP) designates this parcel as Agricultural. The OCP objectives and policies in Section 4 speaks to the preservation of agricultural land and protecting agricultural activities from conflict with non-agricultural land uses adjacent to the ALR.

The proposal to change the land use from "agricultural" to "residential" is inconsistent with the OCP's objectives and policies. Staff note, the ALC's 2020 exclusion approval signals that the 0.3 ha non-ALR area is not suitable for agricultural activities. Therefore, the proposed amendments and subdivision are an opportunity for the SCRD to improve the buffering between ALR and non-ALR parcels through, for example, restrictive covenants on title that mandate permanent vegetated and fenced buffers to reduce future conflicts between land uses.

Section 12 - Development Permit Areas:

Section 12 of the OCP establishes Development Permit Areas (DPA). Development Permits are required when proposing to develop or subdivide a parcel within DPAs. The subject parcel contains four DPAs, specifically DPA 2B (Ravines), 4 (Stream Riparian Assessment Area), 5 (Aquifer Protection and Stormwater Management), and 7 (Agricultural Buffer).

All environmental, geotechnical, and agricultural buffer setbacks and requirements will be registered on title as a restrictive covenant as a condition of a future Subdivision Application.

Zoning Bylaw No. 722

The subject parcel is currently zoned Agriculture (AG) which allows for a range of agricultural uses and up to two dwelling units, subject to maximum floor area requirements.

The proposed zone, R1, permits low density residential use with a maximum of two dwelling units per parcel between 0.2 ha and 0.35 ha. The current Subdivision District designation is “I” which requires a minimum parcel size of 4 ha. The area outside of ALR is 0.3 ha (3,000 m²) in size, and therefore, is not permitted to be subdivided under Subdivision District “I”. The proposal to amend the Subdivision District to “C” would enable subdivision to a minimum of 0.2 ha per parcel.

An OCP Amendment to the Residential land use designation is required before or simultaneously to the proposed Zoning Bylaw Amendments. Zone R1 and Subdivision District “C” are not possible under an Agricultural OCP land use designation.

Sunshine Coast 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 and adapt to climate change.

The proposal to change the land use from “agricultural” to “residential” is inconsistent with Agricultural Area Plan’s strategic goals. However, the land swap that occurred as part of the 2019/2020 ALC inclusion/exclusion applications resulted in an increased amount of land in the ALR. As noted above, the proposed amendments and subdivision are an opportunity for the SCRD to improve the buffering between ALR and non-ALR parcels through to reduce future conflicts been land uses.

Servicing and Infrastructure Considerations

The parcel is within the regional water and refuse collection service areas. The parcel is outside of, but abutting, the fire protection service area and the Langdale wastewater service area (sewer). Whether or not services may be extended to the non-ALR portion of the parcel should the proposal be approved, will be reviewed by the SCRD through later stages of the OCP and Zoning Bylaw Amendment applications.

Agency Referrals

The OCP and Zoning Bylaw Amendment application has been referred to the following departments and agencies for comment:

Referral Agency	Summary of Comments
Agricultural Land Commission (ALC)	The ALC permitted exclusion of the 0.3 ha proposed lot by Resolution 206/2020. The applicant is currently engaged with the ALC to ensure all requirements of this historic application have been satisfied. Staff will ensure any ALC requirements have been completed prior to consideration of second reading.
SCRD Utilities Services	Comments were not received at the time of drafting this staff report.
Gibsons & District Fire Protection Commission	This proposal is outside of the current West Howe Sound Fire Protection District boundaries. However, the SCRD has received a petition to expand fire service to this area. The property owner has expressed interest in amending fire protection boundaries to the

	subject residential property. As a result, there may be an impact on local fire services in the future and the Gibsons & District Volunteer Fire Department should be informed of progress on this file. The Fire Department doesn't have any comments related to the specifics of the application at this time.
SCRD Legislative Services	Should the property owner wish to join the fire protection service area, the owner must send a written request to Legislative Services. A petition process is triggered where feasibility is confirmed, including conditions and cost to join the service. A bylaw amendment would be presented the Board for consideration and adoption regarding a boundary adjustment.
S̓kwxwú7mesh Úxwumixw	S̓kwxwú7mesh Úxwumixw provided a list of preliminary questions for the applicant to respond to while the file is reviewed in further detail. <ul style="list-style-type: none"> • Can you please share the expected impacts on the Limited Entry Hunting (LEH) Elk zones due to the official community plan amendment? • How can the effects on the groundwater aquifers be mitigated due to the future residential development?
Ministry of Transportation and Infrastructure (MOTI)	MOTI will be sent a referral following 3 rd reading per Section 52 of the <i>Transportation Act</i> . In accordance with the Act, MOTI approval is required for a bylaw amendment within a radius of 800 metres from the intersection of a controlled access highway.

SCRD staff have forwarded referral comments received to date to the applicant to action.

Public Consultation

No public or Advisory Planning Commission (APC) consultation has taken place yet. Should the application pass First Reading, the application will be referred the West Howe Sound APC, and an applicant-led Public Information Meeting (PIM) will be coordinated to gather feedback. Per the *Local Government Act*, a Public Hearing would be requested after Second Reading and before the Third Reading of the proposed bylaws.

Options

Option 1: Proceed with First Reading (staff recommendation)

If this option is chosen, staff will refer the application to the APC for comment and will work with the applicant to organize a PIM to gather community feedback before consideration of Second Reading.

Option 2: Reject the proposed bylaws

If this option is chosen, the application process ends. The current OCP land use and Zoning Bylaw 722 designations will remain in place and subdivision will not be permitted.

Financial Implications

There are no known financial implications associated with the recommendations as stated. Should the application proceed, further assessment would be made, including alignment with SCRD Service Areas. If West Howe Sound Official Community Plan Amendment Bylaw 640.6 advances past first reading, then the bylaw is required to be considered in conjunction with the SCRD's 2022-2026 Financial Plan and 2011 Solid Waste Management Plan, in alignment with *Local Government Act* Section 477(3).

Timeline for Next Steps

Should the bylaws proceed to First Reading and the applicant receive final approval from the ALC in relation to the ALR exclusion, the OCP and Zoning Bylaw Amendment application will be referred to the West Howe Sound APC and an applicant-led Public Information Meeting (PIM) will be coordinated to gather public comments on the proposal before a Second Reading is considered. Figure 5 provides the typical decision-making process for OCP and Zoning Bylaw Amendment applications.

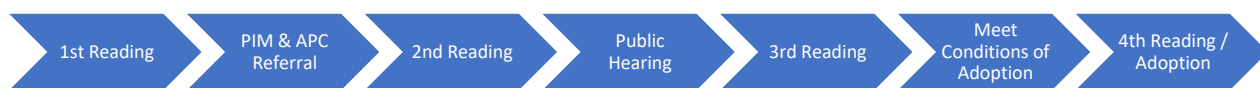


Figure 4 – Typical OCP and Zoning Bylaw Amendment Application Process

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The SCRD received an application for an OCP and Zoning Bylaw Amendment for the purpose of facilitating a subdivision and residential development at 1691 Jensen Road in Area F. Staff recommend forwarding the application to the Board for First Reading, which would be followed by the applicant working with the ALC to complete ALR Exclusion requirements and their engaging with the community through a Public Information Meeting and an Advisory Planning Commission referral.

ATTACHMENTS

Attachment A – Official Community Plan Amendment No. 640.6 for First Reading
 Attachment B – Zoning Bylaw Amendment No. 722.10 for First Reading
 Attachment C – Conceptual Subdivision Plan

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

SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 640.6, 2024

A bylaw to amend *West Howe Sound Official Community Plan Bylaw No. 640, 2011*.

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

PART A – CITATION

- 1. This bylaw may be cited as *West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024*.

PART B – AMENDMENT

- 2. *West Howe Sound Official Community Plan Bylaw No. 640.6, 2011* is hereby amended as follows:
 - a. Amend *Map 1: Land Use* by redesignating a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.

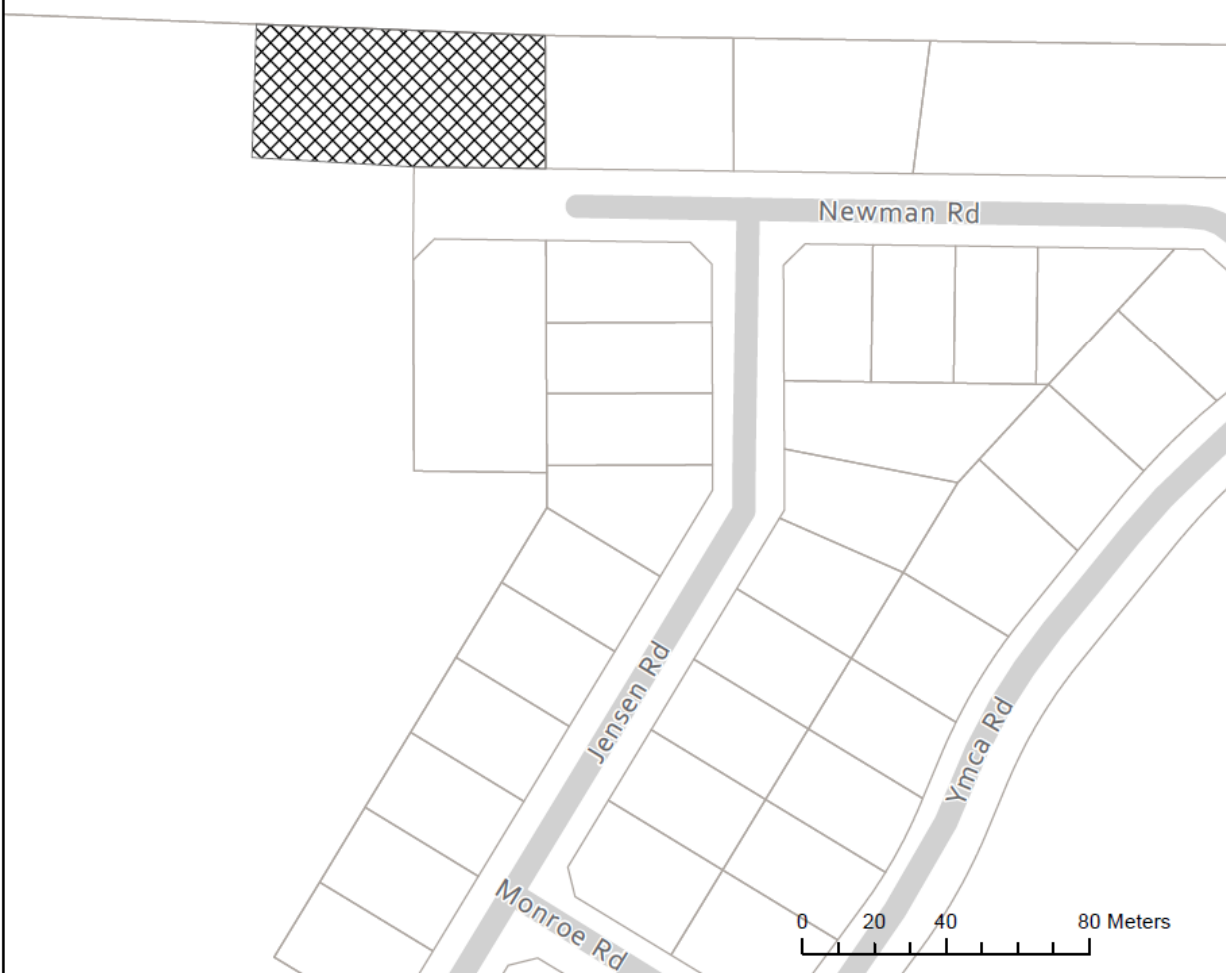
PART C – ADOPTION

READ A FIRST TIME this	####	DAY OF MONTH,	YEAR
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this	####	DAY OF MONTH,	YEAR
READ A SECOND TIME this	####	DAY OF MONTH,	YEAR
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

Corporate Officer

Chair

APPENDIX A TO BYLAW NO. 640.6, 2024

<h3 style="color: #4F81BD;">Appendix A to West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024</h3>	
<p>To Amend Map 1 from Agricultural to Residential</p>	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Subject Property </div>	<div style="text-align: right; margin-bottom: 20px;"> </div> 
	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="text-align: center; width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Chair </div> <div style="text-align: center; width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Corporate Officer </div> </div> <div style="text-align: right;"> Page 1 </div>

SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 722.10, 2024

A bylaw to amend *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019*.

The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

PART A – CITATION

- 1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024*.

PART B – AMENDMENT

- 2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
 - a. Amend *Schedule A* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.
 - b. Amend *Schedule B* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix B to this Bylaw.

PART C – ADOPTION

READ A FIRST TIME this	####	DAY OF MONTH ,	YEAR
READ A SECOND TIME this	####	DAY OF MONTH ,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	####	DAY OF MONTH ,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH ,	YEAR
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this	####	DAY OF MONTH ,	YEAR
ADOPTED this	####	DAY OF MONTH ,	YEAR


Corporate Officer

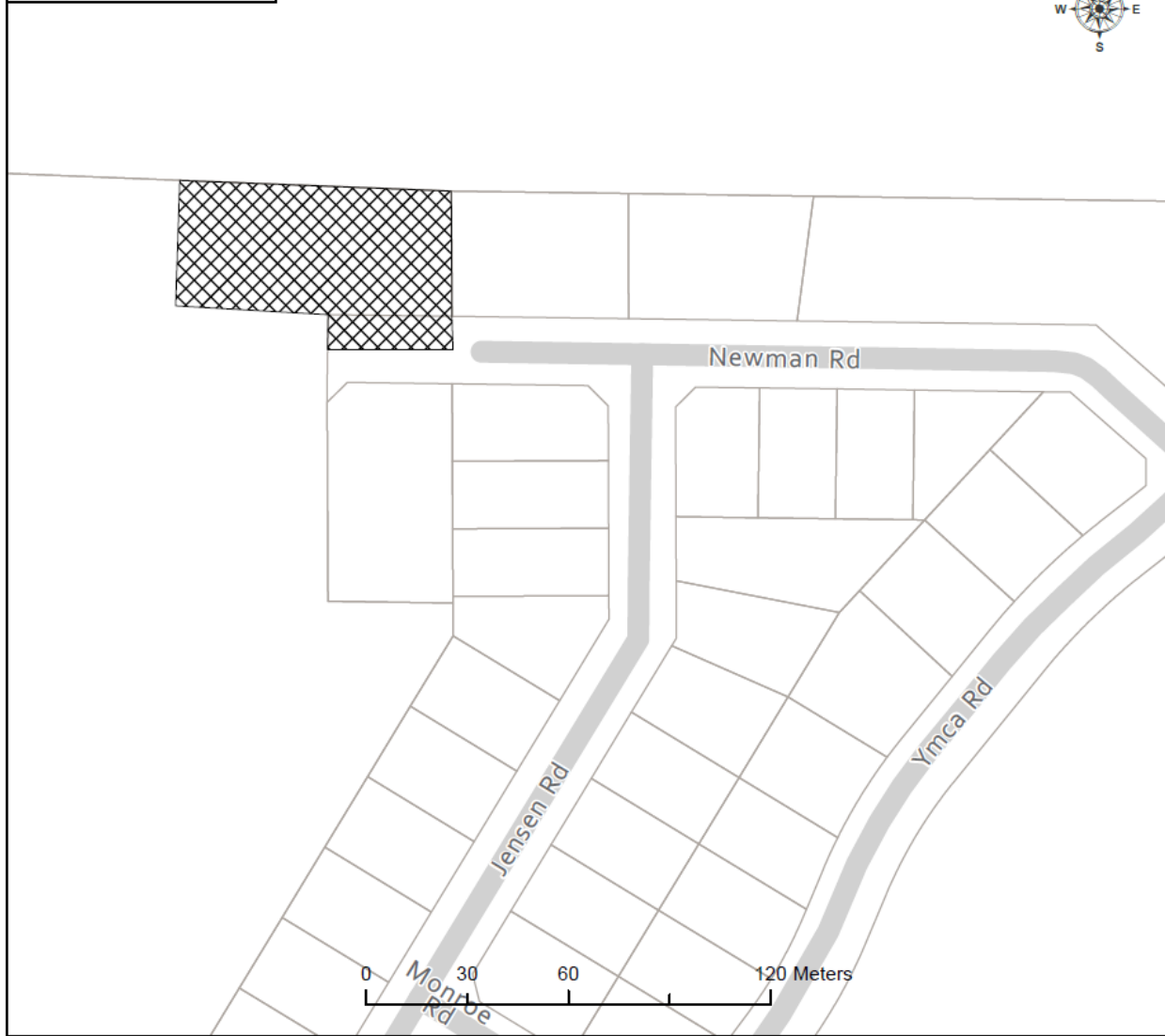
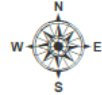
Chair

APPENDIX A TO BYLAW NO. 722.10, 2024

Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule A from Agriculture (AG) to Residential 1 (R1)

 Subject Property




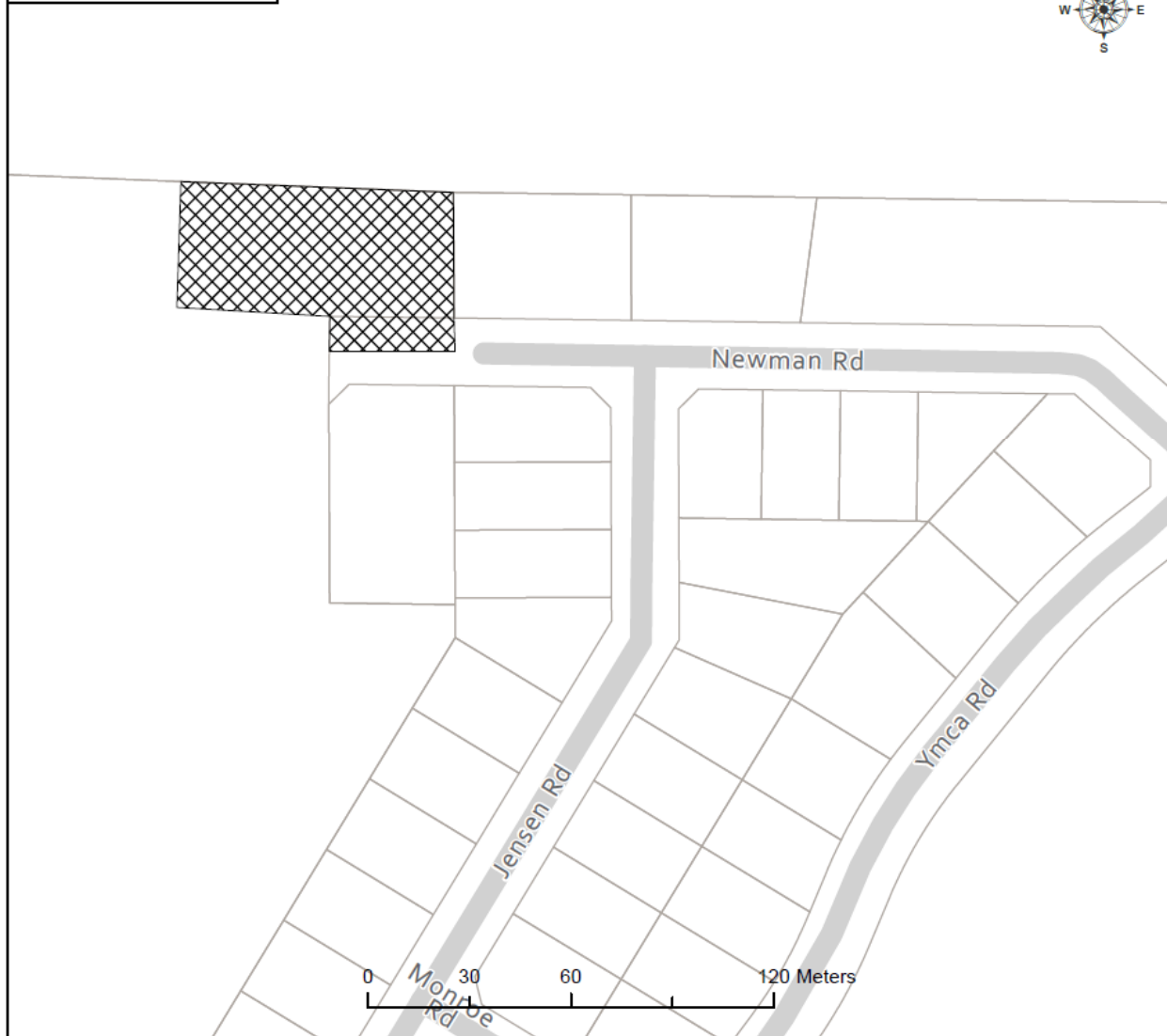
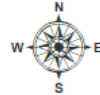
Chair

Corporate Officer

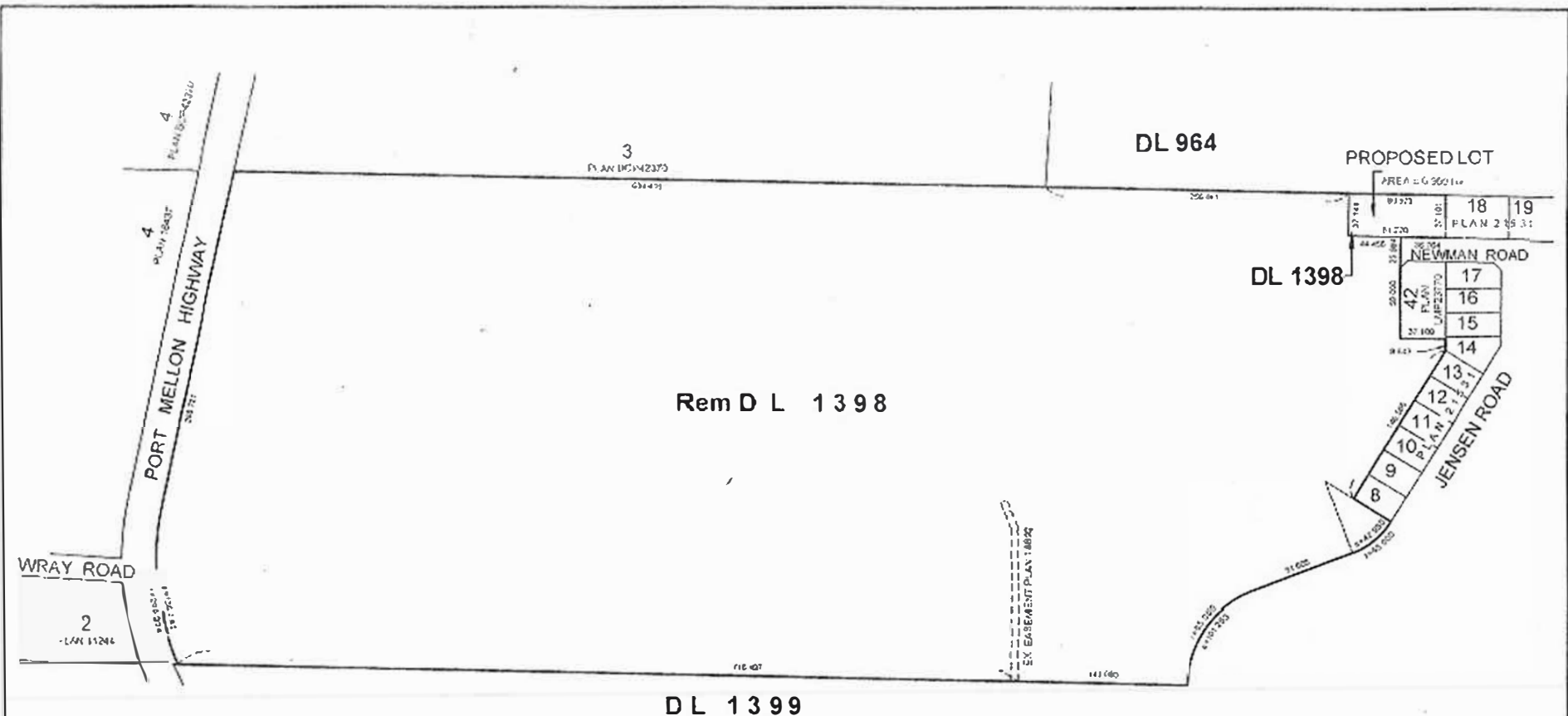
Page 1

APPENDIX B TO BYLAW NO. 722.10, 2024**Appendix B to Sunshine Coast Regional District
Zoning Amendment Bylaw No. 722.10, 2024**

To Amend Schedule B from Subdivision District I to Subdivision District C

 Subject Property_____
Chair_____
Corporate Officer

Page 1



**SKETCH PLAN OF SUBDIVISION ON
DISTRICT LOT 1398 EXCEPT PORTIONS
IN PLANS 11244, 11566, 16437 21531 AND
LMP23770**

SUNSHINE COAST REGIONAL DISTRICT
CIVIC ADDRESS: 1001 JENSEN ROAD
PO BOX 000-002-207



SCALE 1:2500

ALL OTHERS ARE INVITED TO THE DANCE

[illegible]

LEGENDA

5401 - (P.10): ECHONASDCB

PROPERTY

PROPERTY DESIGNATIONS SHOWN ARE (EXCEPT WHERE
FIELD SURVEY AND PLAN 2:50)

OBJECTS TO PRESENTLY UNDER AND NOT TO BE USED TO IN FIVE
DOUBLED

REFLECT CURRENT COMPOSITION OF TITLE FOR
ADDITIONAL, DELETION OR REVISIONS CHANGES

GENERAL

TIPS IN A SHORT LINE COGNATE OF VINE FEATURES ONLY, AND DOES NOT INCORPORATE BUSINESS SERVICES THAT MAY EXIST WITHIN APPLIED THE SIMPLICITY SIZE

RE: JAMES EARL RAY, AKA; ALLEGED ASSASSIN OF
DR. MARTIN LUTHER KING, JR.

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SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – March 21, 2024

AUTHOR: Sven Koberwitz, Senior Planner

SUBJECT: DEVELOPMENT PERMIT DP000332 FOR 1041 ROBERTS CREEK ROAD (ONE STRAW SOCIETY) – ELECTORAL AREA D

RECOMMENDATIONS

- (1) THAT the report titled Development Permit DP000332 for 1041 Roberts Creek Road (One Straw Society) – Electoral Area D be received for information;
- (2) AND THAT Development Permit DP000332 be issued.

BACKGROUND

The Sunshine Coast Regional District (SCRD) has received a development permit application to allow for the construction of a building at 1041 Roberts Creek Road. The building is intended to be used as a community facility operated by the One Straw Society as part of the “One Tiny Farm” also located on the property.

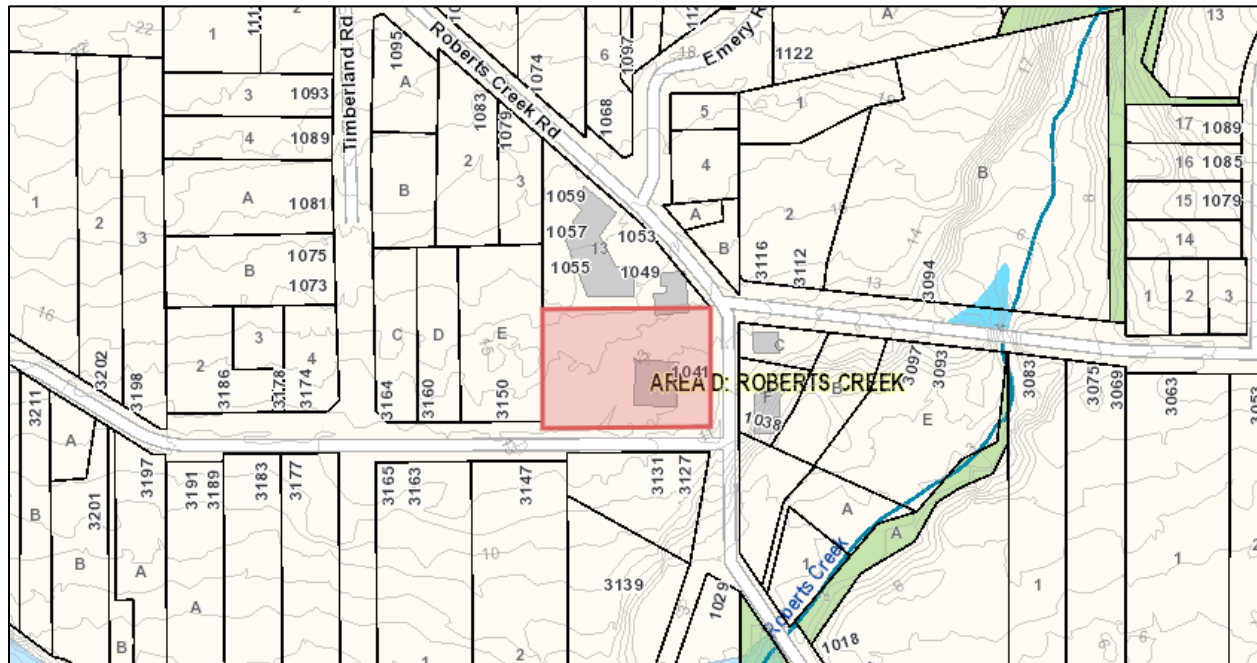


Figure 1 – Location Map

The property is located within Development Permit Area (DPA) 7: Roberts Creek Village Commercial Core Area where a form and character development permit is required prior to the construction of commercial buildings.

The objective of DPA 7 is to “support economic activities and development that enhances the established rural atmosphere and environmental stewardship of downtown Roberts Creek and encourages innovative design.”

Owner / Applicant:	One Straw Society
Civic Address:	1041 Roberts Creek Road
Legal Description:	BLOCK 12 DISTRICT LOT 810 PLAN 5157, PID: 008-064-229
Electoral Area:	D – Roberts Creek
Parcel Area:	5,422 m2 (1.34 acres)
OCP Land Use:	Village Commercial Core Village Core Potential Commercial Growth Area Village Amenity / Density Bonus Area Enhanced B and B Area Enhanced Home Occupation Area
Land Use Zone:	Commercial Two (C2)
Development Permit Areas:	DPA 7: Roberts Creek Village Commercial Core Area
Application Intent:	To construct a building to be used as a community “food safe space”.

Table 1 - Application Summary

Legislative Context

The *Local Government Act* provides local governments the authority to establish objectives in an Official Community Plan for the form and character of commercial development. Guidelines respecting the way objectives can be addressed are also provided.

The review of development permit applications is restricted to consideration of relevant objectives and guidelines in relation to the proposed development.

A development permit may include general requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures.

DISCUSSION

Analysis

The application included the following description of the project:

This is a small 13' x 24' (312 square foot interior) structure, that will be placed on "One Tiny Farm". It has a simple shed roof, shake siding around 3 large French doors, and will be trimmed with raw edge cedar that was milled locally. It will be in keeping with the quaint charm that the Tiny Farm has sought to create since it began in 2020, adding to the rustic, sweet character that Roberts Creek is known for.

The building is a food safe space for:

- *Education (workshops, mentorships, intergenerational skill and knowledge-sharing, children's farm-to-plate education, subjects such as food literacy, nutrition, traditional and cultural food knowledge, fermentation, emergency preparedness)*
- *Food Waste Initiatives - commercial grade freeze dryer, tin canning machine, grain mill, dehydrators, etc. to process food waste to keep food out of the landfill (According to SCRD, food waste accounts for 35% of household garbage).*
- *Bulk Buying Club - partnerships with ethical BC farms to bring in bulk quantities of food such as grains or meat, and a space to safely divide, weigh, and repackage using equipment such as commercial vacuum sealers.*

The proposed uses are consistent with the Commercial Two (C2) zone which allows for a broad range of commercial and assembly uses.

The building is proposed to be sited to the rear (west) of the Gumboot Café. An alternate location is provided further north adjacent to an existing parking area. The applicant is seeking some flexibility in siting as spatial separation requirements (BC Building Code) may make the preferred location unfeasible.

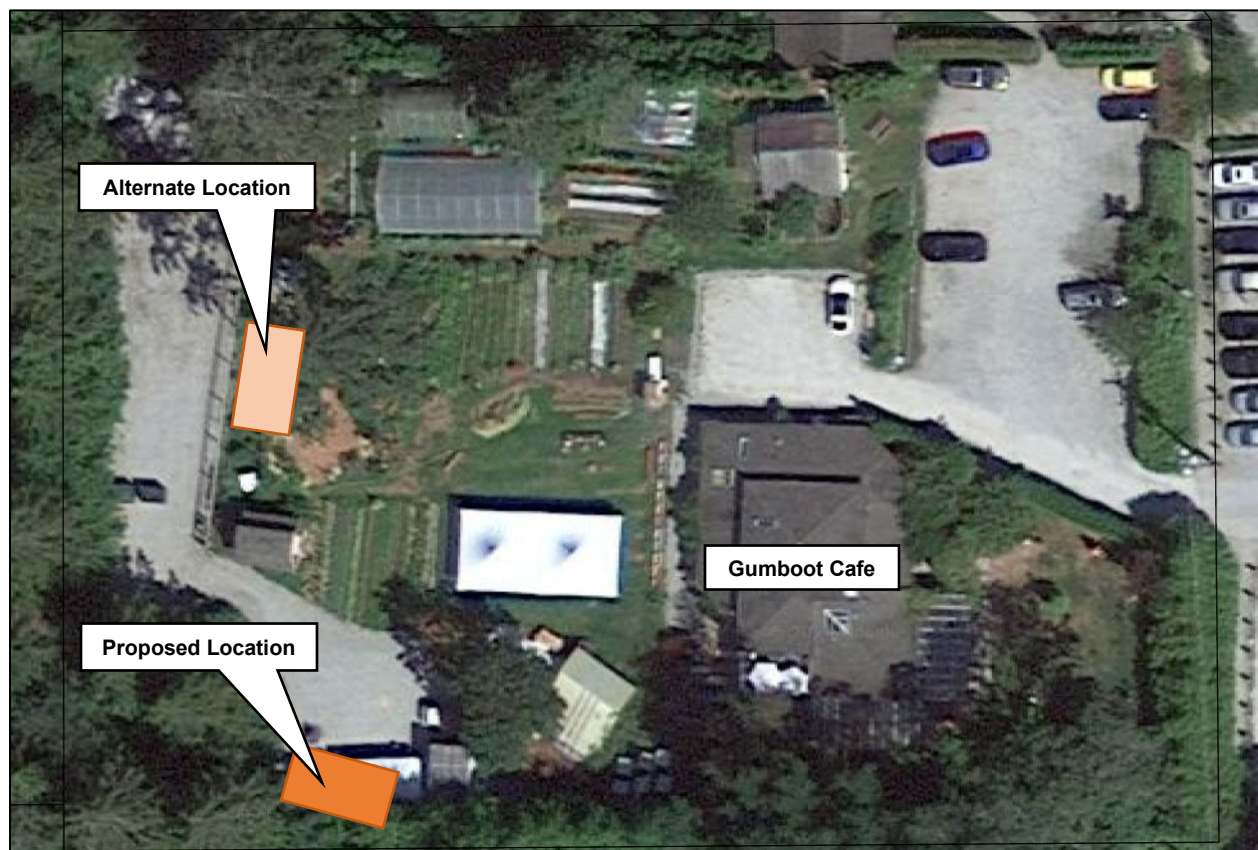


Figure 2 - Aerial View

Staff have reviewed all relevant guidelines in DPA 7: Roberts Creek Village Commercial Core Area and determined that the project meets the objectives for form and character.

The project incorporates:

- Creative use of natural materials consistent with the adjacent development.
- Siting that is conducive to pedestrian use.
- Universal accessibility.
- Single storey building form that complements existing buildings.

Staff will draft a condition for the proposed permit to ensure outdoor lighting minimizes light pollution and follows best practices for “Dark Sky” development.

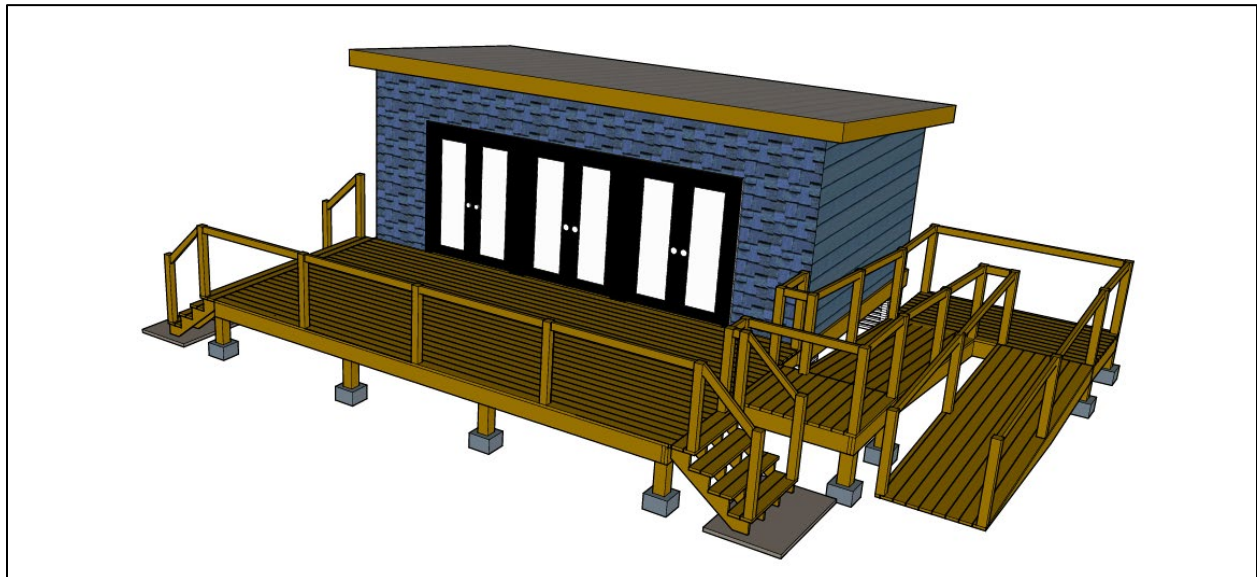


Figure 3 – Proposed Building

Consultation

Staff understand this project is time-sensitive due to funding sources and grant deadlines. To support this community project focused referrals were undertaken to expedite the development approval process.

The SCR D Building Department was consulted and some issues concerning ventilation, kitchen classification, and foundation anchoring were identified and brought to the attention of the applicant. All issues will be addressed prior to building permit issuance.

The Roberts Creek Advisory Planning Commission was not consulted in this case although the Board may choose to direct staff to refer the application to the APC at their discretion. This would delay Board consideration of the application until early May 2024.

A letter of support was received from the Roberts Creek Official Community Plan Committee (OCPC) and is attached for information.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit. (staff recommendation)

This would permit the proposed community building to proceed to building permit stage.

Option 2: Refer the application to the Area D APC.

The APC would discuss the proposal and provide a recommendation to the EAS. This would delay Board consideration of the application until early May 2024.

Option 3: Request changes to the proposal.

The Board may request changes to the proposal to better align with guidelines in DPA 7: Roberts Creek Village Commercial Core Area. If this option is pursued, direction should be provided that relates directly to specific guidelines.

STRATEGIC PLAN AND RELATED POLICIES

This application has been evaluated through the following Lenses in the 2023-2027 Strategic Plan:

Through the Social Equity and Reconciliation Lens by supporting the creation of a new community space to enhance the One Straw Society's One Farm project.

Through the Service Delivery Excellence Lens by providing effective development approval process for an important community development project.

CONCLUSION

Staff recommend issuance of Development Permit DP000332 as attached.

Attachments

Attachment A – Site Plan and Construction Drawings
Attachment B – Development Permit Area Guideline Review
Attachment C – OCPC Support Letter
Attachment D – Development Permit DP000332 DRAFT

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

Attachment A

SITE PLAN

1041 Roberts Creek Road

PID: 008-064-229

Folio:

District Lot: 810

Block: 2

Plan: VAP5157

Approx. Size: 0.546 ha



Project:

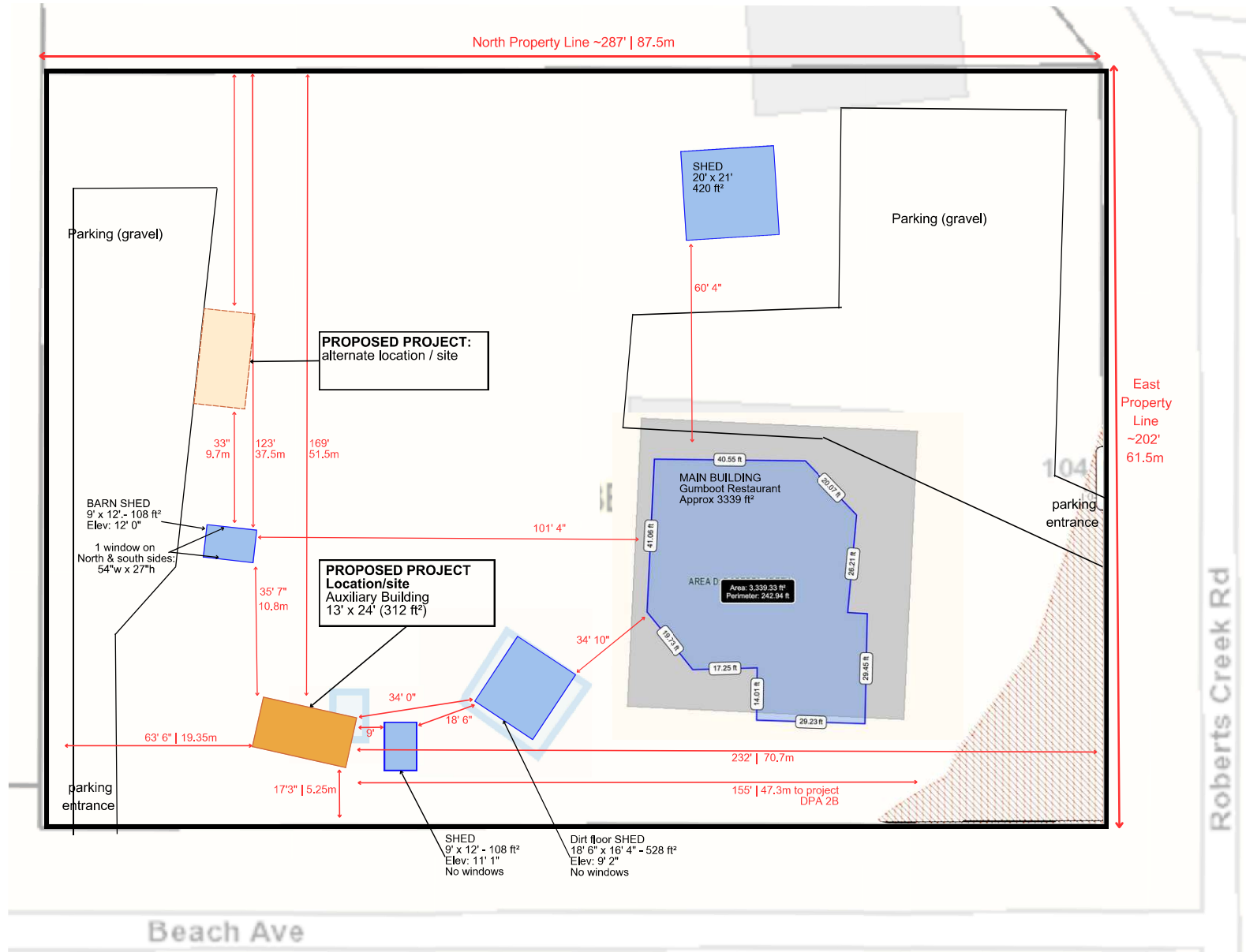
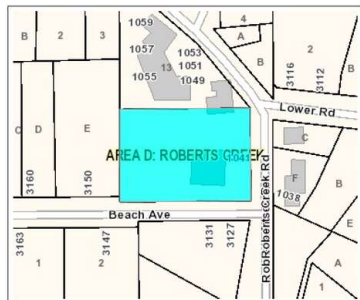
Food Preservation Kitchen
operated by One Straw Society
long-term lessee and agent
www.onestraw.ca

Contact:

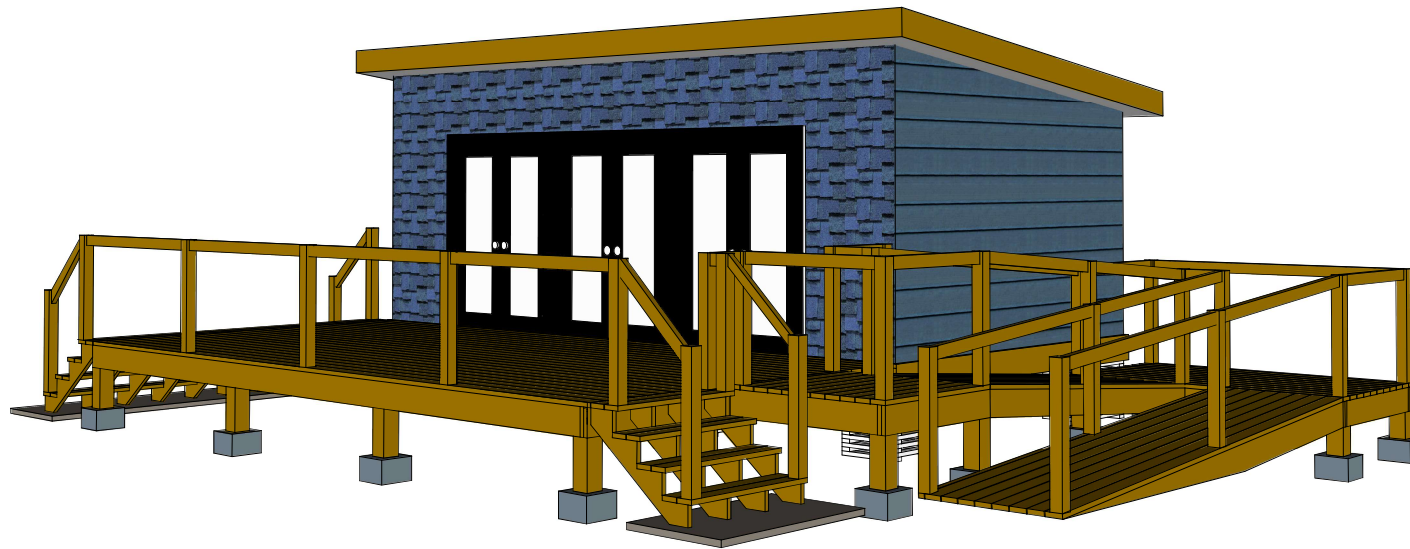
Casandra Fletcher, Executive Director
604.493.2252 ext. 1
cfletcher@onestraw.ca
Lisa Giroday, Project Manager
lgiroday@onestraw.ca

Parcel coverage:

Proposed project/structure ~0.4%
Total of all structures ~8.5%



- Note: This project requires NO vegetation removal



DETAIL NOTES - FLOOR PLAN

c **HEADER DESIGN**

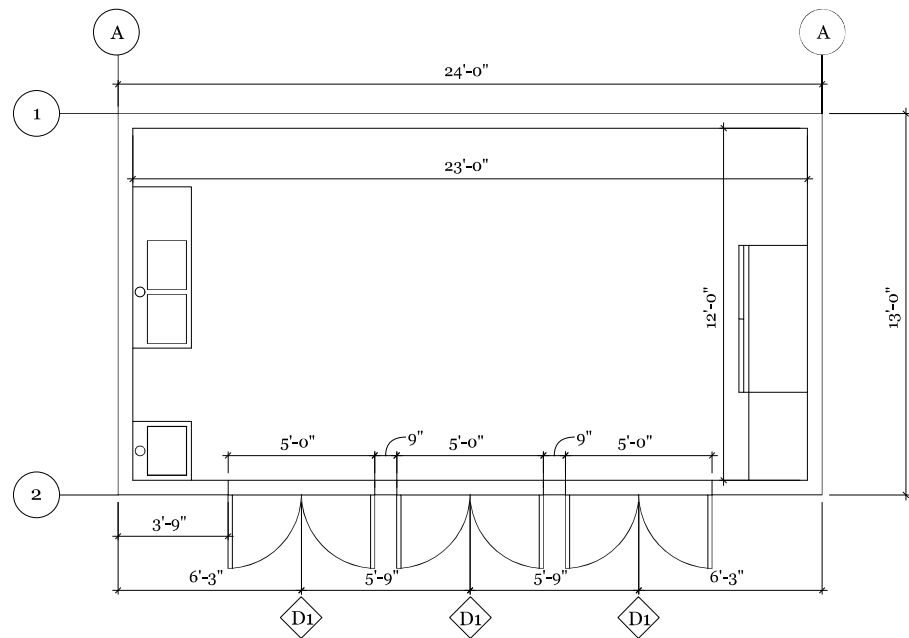
ALL HEADERS MUST BE DESIGNED AND APPROVED BY
PROFESSIONAL ENGINEER

d **FLOOR AREA**
EXTERIOR BUILDING AREA
312 SQUARE FEET

INTERIOR BUILDING AREA
276 SQUARE FEET

e **DOOR SCHEDULE**
60X80 FRENCH DOORS (QTY 3)

f **HEAT SOURCE**
ELECTRIC BASEBOARDS OR
ELECTRIC FORCED AIR



SCALE 1/2" = 1'



SENECA CONSULTING
3015 GREEN WAY
ROBERTS CREEK, BC
V0N 2W4

ONE STRAW SOCIETY
CASANDRA FLETCHER
1041 ROBERTS CREEK ROAD
ROBERTS CREEK, BC

PROJECT
TINY KITCHEN

DRAWN BY
MS

ISSUE
2024-03-01

RE-ISSUE
MM.DD.YY

DESCRIPTION
FLOOR PLAN

A0.2

DETAIL NOTES - SECTIONS

g INTERIOR WALL FINISH

CLAD INTERIOR WITH 45 MIN. FIRE RATED
INTERIOR WALL CLAD (TYPE 'X' OR EQUIVALENT)
MUST MEET CURRENT BCBC REQUIREMENTS

h EXTERIOR WALLS

COMPOSITE FIRE PROOF SIDING (E.G. HARDIE BOARD)
1/2" PT RAINSCREEN
60 MIN BUILDING WRAP OR EQUIVALENT
2X6 STUD WALL @ 16" OC
R20 BATT INSULATION
VAPOUR BARRIER

i ROOF ASSEMBLY

STANDING SEAM METAL ROOF
WATERPROOF MEMBRANE
1/2" PLYWOOD
2X4 STRAPPING 24" OC
2X10 ROOF RAFTERS (ENG. DESIGN) 24" OC
R28 INSULATION BATT OR BLOW IN
VAPOUR BARRIER
INTERIOR CEILING CLAD GWB COATED OR EQUIVALENT

k FLOOR ASSEMBLY

ENG. HARDWOOD, VINYL PLANK OR OTHER
5/8" TNG PLYWOOD SUBFLOOR
VAPOUR BARRIER
R28 BATT INSUALTION
2X10 PT FLOOR JOISTS 16" OC
1/2 PT PLYWOOD

j SOFFET

5/8 TNG PINE/HEMLOCK STAINED W/ VENT STRIPS
OR ALUMINUM VENTED

l MECHANICAL VENTILATION

MECHANICAL VENTILATION TO BE DESIGNED AND SEALED BY
LICENSED MECHANICAL ENGINEER



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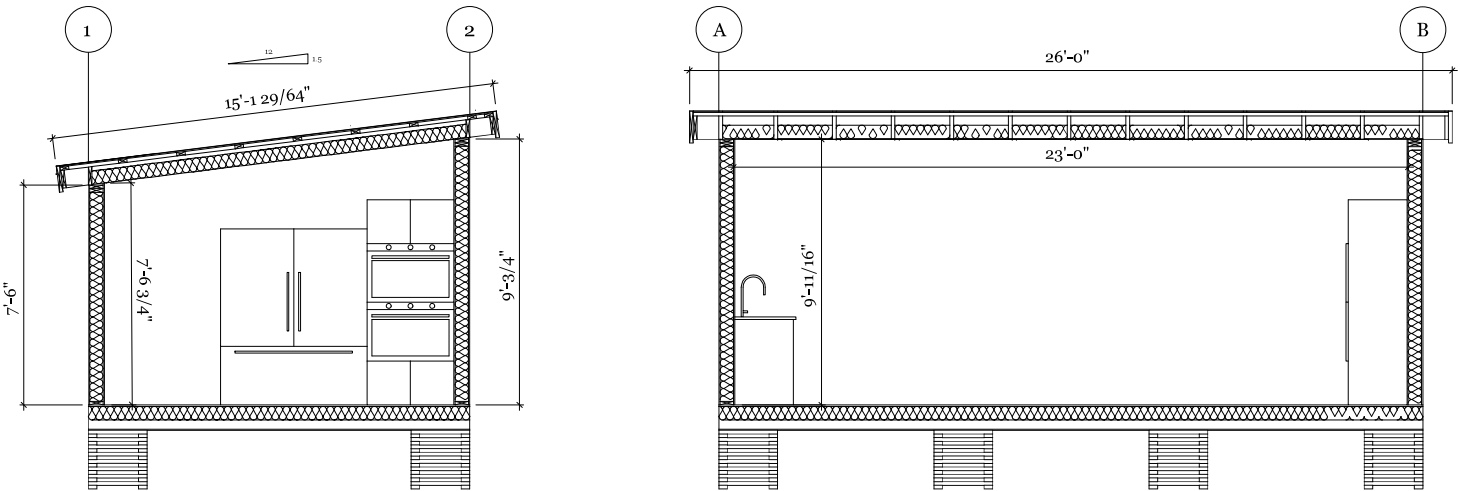
PROJECT
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MM.DD.YY

DESCRIPTION
SECTIONS



SCALE 1/2" = 1'

A0.3

DETAIL NOTES - ELEVATIONS

m

EXTERIOR WALL CLADDING

EXTERIOR WALL CLADDING TO BE COMPOSITE FIRE PROOF CEMENT BOARD OR EQUIVALENT (E.G. HARDIE BOARD)

n

FASCIA AND TRIM

FASCIA AND TRIM BOARD TO BE PRIMED AND COATED COMBED FACED PNIN OR EQUIVALENT



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PROJECT
TINY KITCHEN

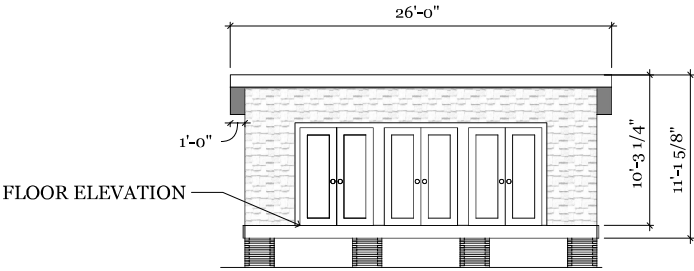
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2024-03-01

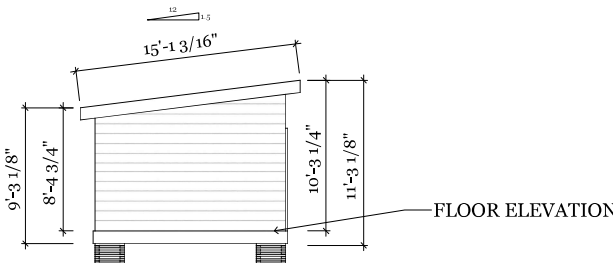
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DESCRIPTION
ELEVATIONS

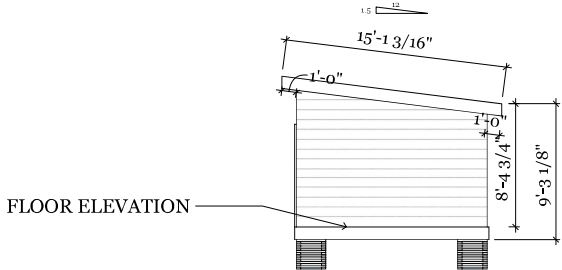
A0.4



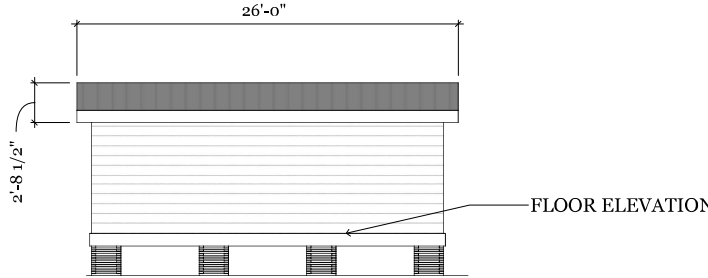
NORTH ELEVATION



WEST ELEVATION

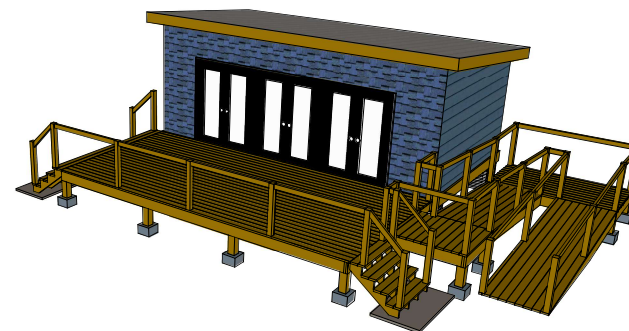
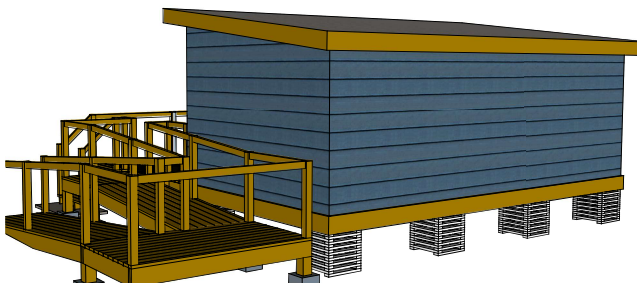
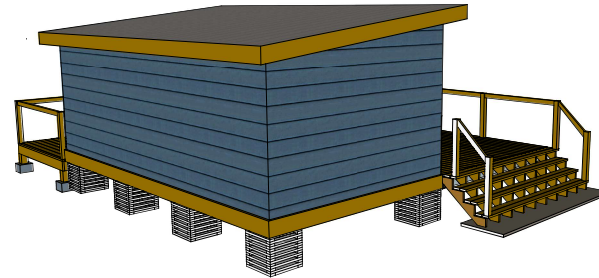
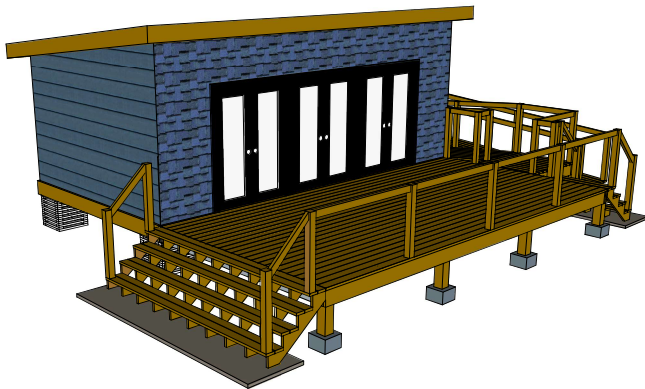


EAST ELEVATION



SOUTH ELEVATION

SCALE 1/4" = 1'



FORM AND CHARACTER

- 1. INSPIRATION
- 2. DEMONSTRATION OF EXISTING ON-SITE FORM AND CHARACTER (P&C)

1.1 INSPIRATION:

Roberts Creek Community Existing Architecture, Landscape Design and History:
One Straw Society's (OSS) Tiny Kitchen draws direct inspiration from the community. Roberts Creek town centre reflects an architectural aesthetic which is historic, grass roots and hand crafted. Architectural features include locally sourced lumber for construction that are designed and built in a way which reflect a hand-made quality. Cedar shake, live-edge, round wood posts, etc. are all examples of features which demonstrate ways that existing structures reflect community. Likewise, existing plant material features many native varieties and artful moments occur through-out the Roberts Creek Core. Accessible community gathering spaces are central to Roberts Creek overarching form and character and occur multiple times through the use of public seating.

Historic Roberts Creek town centre. Shown are the buildings, businesses, landscapes and residences (former Elchi ovels) which reflect the predominant Form and Character of Roberts Creek town-centre



1.2 INSPIRATION:

Westcoast Architecture, Accessible Design and Welcoming Community Spaces:
OSS's Tiny Kitchen pulls architectural design inspiration from within and beyond our community as it relates to architecture, accessibility and interior design. Pivotal to the design is The Tiny Kitchen's ability to fit cohesively within a westcoast architectural context (as noted above, e.g. Live-edge, locally sourced materials, etc). Through rigorous and thorough consultation within various related fields, The Tiny Kitchen design speaks to a space which is productive and functional, as well as inviting and user-friendly as well being able to serve all accessibility requirements.

Westcoast design features: Shake siding and shed roof



Westcoast design features: Live edge



Westcoast design features: Shake



Accessibility inspiration



Community kitchen inspiration



Community kitchen inspiration



2. DEMONSTRATION OF EXISTING ON-SITE FORM AND CHARACTER (P&C)

OSS has successfully created a welcoming, sustainable, community-oriented space for production, gathering, education, lending and community events at One Tiny Farm (the proposed location for the Tiny Kitchen). The space is a food production hub that attracts both local and out of town visitors, activating the area through-out the year and has become a source of energy and vitality within Roberts Creek. As exemplified below, existing on-site infrastructure, plant material and educational materials honour Roberts Creek's character. Hand-crafted, attractive and contextual features occur through-out the space and include: A farm stand, tool library, working farm, children's gardens and more. OSS has and continues to demonstrate deep care and understanding of the land through maintaining a cohesive aesthetic language and superior and on-going maintenances best practices.

Farmstand and garden entrance hand-crafted with locally sourced materials



Tool library



Children's Garden



Community event design



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ONE STRAW SOCIETY
CASANDRA FLETCHER
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ROBERTS CREEK, BC

PROJECT
TINY KITCHEN

DRAWN BY
LG

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2024-03-01

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MM.DD.YY

DESCRIPTION
FORM AND CHARACTER
PRECEDENTS

A0.9

FORM AND CHARACTER: The Tiny Kitchen

OSS's Tiny Kitchen demonstrates multiple connections to on-site and community-wide appearance through cohesive and attractive architectural details and contextual surrounding landscape. OSS consistently exemplifies the ability to design for and build upon the existing site/community and the Tiny Kitchen will display of this ability.

Interior: The Tiny Kitchen will be a welcoming space with a warm, home-like atmosphere. The space will be highly functional with a variety of appliances, tools and equipment for a diversity of uses.

Exterior: The exterior will reflect the character of the community with shake style siding, a shed roof, cedar decking and ramp and picnic tables.

PROPOSED SHAPE AND DESIGN *NOTE - ACTUAL SIDING NOT REFLECTED



PROPOSED INTERIOR *NOTE - ISOMETRIC REFLECTS GENERAL LAYOUT. MATERIAL CHOICES MAY VARY



PROPOSED LOCATION OF THE TINY KITCHEN



Live edge fascia board



Shake siding



Wheelchair access



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V0N 2W4

ONE STRAW SOCIETY
CASANDRA FLETCHER
1041 ROBERTS CREEK ROAD
ROBERTS CREEK, BC

PROJECT
TINY KITCHEN

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2024-03-01

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MM.DD.YY

DESCRIPTION
FORM AND CHARACTER
The Tiny Kitchen

A0.10

Development Permit Area 7:

Roberts Creek Village Commercial Core Area

CATEGORY:

Form and character of commercial development.

JUSTIFICATION:

DEVELOPMENT PERMIT AREA 7: ROBERTS CREEK VILLAGE COMMERCIAL CORE AREA describes the commercial core of Roberts Creek. This area is located in the vicinity of the junction of Lower Road and Roberts Creek Road, from Largo Road to Timberlands Road.

The objective of this designation is to support economic activities and development that enhances the established rural atmosphere and environmental stewardship of downtown Roberts Creek and encourages innovative design.

GUIDELINES:

Development permits issued in this area shall be in accordance with the following:

1. Green Building Materials and Energy Efficiency

The Regional District may consider relaxation of the following guidelines where the applicant demonstrates to the RD's satisfaction that green building materials and/or energy efficiency beyond that required by Building Regulations will be applied.

N/A

2. General Form and Character of Development

Preservation of the established rural character and environmental stewardship of downtown Roberts Creek will be encouraged by:

- | | |
|--|------------|
| a. creative building design that emphasizes the use of natural materials and respects the scale of existing development; | Met |
| b. varying building heights or shifting rooflines on buildings with long street or road way frontages; | Met |
| c. shaping larger buildings to give the building the appearance of being composed of a number of smaller sections or blocks; | N/A |
| d. siting of buildings in a manner that gives priority to pedestrians over the automobile; | Met |
| e. promoting significant landscaping adjacent to public rights-of-ways and integrated within sites; | Met |

Development Permit Area Guideline Review

DP000332: 1041 Roberts Creek Road (One Straw Society)

f. where possible, new buildings should be positioned to maintain sun exposure to sidewalks, pedestrian areas and adjacent residential buildings;	Met
g. providing walkways or paths to allow for continuous unobstructed links with adjacent parcels;	Met
h. walkways and pedestrian paths must be universally accessible;	Met
i. supporting use of green/energy efficient design and materials.	Not Met

"Roadway commercial strip" character should be avoided by:

a. siting buildings near the front or exterior side parcel lines fronting roadways;	N/A
b. creating landscaped open spaces within developments of various scales from outdoor patios in smaller developments to commons and squares in larger developments;	N/A
c. locating surface parking at the rear or interior side setbacks of buildings instead of within the front setback; and	N/A
d. planting significant landscaping adjacent to roadways that is integrated with landscaping within the site taking into consideration maintaining safe sightlines for roads, pedestrians and bikes.	N/A

3. Form and Design of Buildings

a. Building form that compliments existing buildings will be required;	Met
b. Single story buildings should incorporate elements that add vertical definition such as sloped roofs or facade treatments such as facia, awnings and/or verandas;	Met
c. Covered walkways, designed for accessibility, should be provided to provide weather protection for shoppers;	N/A
d. Blank walls and large expanses of any one material, especially on street oriented facades are unacceptable unless measures are taken to minimize visual impact by adding facade treatments such as facia, pilasters or other such elements;	Met
e. The ground levels of commercial buildings should be emphasized through careful arrangement and proportioning of windows and entrances;	N/A
f. Modification of standardized corporate franchise building designs or features shall be required in the event of conflict with these design guidelines.	N/A

Development Permit Area Guideline Review

DP000332: 1041 Roberts Creek Road (One Straw Society)

4. Exterior Finishing

In general, a variety of cladding and trim materials is permitted, provided that the materials have a natural or traditional appearance and are complimentary to existing development.	Met
--	------------

5. Site Planning: Landscaping

a. The retention of trees and natural vegetation as a landscaping element is strongly encouraged;	N/A
b. Where trees and natural vegetation cannot be maintained, landscaping should include a mixture of deciduous and evergreen plants and/or trees which are suitable for the local climate (such as from the BC Naturescape plant list);	N/A
c. Provision and retention of edible landscaping is supported;	N/A
d. All other site areas not covered by buildings, parking areas, or retained natural vegetation and pedestrian areas and walkways shall be landscaped;	N/A
e. Provision of xeriscaping or landscaping which requires minimal watering is encouraged;	N/A
f. Provision should be made to conserve and supply adequate water to all planted areas, such as use of drip irrigation and/or rainwater barrels, and to maintain landscaping as approved.	N/A

6. Site Planning: Parking and Support Services

a. Parking should not visually dominate a development. Where possible, parking areas should be located to the side or rear of a commercial building;	N/A
b. Parking areas should be integrated into the overall development by means such as incorporating significant landscaping, coordination of outdoor elements and linking of buildings with parking by distinctively paved walkways;	N/A
c. Handicapped accessible parking spaces must be provided close to building entries and the number of such spaces shall depend on the scale of the development;	N/A
d. Bicycle parking facilities should be provided at least in equal number to parking spaces;	N/A
e. The drive aisles in parking areas shall be predominantly covered in permeable materials, although asphalt, concrete, or pavers may be used subject to (f) below;	N/A

Development Permit Area Guideline Review

DP000332: 1041 Roberts Creek Road (One Straw Society)

f. The areas used for parking spaces shall be covered with permeable pavers or in gravel where the gravel is contained within a system design to keep the gravel in place;	N/A
g. Subject to soil suitability, at least one-half of a parking area should be water permeable and designed to allow for stormwater infiltration to assist with a stormwater management plan developed in accord with Stormwater Management policies;	N/A
h. Landscaped areas within the parking lot are required when more than 10 vehicles are to be accommodated, with a row containing no more than 5 parking stalls being permitted without a landscape feature;	N/A
i. Driveway entries to parking lots should be defined by landscaped nodes that may include low-ground cover and entry features that ensures visibility and safety;	N/A
j. Parking areas that abut a roadway shall be buffered by a minimum 3.5 metre (11.5 ft.) wide landscaped strip that includes a sidewalk or path;	N/A
k. Support service facilities and structures such as loading bays, refuse containers, storage areas and utility services should be located preferably to the rear or side of buildings and be screened to minimize visibility from public areas. Screening should be	N/A
l. constructed of natural materials compatible with the main buildings;	N/A
m. Underground hydro servicing should be provided.	N/A

7. Signage

The intention is to prevent proliferation of signage and encourage quality design that is coordinated within the development as a whole.

a. All signs should be architecturally coordinated with the overall design of buildings and landscaping;	N/A
b. Painted canopy or painted awning signs are acceptable, but shall occupy an area not exceeding 15% of the area of the canopy	N/A
c. A limited number of free standing signs shall be restricted to a maximum height of 2.0 metres above the grade and limited to a combined surface area on all sides of 3 sq m (32.3 sq ft.) and mounted upon a base made of stone, brick, wood or other natural-appearing material	N/A
d. Roof signs; interior lit or back lit signs; revolving, flashing, or moving signs; as well as use of reflective or dayglo paint, permanent banners and advertizing flags are prohibited;	N/A

Development Permit Area Guideline Review

DP000332: 1041 Roberts Creek Road (One Straw Society)

- | | |
|---|------------|
| e. Notwithstanding (d) above, non-flashing interior lit “Open” signs, less than 0.129 sq metres (200 square inches), shall be allowed for each unit in the development; | N/A |
| f. Multi-unit buildings should have unit number and/or address number signs of compatible size, arrangement and character; | N/A |
| g. Other than a limited number of directional signs, all signage must be for units/activities within the development, 3rd Party signage is not allowed. | N/A |

8. Site Lighting

- | | |
|---|------------|
| a. The starting point in designing a lighting scheme should be to provide responsible lighting that has minimal negative impact upon people, the environment and property. This should provide a safe and welcoming development while eliminating light pollution which is any adverse effect of artificial light, including sky glow, glare, light trespass, light clutter, decreased visibility at night, and energy waste; | Met |
| b. Site lighting shall be directed downward to avoid “light spill” and designed following the Regional District’s Outdoor Lighting Guidelines; | Met |
| c. Site lighting should be neutral in colour. High-pressure Sodium (orange) and Mercury Vapour lights are not permitted. | Met |

9. Fencing and Commercial/Residential Interface

- | | |
|---|------------|
| a. Commercial buildings should be sited to afford maximum privacy to adjacent residential properties and minimize the impacts of noise, glare and shadows; | Met |
| b. Boundaries abutting residential zoned parcels shall be fenced and/or landscaped with dense shrubbery or a hedge with a minimum width of one metre to create an effective buffer; | Met |
| c. Fencing adjacent to residential zoned parcels should be solid, unless combined with landscaping, and clad in wood; | Met |

10. Large Scale Development

- | | |
|---|------------|
| a. A design context statement is to be provided by the developer that indicates how the proposal meets the guidelines and OCP objectives. | N/A |
| b. Further site-specific design guidelines may be created for any large-scale development on parcels exceeding 4000 sq m (0.98 acres) when a parcel within the Comprehensive Development zone is developed. | N/A |

Development Permit Area Guideline Review

DP000332: 1041 Roberts Creek Road (One Straw Society)

- c. No individual building that is used for retail sales as a principal use shall have a maximum footprint of 300 square metres (3230 sq ft) and a maximum floor area larger than 500 square metres (5380 sq ft). **N/A**

Roberts Creek OCP Committee

22nd February 2024

SCRD Board

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC, V7Z 0A8

Dear SCRD Board Members,

This letter is to confirm that the Roberts Creek OCPC has reviewed One Straw Society's request to situate a mobile auxiliary building at the "Tiny Farm", which encompasses the western half of the lot at 1041 Roberts Creek Road, behind the Gumboot Restaurant. The building is planned to be placed within DPA-7, and is over 150' from any other Development Permit Area boundaries. Therefore, the Development Permit Area relevant to this project is DPA-7, for "Form and Character".

We understand this auxiliary building will serve multiple uses in keeping with the Society's mission and mandate (ie: local food provision plus teaching activities). One Straw has consistently, over nearly three decades, proven its value on the Sunshine Coast and in the community of Roberts Creek. Its work aligns entirely with the UN's Sustainable Development Goals regarding local food systems. This project has received abundant financial support from both public and local private sources and is well supported by the community.

Having reviewed building renderings, site plans, and the Tiny Farm location where it will sit, we are confident in the proposed building's adherence to our OCP's stipulations in DPA-7 for Form and Character. One Straw has created a public space at this location that truly embodies the form, sustainable design, green spaces and character that DPA-7 seeks to define for this community. We heartily endorse One Straw Society's project, and their application to place the procured building on the property in "the heart of the Creek" as outlined.

Sincerely,

Simon Haiduk, chair

And the members and officers of
Roberts Creek Official Community Plan Committee



**SUNSHINE COAST REGIONAL DISTRICT
DEVELOPMENT PERMIT
DP000332 (1041 ROBERTS CREEK ROAD)**

TO: B.P.O. INVESTMENTS LTD., INC.NO. BC0546396

ADDRESS: 3331 BEACH DRIVE
ROBERTS CREEK, BC
VON 2W0

AS TO AN UNDIVIDED 1/2 INTEREST

AND

TO: JUPITER HOLDINGS LTD., INC.NO. BC0511694

ADDRESS: 3331 BEACH DRIVE
ROBERTS CREEK, BC
VON 2W0

AS TO AN UNDIVIDED 1/2 INTEREST

This Development Permit for construction of a community building is issued subject to compliance with all relevant Sunshine Coast Regional District bylaws.

This permit applies to those lands within the Sunshine Coast Regional District described below, and any buildings, structures, and other development thereon (hereinafter called 'the Lands').

Legal Description: BLOCK 12 DISTRICT LOT 810 PLAN 5157
P.I.D.: 008-064-229
Civic Description: 1041 Roberts Creek Road

Conditions and requirements pursuant to Sections 488, 489, 490, and 491 of the *Local Government Act* are imposed in accordance with the following Development Permit Area(s) contained within the *Roberts Creek Official Community Plan, Bylaw 641*:

DPA 7: Roberts Creek Village Commercial Core Area

The Lands shall be developed strictly in accordance with the terms and conditions of this Permit and in accordance with the following schedules and recommendations contained therein:

Schedule A – Site Plan

Schedule B – Construction Drawings

TERMS AND CONDITIONS:

Outdoor Lighting

- (1) All outdoor lighting fixtures shall be shielded to minimize up-light. Mounted incandescent type fixtures shall be shielded. Lighting is encouraged to be activated by motion sensors versus being on all the time.
- (2) Outdoor floodlighting shall be shielded in such a manner that the lighting system will not produce light trespass.

Heritage

- (1) Except as may be authorized by the Minister responsible for heritage conservation, no person may damage, alter, or remove from a site any object, artifact, feature, material or other physical evidence of unknown origin that may be protected under the *Heritage Conservation Act*. In the event of finding a possible archaeological site or artifact immediately stop work and contact:

Archaeology Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development
PO Box 9816 Stn Prov Govt
Victoria, BC V8W 9W3
250-953-3334

The Land Management Division, Squamish Nation

320 Seymour Blvd, North Vancouver, V7J 2J3
604-982-0510

shíshálh Nation Rights and Title Department

5555 Sunshine Coast Highway, Sechelt, BC
PO Box 740, Sechelt, BC V0N 3A0
604-885-2273

Notice and Timing of Permit

- (2) A Notice of Development Permit sign **is required to be posted** on the development site for the duration of construction.
- (3) In accordance with Section 504 (1) of the *Local Government Act*, this permit will lapse two years from the Development Permit issuance date, unless construction in accordance with the terms and conditions of this permit has substantially started.

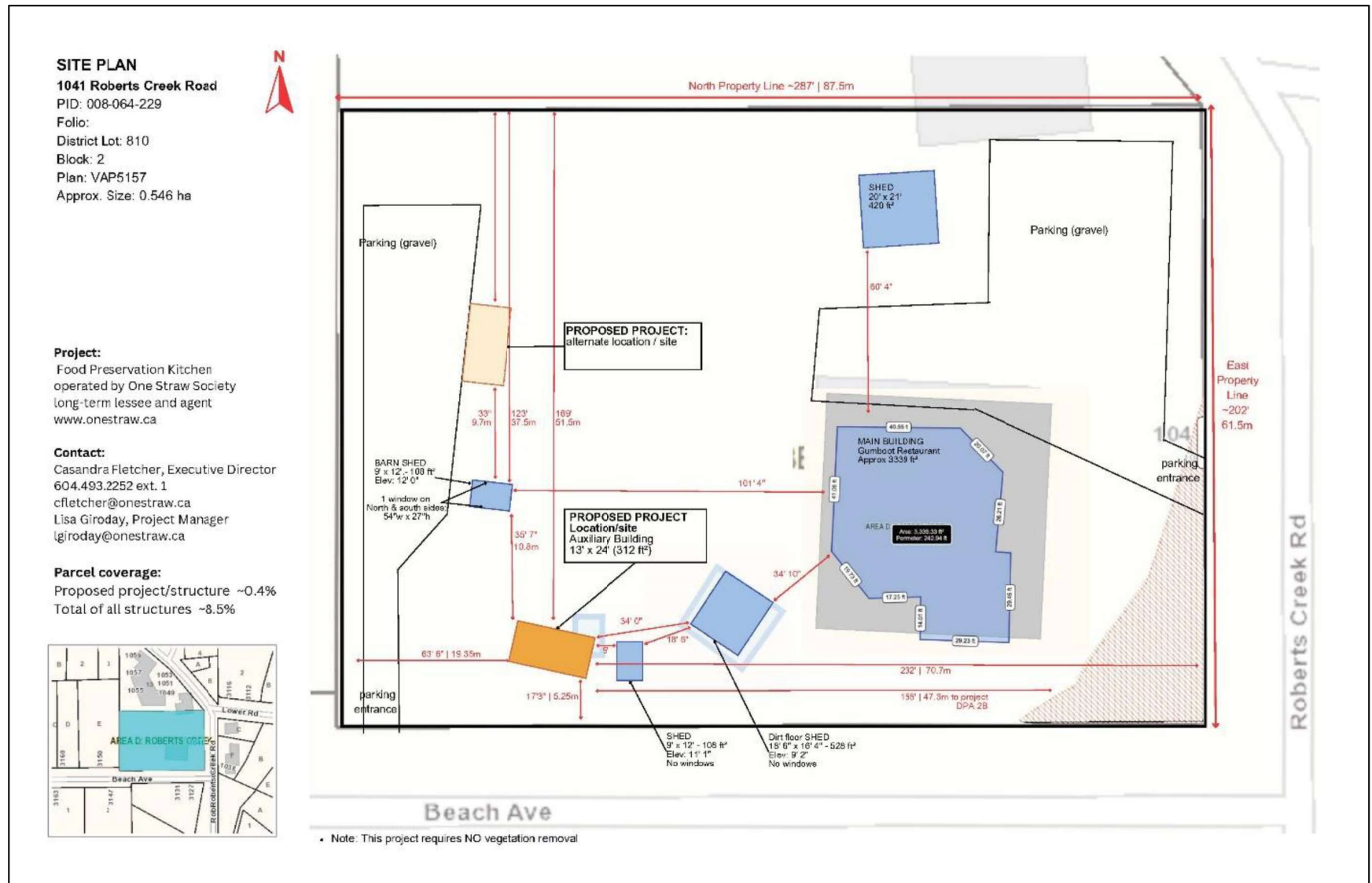
This Permit is not a building permit.

AUTHORIZING RESOLUTION NO. ### PASSED BY THE SUNSHINE COAST REGIONAL DISTRICT BOARD THE ##TH DAY OF MONTH, YEAR.

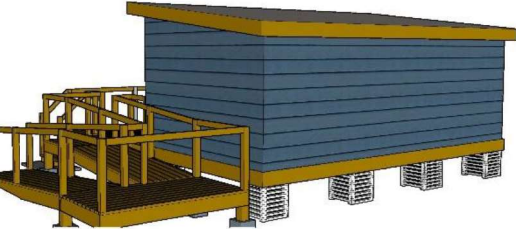
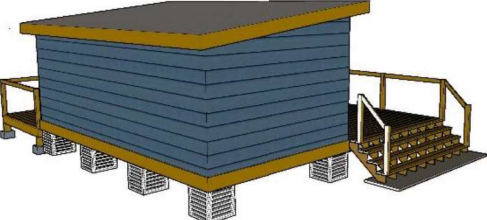
ISSUED THIS ##TH DAY OF MONTH, YEAR.

Jonathan Jackson, RPP MCIP
Manager, Planning and Development
SUNSHINE COAST REGIONAL DISTRICT

SCHEDULE A: SITE PLAN



SCHEDULE B: CONSTRUCTION DRAWINGS





SENeca CONSULTING
3015 GREEN WAY
ROBERTS CREEK, BC
VoN-0W4

ONE STRAW SOCIETY
CASANDRA FLETCHER
1041 ROBERTS CREEK ROAD
ROBERTS CREEK, BC

PROJECT
TINY KITCHEN

DRAWN BY
MS

ISSUE
2004-00-01

RE-ISSUE
MM.DD.YY

DESCRIPTION
RENDERINGS

A0.6

DETAIL NOTES - ELEVATIONS

m

EXTERIOR WALL CLADDING

EXTERIOR WALL CLADDING TO BE COMPOSITE FIRE PROOF CEMENT BOARD OR EQUIVALENT (E.G. HARDIE BOARD)

n

FASCIA AND TRIM

FASCIA AND TRIM BOARD TO BE PRIMED AND COATED COMBED FACED PNIN OR EQUIVALENT



SENeca CONSULTING
3015 GREEN WAY
ROBERTS CREEK, BC
V0N 2W4

ONE STRAW SOCIETY
CASANDRA PLETCHER
1041 ROBERTS CREEK ROAD
ROBERTS CREEK, BC

PROJECT
TINY KITCHEN

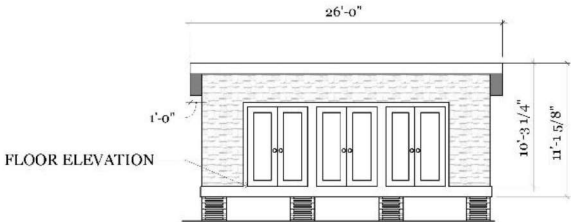
DRAWN BY
MS

ISSUE
2024-02-01

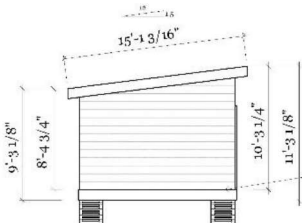
RE-ISSUE
MM.DD.YY

DESCRIPTION
ELEVATIONS

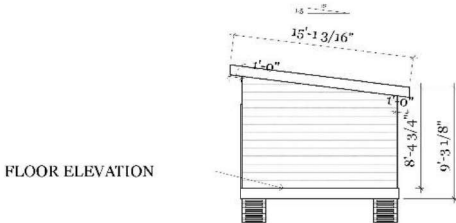
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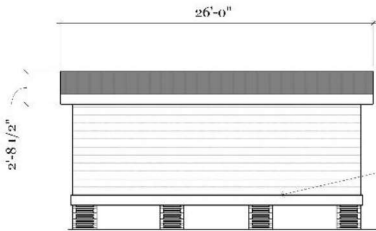
NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION

SCALE 1/4" = 1'

DEVELOPMENT PERMIT NO. DP000332 (1041 ROBERTS CREEK ROAD)

DETAIL NOTES - FLOOR PLAN

c HEADER DESIGN

ALL HEADERS MUST BE DESIGNED AND APPROVED BY PROFESSIONAL ENGINEER

d FLOOR AREA

EXTERIOR BUILDING AREA
312 SQUARE FEET

INTERIOR BUILDING AREA
276 SQUARE FEET

e DOOR SCHEDULE

60X80 FRENCH DOORS (QTY 3)

f HEAT SOURCE

ELECTRIC BASEBOARDS OR
ELECTRIC FORCED AIR



SENECA CONSULTING
3015 GREEN WAY
ROBERTS CREEK, BC
V0N 1W4

ONE STRAW SOCIETY
CASANDRA FLETCHER
1041 ROBERTS CREEK ROAD
ROBERTS CREEK, BC

PROJECT
TINY KITCHEN

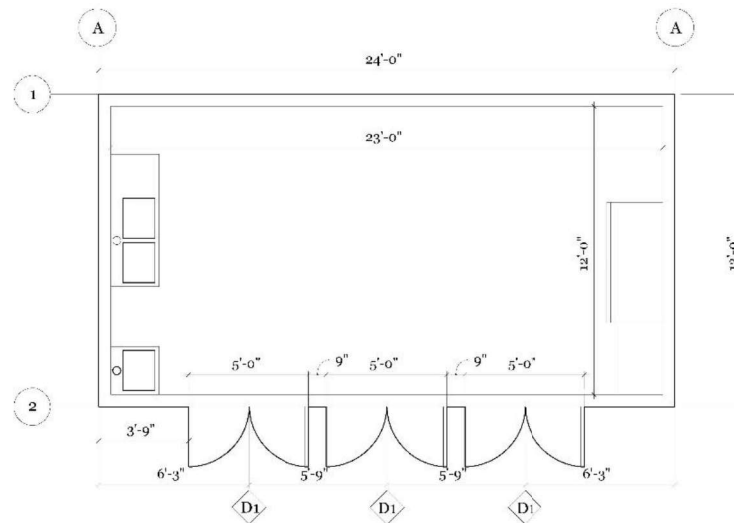
DRAWN BY
MS

ISSUE
2024-02-01

RE-ISSUE
MMDDYY

DESCRIPTION
FLOOR PLAN

A0.2



SCALE 1/2" = 1'

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – March 21, 2024

AUTHOR: Sven Koberwitz, Senior Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT FOR 5544 SUNSHINE COAST HWY (SECHELT HOSPITAL) – ELECTORAL AREA B

RECOMMENDATIONS

- (1) THAT the report titled Development Variance Permit for 5544 Sunshine Coast Hwy (Sechelt Hospital) – Electoral Area B be received for information;
 - (2) AND THAT Development Variance Permit DVP00098 be issued to vary Zoning Bylaw No. 722 as follows:
 - a. To increase the maximum allowable parcel coverage to 19%;
 - b. To reduce the minimum setback from a parcel line adjacent to a highway to 4.5 m;
 - c. To reduce the required off-street parking and loading spaces to zero for the proposed 'House of Caring' Primary Care Clinic.
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) has received an application from Tohmm Cobban, Architect, on behalf of Vancouver Coastal Health to permit the construction of a Primary Care Clinic with variances to the setbacks, required parking, and parcel coverage. The variances are required to permit the building to encroach up to 0.5 metres into the setback adjacent to a highway; to remove the requirement for additional off-street parking associated with the proposed Primary Care Clinic; and to increase the maximum parcel coverage to 19%.

The Lil'wat Nation ("House of Caring") Indigenous Led Primary Care Clinic is supported by the shíshálh Nation in partnership with Golden Eagle Rising Society. The project is located on land gifted by the shíshálh Nation for the construction of the Sechelt Hospital over 60 years ago. Vancouver Coastal Health has endorsed and authorized the location for the proposed 'House of Caring'.

The purpose of this report is to provide information and staff recommendations concerning the development variance permit application for consideration by the Electoral Area Services Committee.

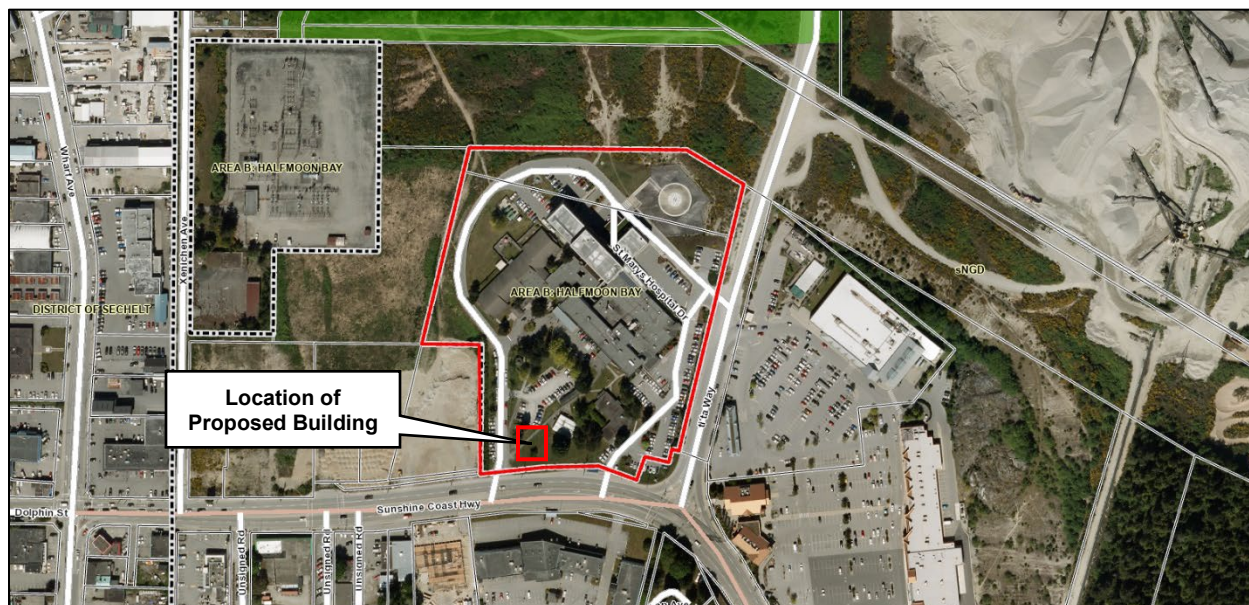


Figure 1 - Figure Caption

Applicant:	Tohmm Cobban, Architect, for Vancouver Coastal Health
Civic Address:	5544 Sunshine Coast Hwy
Legal Description:	Lot A Group 1 New Westminster District of Sechelt Indian Reserve No 2 Plan EPP4330
Electoral Area:	Area B: Halfmoon Bay
Parcel Area:	~4.2 ha
OCP Land Use:	None
Land Use Zone:	Rural Residential Two (RU2)
Application Intent:	To increase the maximum allowable parcel coverage to 19%; reduce the setback from a parcel line adjacent to a highway from 5.0 m to 4.5 m; and to reduce the required off-street parking and loading spaces for the proposed clinic to zero.

Table 1 - Application Summary

DISCUSSION

Analysis

The Sechelt Hospital lands were originally part of the shíshálh Nation Reserve Lands and gifted to the provincial government for the purpose of constructing a hospital. At that time the Sechelt Hospital lands were located within former Electoral Area C, which was amalgamated into the District of Sechelt in 1986. The Hospital Lands were subsequently transferred to Electoral Area B: Halfmoon Bay, where they remain today.

The lands have never had a land use designation under the Halfmoon Bay Official Community Plan, nor has the land ever had specific zoning applied under the relevant zoning bylaws. Zoning Bylaw No. 722 designated all lands not specifically zoned as Rural Residential Two (RU2). The RU2 zone does not permit hospitals, however, “Public Uses” are permitted all zones. Other land use regulations continue to apply to the Hospital lands under the RU2 zone.

In the longer-term staff recommend that a suitable Institutional Zone be developed and applied to the land. Vancouver Coastal Health staff have confirmed this approach is preferred and preliminary discussions have taken place to discuss the most appropriate process to accomplish this.

SCRD Board Policy 13-6410-6: Variance Criteria

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

- a) The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;
- b) The variance should not negatively affect adjacent or nearby properties or public lands;
- c) The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;
- d) The proposed variance represents the best solution for the proposed development after all other options have been considered; and
- e) The variance should not negatively affect the natural site characteristics or environmental qualities of the property.

Staff have evaluated the requested variances and considered the SCRD Board Policy for Variance Criteria and support the application as presented.

Parcel Coverage

The low parcel coverage of 15% permitted in the RU2 zone is not well suited to the current use. The proposed building will increase the parcel coverage to approximately 19%. Institutional uses tend to have much higher parcel coverage and staff consider the requested increase to be appropriate for the circumstances.

Setback

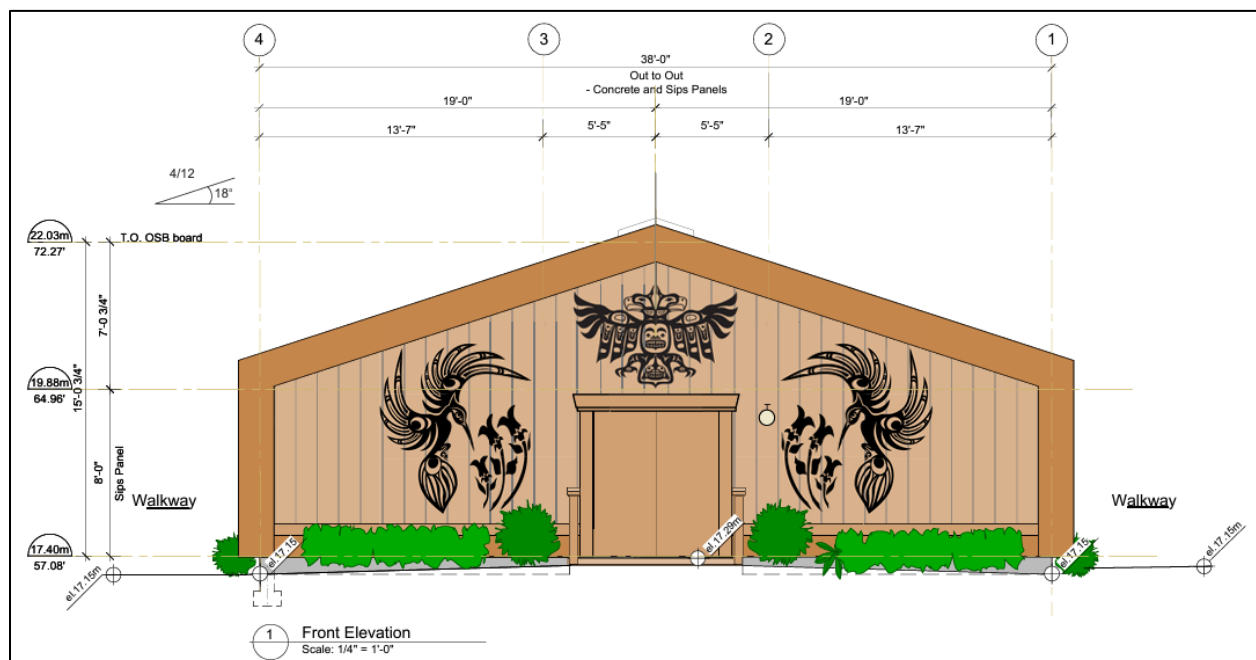
The RU2 zone requires a 5.0 m setback from a lot line adjacent to a highway. In this case the Lilxmitawtxw (“House of Caring”) building is intended to provide a welcoming and prominent entrance to the community (Figure 2). A reduced setback has been requested to mitigate impacts on the existing parking lot located to the rear of the proposed building and to provide sufficient room for outdoor green space. The proposed setback meets the 4.5m structure setback required by the Ministry of Transportation and Infrastructure.

Parking

The amount of off-street parking available on the Sechelt Hospital land is limited and likely not sufficient to meet the expanding needs of the hospital and auxiliary healthcare-related uses. The proposed clinic will increase parking demand further and would require 11 additional off-street parking spaces as required by parking regulation in Zoning Bylaw 722.

Staff recommend that the requirement for additional parking be waived to permit the construction of the Lilxmitawtxw (“House of Caring”) building. The primary users of this Indigenous Led health care facility are anticipated to be shíshálh Nation members, many of whom are within walking distance. The walkable location of the facility should mitigate the impacts of constrained parking availability.

The shíshálh Nation has been working with Vancouver Coastal Health to provide additional parking opportunities on adjacent shíshálh Nation land. The expansion of parking and parking demand management in general will be addressed as part of the future Institutional Zone implementation.



Consultation

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. Comments received prior to the report review deadline are attached. Those who consider their interests affected may attend the Electoral Area Services Committee meeting and speak at the call of the Chair.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit. (staff recommendation)

This would permit the proposed Primary Care Clinic to proceed.

Option 2: Refer the application to the Area B APC.

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

The application would be considered by the APC on April 23, 2024, with subsequent consideration by the EAS on May 16, 2024

Option 3: Deny the permit.

The zoning bylaw regulation would continue to apply, and the proposed Primary Care Clinic could not proceed.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The requested variances to lot coverage, highway setback, and parking would permit the Primary Care Clinic to proceed as proposed. Given the unique circumstances of the property having rural residential zoning with current institutional healthcare uses Staff consider the requested variance to be appropriate and therefore recommend approval of the development variance permit application. If approved, the applicant can proceed to the building permit application stage.

ATTACHMENTS

Attachment A – Preliminary Architectural Plans and Site Plan

Attachment B – Development Variance Permit DVP00098 DRAFT

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

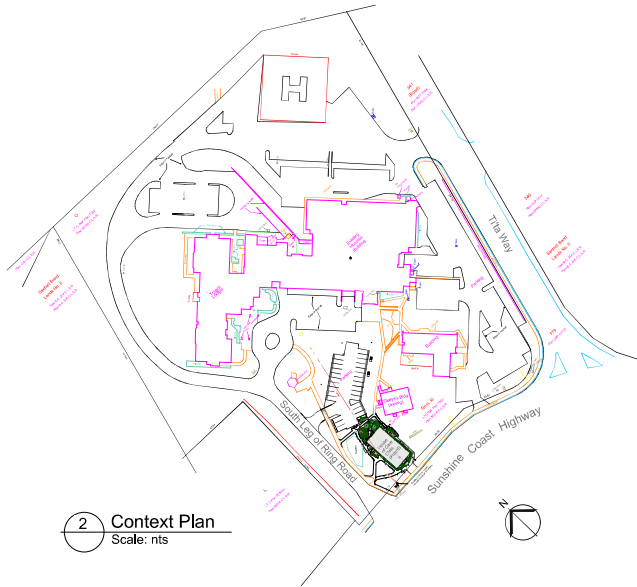
GOLDEN EAGLE RISING SOCIETY

Lilxmitawtxw ('House of Caring')

Indigenous Led Primary Care Clinic



Shíshálh First Nation Sechelt British Columbia



2 Context Plan
Scale: 1:250

REQUEST FOR VARIANCE:

1. THE OWNER REQUESTS A VARIANCE IN SCRD ZONING BYLAW # 722 WITH RESPECT TO THE REQUIREMENTS FOR SITE COVERAGE FOR THE SUBJECT SITE TO PERMIT THE CONSTRUCTION OF A 2,846,50sf (264,45m²) INDIGENOUS RUN MEDICAL CLINIC BUILDING.

THE EXISTING SITE AREA FOR THE SECHelt HOSPITAL AS A WHOLE IS 4.2 Ha OR 46,200m².

THE MAXIMUM ALLOWABLE SITE COVERAGE FOR A SITE > 3,500m² IS 15%, AND THE ESTIMATED EXISTING SITE COVERAGE IS ESTIMATED TO BE 8,635,12m² OR 18.65%, POTENTIALLY 13.05% WITH THE 0.04% SC ATTRIBUTABLE TO A TEMP. SITE OFFICE.)

THE PROPOSED CLINIC BUILDING WOULD ADD ONLY 2,846,50m² OR 0.062% TO THE SITE COVERAGE, INCREASING IT TO 18.74%.

WHILE THIS INCREASES THE NON-CONFORMING EXISTING SITE COVERAGE, THE OWNER CONTENTS THAT THIS INCREASE IS MARGINAL, AND THAT THE BENEFITS OF THE PROPOSED CLINIC TO THE COMMUNITY FAR OUTWEIGH ANY NEGATIVE IMPACT OF THE INCREASE.

2. THE OWNER REQUESTS THAT THE REQUIRED PARKING ATTRIBUTED TO THE CLINIC BE NEGOTIATED BETWEEN THE SCRD AND THE SECHelt NATION AS BEING PART OF THE EXISTING POOL OF THE NATION'S EXISTING PARKING STALLS FOR THE OVERALL SITE OR PART OF THE PARKING POOL FOR THE ADJACENT MALL. THIS WOULD INCLUDE FIVE (5) STALLS REDUCED IN THE IMMEDIATE PARKING AREA TO THE NORTH TO ACCOMMODATE THE CLINIC'S GARDEN, AS WELL AS THE REQUIRED ELEVEN (11) STALLS.

3. THE OWNER REQUESTS THAT THE SCRD RECOGNIZE THAT THE CURRENT RU2 (RURAL RESIDENTIAL 2) ZONING FOR THE SITE APPEARS POTENTIALLY INACCURATE FOR THE USE OCCUPYING THE SITE (HOSPITAL), THE OWNER UNDERSTANDS THAT A HOSPITAL USE (INSTITUTIONAL USE) IS ALLOWABLE IN DIFFERENT ZONES INCLUDING RU2 AND IS PROCEEDING ON THAT BASIS FOR THIS PROJECT. IN THE EVENT OF FUTURE ADDITIONS OR RENOVATIONS COMPLETED BY THE SECHelt HOSPITAL, VCH PLANS TO ADDRESS AND CLARIFY THE ZONING DESIGNATION FOR THE SITE TO AN INSTITUTIONAL USE IF REQUIRED BY THE SUNSHINE COAST REGIONAL DISTRICT.

4. THE OWNER INTENDS TO NEGOTIATE WITH TELUS WRT THE EXISTING SRW WHICH IS CURRENTLY LOCATED ACROSS THE PROPERTY IN ORDER TO SEEK AN EXEMPTION TO LOCATE THE BUILDING OVER IT, OR TO RELOCATE THE TELUS UTILITY AND SRW.

PROJECT ZONING DATA:

- ZONING:** RU2 (Rural Residential)
- SITE AREA:** (Irregular shape; portion of Sechelt Hospital site to be confirmed) 4.2 Ha (46,200m²)
- BUILDING SETBACKS:** (for an accessory building)
 - FRONT SETBACK
 - Required 1.5m (4.92')
 - Proposed 1.5m (4.92')
 - REAR SETBACK
 - Allowable + Proposed 1.5m (4.92')
 - SIDE SETBACK (west side)
 - Allowable + Proposed 1.5m (4.92')
 - SIDE SETBACK (east side)
 - Allowable + Proposed 1.5m (4.92') (via a significant distance to PL)
- SITE COVERAGE:** (Sechelt Hospital Site)
 - Max Allowable (8,930m²) 15%
 - Existing (est.) (8,634,78m²) 18.65%
 - Proposed (8,899,23m²) 18.74% *
 - * Refer to 'Request for Variance' below.
- BUILDING HEIGHT:**
 - Maximum Allowable for an auxiliary building (Section 5.11.4) 8.5m
 - Proposed from avg. grade 4.85m
- GROSS FLOOR AREAS:** (for Clinic building only)
 - Main Level
 - entry/waiting area, 686,15sf (63,74m²)
 - reception and staff 399,48sf (37,11m²)
 - assembly rooms 470,43sf (43,70m²)
 - exam rooms 759,54sf (70,56m²)
 - multi-purpose room 261,22sf (24,27m²)
 - staff room / wc's 229,45sf (21,22m²)
 - mechanical room 41,93sf (3,83m²)
 - Total 2846,50sf (264,45m²)
- PARKING** (As per Section 6.1 and 6.4)
 - Lil'mitawt'w 'House of Caring' is considered a 'Health Care Office' in the Parking ByLaw
 - Clinic Area 264,45m²
 - parking required (4 stalls / 100m²) 11 stalls **
 - (2,64 x 4 stalls)
 - ** Refer to 'Request for Variance' below

DRAWING LIST

- Cover sheet with Renderings
- Site Plan, Zoning Data, Variances, Legal Description, List of Drawings, Consultants
- Main Floor Plan, Front Elevation, Cross Section
- Side Elevations, Construction Notes
- Longitudinal Section, Interior Elevations
- Roof Plan, Rear Elevation, Gutter Details, Project Notes
- Foundation Plan, Other

CONSULTANT'S LIST

OWNER + COMMUNITY
GOLDEN EAGLE RISING SOCIETY for the benefit of SHISHALU FIRST NATION
5545 Sunshine Coast Hwy.
Sechelt, BC V8N 3A0
CONTACT: Shain Jackson
PHONE: (604) 982-0024
E-MAIL: shain@goldeneaglerisingsociety.org

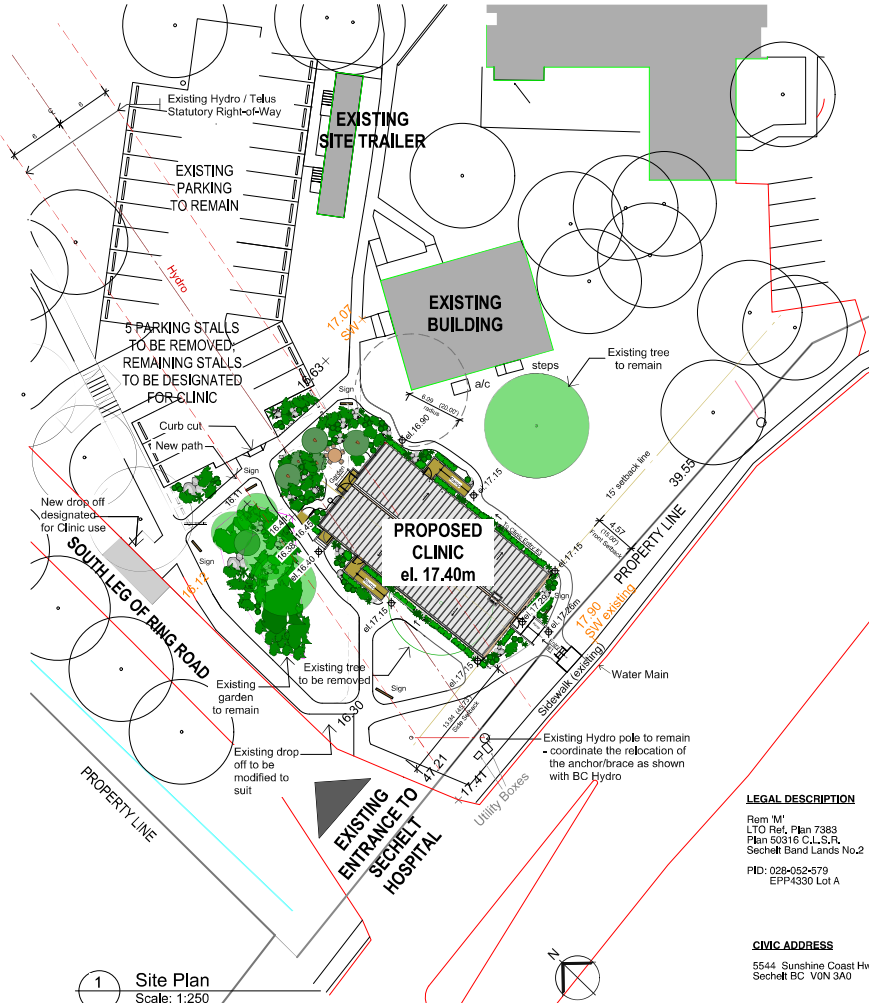
MANUFACTURER:
SHAIN JACKSON, President
Golden Eagle Rising Society
4-1500 Railway Street
North Vancouver B.C. V7J 1B5
CONTACT: Shain Jackson
PHONE: (604) 982-0024
E-MAIL: shain@goldeneaglerisingsociety.org

AUTHORITY HAVING JURISDICTION:
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CONTACT: Sven Kobervitz
PHONE: (604) 865-6230
E-MAIL: Sven.kobervitz@scrd.ca

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CONTACT: Tohmm Cobban
PHONE: (604) 817-5875
E-MAIL: tohmm@tohmm.ca

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Burnaby B.C. V3J 7N3
CONTACT: Min Park
PHONE: (778) 836-7221
E-MAIL: mper@pnbeng.ca

SIPS MANUFACTURER:
INSULSPAN
600 Chester Road
Delta B.C. V3M 5V8
CONTACT: Dave Stevenson
PHONE: (778) 845-9512
E-MAIL: d Stevenson@insulspan.com



1 Site Plan
Scale: 1:250

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TOHMM COBBAN
Architect

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Vancouver B.C., V6B 1E5 • 604-817-5875

Lil'mitawt'w
'House of Caring'
Indigenous Led
Primary Care Clinic

Sechelt British Columbia

Golden Eagle Rising
Society

- Jan 17/24 - Submitted to the SCRD for a DP and to the Owner for review
- Jan 24/24 - Final site configurations to Owner for comment prior to DP submitted
- Jan 24/24 - Site configurations to Owner for comment prior to DP submitted
- Dec 20/23 - Initial site configurations to Owner for comment
- Sep 16/23 - Additions / revisions including setbacks to doors, interconnecting pocket door, inter-health booth, building code updates, couch in doc office, Clinic name
- May 24/23 - Assist General Notes and Architectural Specification to use. To be updated.
- Feb 16/23 - Revised kitchen/dishwashers, Herringbone, electrical, corner half poles - other and materialized to Solid Waste and window
- Feb 16/23 - Revised Herringbone and Revised to Solid Waste
- Feb 16/23 - Revised to Solid Waste for Coastal Health Meeting

Notes:

DP Submittal

LEGAL DESCRIPTION

Rem 'M'
LTO Ref. Plan 7383
Plan 50316 C.L.S.R.
Sechelt Band Lands No.2
PID: 028-052-678
EPP-4330 Lot A

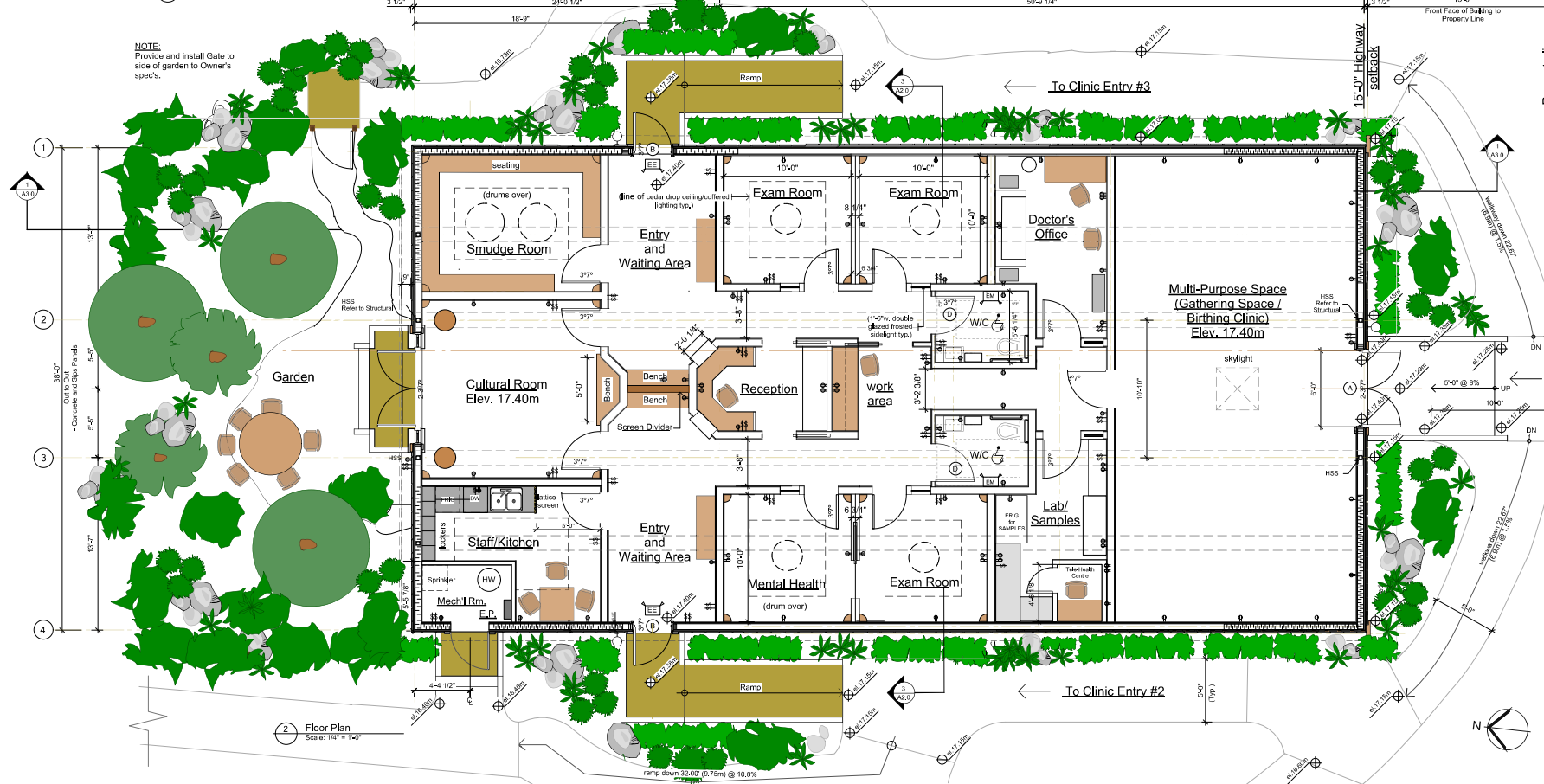
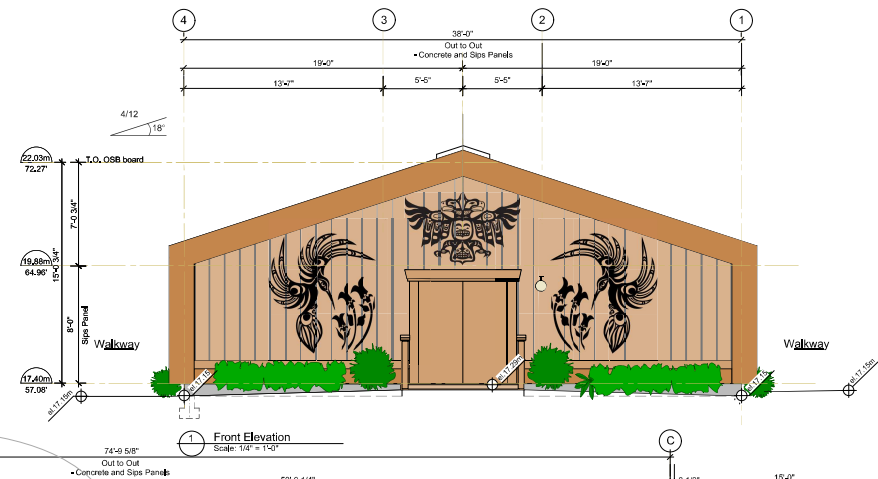
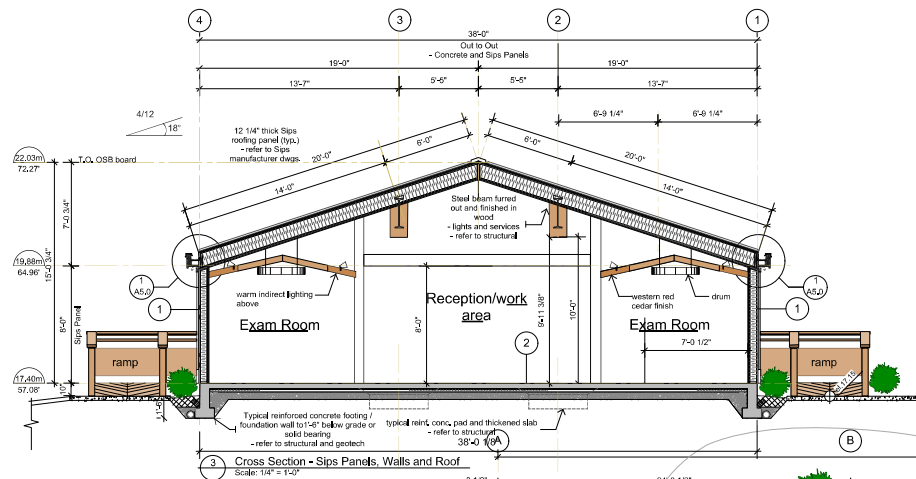
CIVIC ADDRESS

5544 Sunshine Coast Hwy.
Sechelt BC V8N 3A0



Project No. | 2022-07
Date | Feb. 2023
Scale | as noted

A1.0



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Vancouver B.C., V6B 1E5 • 604-617-6875

**Lil'mitawt'w
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Sechelt British Columbia

Golden Eagle Rising Society

- Jan 17/24 - Submitted to the SCRD for a DP and to the Owner for review
- Jan 04/24 - Rev'd site configurations to Owner for comment prior to DP submittal
- Jan 03/24 - Site configurations to Owner for comment prior to DP submittal
- Dec 20/23 - Initial site configurations to Owner for comment
- Sep 15/23 - Additions / revisions including adjustments to doors, intersecting pocket door, take-health booth, building code updates, couch in doc office, Clinic name
- May 24/23 - Assist Client Notes and Architectural Specification to be updated
- Feb 18/23 - Revised kitchen/dining offices, hummingbirds, hummingbird corner half pillar, mirror and recessed to Spirit Works and vendors
- Feb 01/23 - Revised hummingbirds and flowerbed to Spirit Works
- Feb 01/23 - based to Spirit Works for Coastal Health Meeting

Notes:
DP Submittal



Project No. 2022-07
Date Feb. 2023
Scale as noted

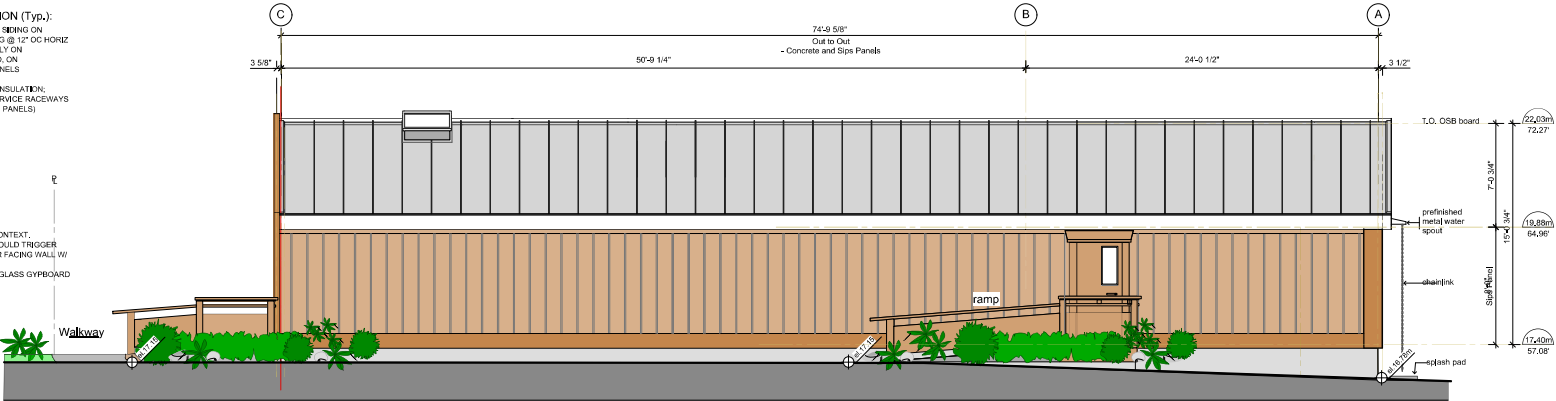
A2.0

CONSTRUCTION NOTES

- 1 EXTERIOR WALL CONSTRUCTION (TYP.):
- 1x12 T&G VERTICAL WESTERN RED CEDAR SIDING ON 3x12 VERTICAL EXT. PLYWOOD STRAPPING @ 12" OC HORIZ
 - 1x4 HORIZ. STRAPPING @ 12" OC VERTICALLY ON 2 LAYERS 30 MINUTE BLDG PAPER, LAPPED ON 6 1/2" PRE-MANUFACTURED RZSS SIPS PANELS BY INSULSPAN OR APPROVED EQUAL
 - 5/8" OSB BOARD EA. SIDE OF 5 1/2" RIGID INSULATION WOOD FRAMING EMBEDDED IN PANEL. SERVICE RACEWAYS PRE-LOCATED TO OWNERS SPECS WITHIN PANELS
 - 6 MIL VAPOUR BARRIER
 - 5/8" TYPE 'X' GYPSUM BOARD W/ 1x4 STRAPPING @ 16" OC
 - 3/4" CEDAR FINISH

NOTE:

PURCHASER/OWNER TO CONFIRM SITE CONTEXT. PROXIMITY TO SHARED PROPERTY LINE COULD TRIGGER REQUIREMENT FOR FIRE RATED EXTERIOR FACING WALL (W/ NON-COMBUSTIBLE CLADDING). PROVIDE/INSTALL TWO LAYERS OF DENSEGLASS GYPSUM BOARD PER MANUFACTURER'S INSTRUCTIONS



1 Side Elevation
Scale: 1/4" = 1'-0"

- 2 FLOOR CONSTRUCTION (TYP.): (BY OTHERS)
- FINISH FLOOR ON REINFORCED CONCRETE SLAB (by others) ON POLY MOISTURE BARRIER ON 2" RIGID INSULATION OR AS PER SBC2018, ASHRAE2020 OR AUTHORITY HAVING JURISDICTION
 - COMPACTED FILL TO SUIT OR AS PER OTHERS
 - NOTE: THE CURRENT SITE DEPTH OF GRAVEL AND LEVEL OF BEARING UNKNOWN. TO BE CONFIRMED ON SITE BY GC AND OTHERS
 - STRUCTURAL CONSULTANT PROVIDE AND INSTALL STRIP FOOTINGS AND PIER FOOTINGS TO SUIT UNDER SIPS AS REQUIRED, DIMENSIONS, REINFORCING AND CONCRETE SPEC'S PER PROFESSIONAL STRUCTURAL ENGINEER REGISTERED IN THE PROVINCE OF BC
 - PERIMETER DRAINS AS REQUIRED.

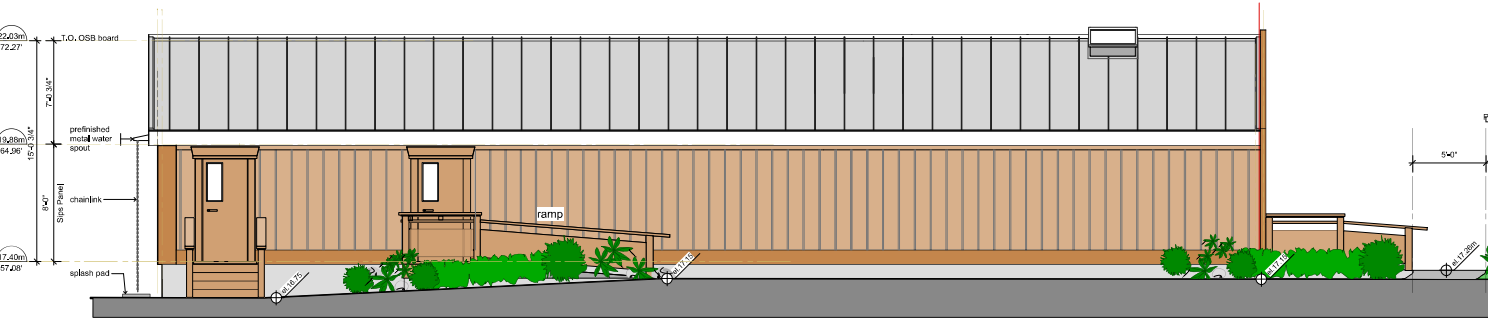
- 3 NEW ROOF ASSEMBLY CONSTRUCTION (TYP.):
- PREFINISHED STANDING SEAM METAL ROOFING ON 1x4 WOOD STRAPPING @ 24" O.C. VERTICALLY ON BUILDING PAPER ON 12x20" PRE-MANUFACTURED SIPS PANELS BY INSULSPAN OR APPROVED EQUAL
 - (7/16" OSB EACH SIDE OF 11 3/8" RIGID INSULATION) ON 64.96'
 - STEEL BEAMS PER STRUCTURAL
 - 6 MIL POLY VAPOUR BARRIER
 - 5/8" TYPE 'X' GYP BD
 - RESILIENT CHANNELS @ 16" O.C. CEDAR FINISH BY OWNER

- 4 NEW INTERIOR PARTITION WALL CONSTRUCTION (TYP.):
- 2x4 WOOD STUDS @ 16" O.C. W/ 5/8" TYPE 'X' GYP BD EACH SIDE
 - RESILIENT CHANNELS @ 16" O.C. VERTICALLY AND CEDAR FINISH BY OWNER
- NOTE: USE 2X6 WOOD STUDS AT WATER CLOSETS

Note 1:
The section drawings have shown the main floor slab level to be at 10' above the existing finish grade of the existing gravel.

Note 2:
All steps, landings, ramps and handrails are site specific and dependent on base grade and are to conform to BCRC2018 3.2.2.5, dimensions and locations to be confirmed on site by project manager, (NIC- by Others).

Note 3:
For mechanical heating and ventilation systems refer to mechanical consultant.



2 Side Elevation
Scale: 1/4" = 1'-0"

TOHMM COBBAN
Architect
201-309 West Cordova Street
Vancouver B.C., V6B 1E5 • 604-617-6875

Lil'mitawtxw
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Primary Care Clinic
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- May 24/23 - Assist General Notes and Architectural Specification to be reviewed
- Feb 18/23 - Revised kitchen/doctor offices/Hummingbirds
- Feb 08/23 - Hummingbirds corner hall/patient room and bathroom to Spirit Works and vendors
- Feb 01/23 - Revised Hummingbirds and Bathroom to Spirit Works
- Feb 01/23 - Revised to Spirit Works for Coastal Health Meeting

Notes:

DP Submittal

Project No. 2022-07
Date Feb. 2023
Scale as noted

A3.0

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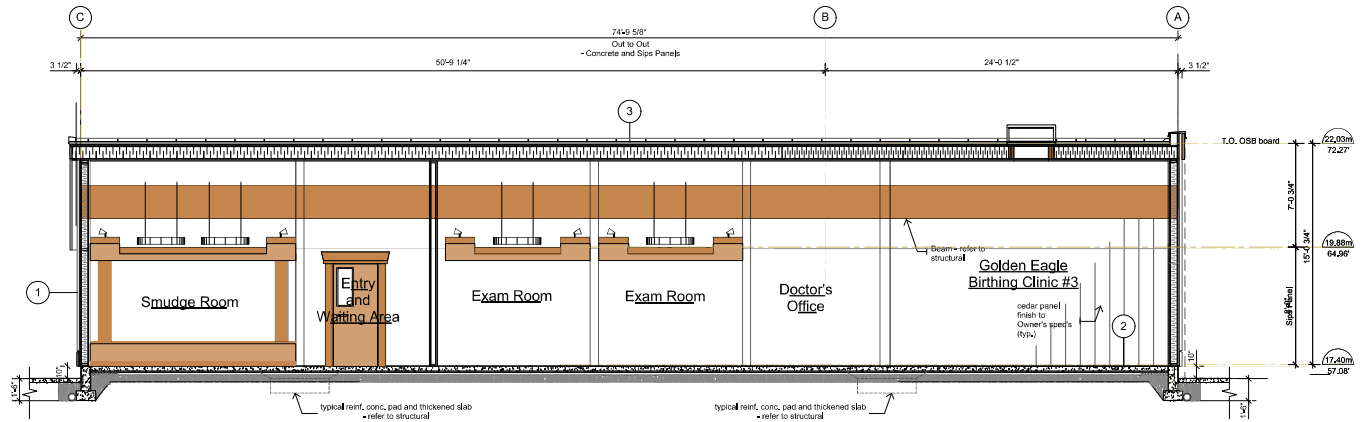
**TOHMM COBBAN
Architect**

201-309 West Cordova Street
Vancouver B.C., V6B 1E5 • 604-617-6875

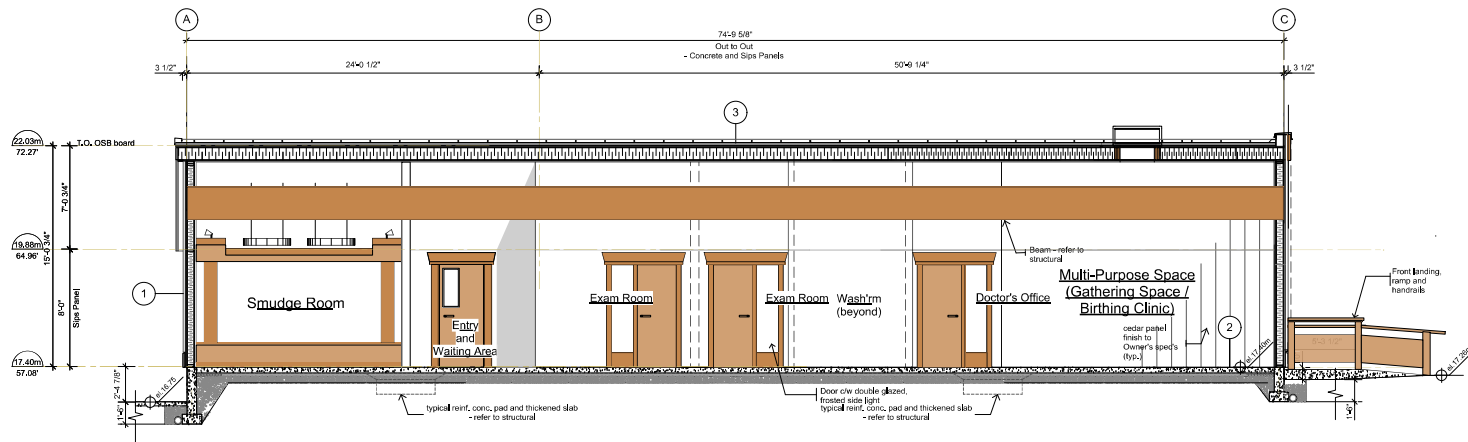
**Lil'mitawtxw
'House of Caring'
Indigenous Led
Primary Care Clinic**

Sechelt British Columbia

Golden Eagle Rising
Society



1 Longitudinal Section - Sips Panels, Walls and Roof
Scale: 1/4" = 1'-0"



2 Interior elevation - Exam Room Doors / Sidelights (typ.)
Scale: 1/4" = 1'-0"

- Jan 17/24 - Submitted to the SCRD for a DP and to the Owner for review
- Jan 04/24 - Rev'd site configurations to Owner for comment prior to DP submission
- Jan 03/24 - Site configurations to Owner for comment prior to DP submission
- Dec 20/23 - Initial site configurations to Owner for comment
- Sep 16/23 - Additions / revisions including sidewalks to doors, interconnecting pocket door, table-height booth, building code signage, couch in doc office, clinic name
- May 24/23 - Add'd General Notes and Architectural Specification to use. To be updated.
- Feb 16/23 - Revised kitchen/dockers offices, hummingbirds, kitchen/dockers office wall panels within and beyond to Spirit Works and vendors
- Feb 08/23 - Revised hummingbirds and flowboard to Spirit Works
- Feb 01/23 - Based to Spirit Works for Coastal Health Meeting

Notes:

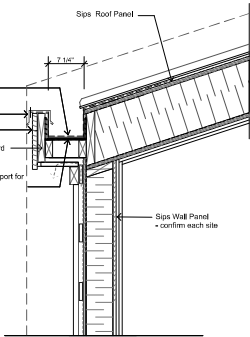
DP Submittal



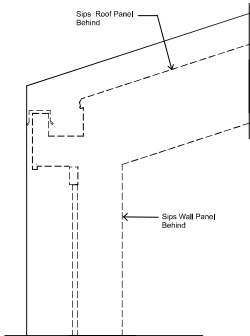
Project No. 2022-07
Date Feb. 2023
Scale as noted

A3.1





3 Concealed Gutter
Scale: 1" = 1'-0"



4 Front Gable Wall w/ Side Wall Behind
Scale: 1" = 1'-0"

GENERAL PROJECT NOTES

1. Work Included

All work shown in these drawings shall be included unless shown as "Not in Contract" (N.I.C.). In the event of conflict within these drawings, details take precedence over general arrangement drawings, and specifications and/or written notes take precedence over all drawings.

2. Code Conformance

All architectural, structural, mechanical and electrical work to be in strict conformance with the current edition of the BC Building Bylaw (BCBC) 2018, and all other applicable bylaws and regulations of Authorities Having Jurisdiction in the place of the project.

3. Verification of Existing Conditions

General Contractor to verify all grades, lines, levels, dimensions, clearances, size of manufactured components, and existing service sizes and locations before work begins, and shall notify the Architect of discrepancies discovered. Start of work shall signify contractor's acceptance of the information shown in the contract documents. Contractor shall not scale drawings for dimensions.

4. Instructions and Change Orders

All project instructions, change orders, and claims shall be submitted to the Architect for review and processing. Only items so reviewed and signed, when required, by both parties to contract for construction shall be in force and effect.

5. Owner as Contractor

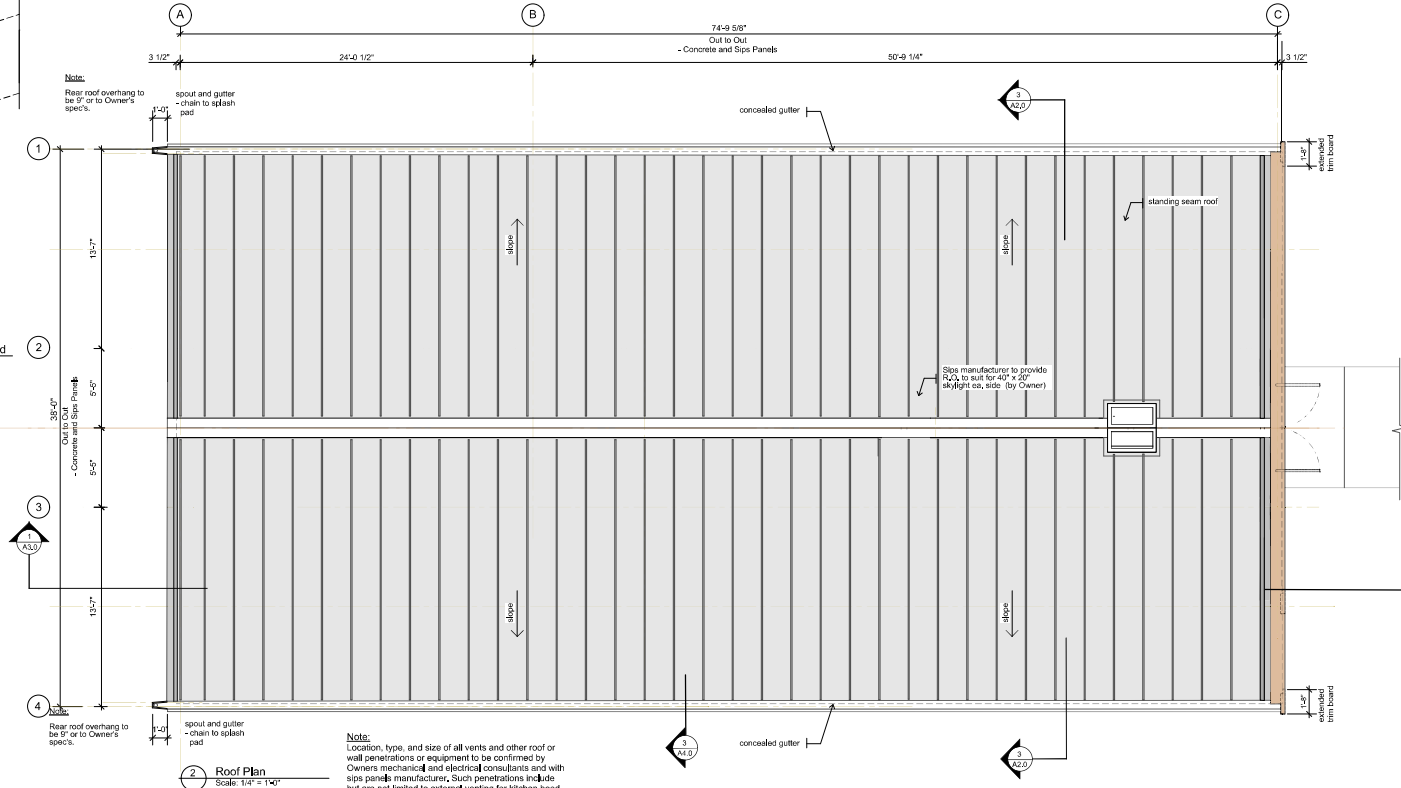
If owner acts as General Contractor, the design consultants assume no responsibility for consequences of failure by owner/contractor to build in strict conformance with the approved contract documents: use of them signifies owner's agreement and obligation for conformance.

6. Latest Revision Governs

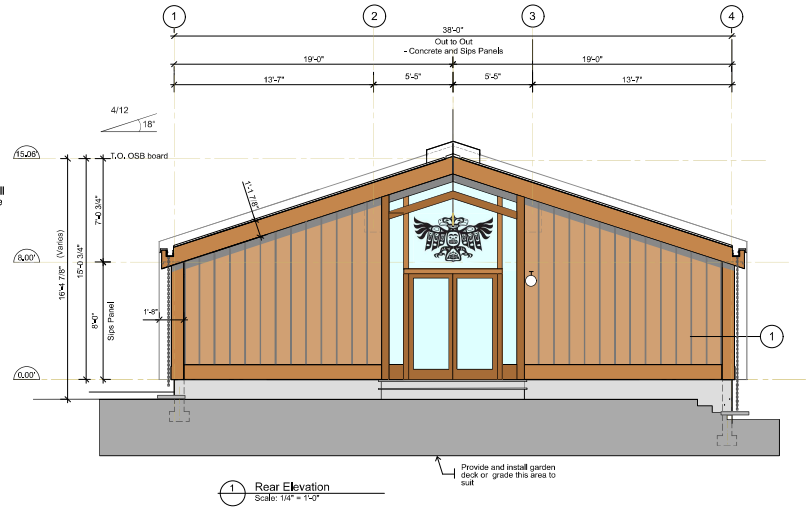
The contractor shall ensure that only the latest revision of the approved contract documents is used for building. On receipt of revised drawings, contractor shall remove from the jobsite all copies of previous versions of the drawings. Contractor shall be solely responsible for any extra costs resulting from the use of obsolete versions of contract documents.

7. Licence for Use

The contract documents are an instrument of service and remain at all times the property of the Architect. The Client / Architect agreement forms a licence for their use on the specific project for which they have been prepared. They may not be reproduced or used for other purposes except by written agreement between the client and the Architect.



2 Roof Plan
Scale: 1/4" = 1'-0"



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Tolern Cobban Architect is responsible for the architectural information only on these drawings; all structural information is to be as per a Professional Structural Engineer registered in the Province of British Columbia.

TOHMM COBBAN
Architect

201-309 West Cordova Street
Vancouver, B.C., V6B 1E5 • 604-817-6875

Lil'mitawt'w
'House of Caring'
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- Sep 15 '23 - Additions / revisions including setbacks to doors, interconnecting pocket door, tele-health booth, building code updates, couch in doc office, clinic name
- May 24 '23 - Adopt General Notes and Architectural Specification to use. To be updated.
- Feb 18 '23 - Revised kitchen/doors offices/Hummingbirds to Saint Works and vendors
- Feb 08 '23 - Revised Hummingbirds and flowchart to Saint Works
- Feb 01 '23 - Based to Saint Works for Coastal Health Meeting

Notes:

DP Submittal



Project No. 2022-07
Date Feb. 2023
Scale as noted

A4.0



**SUNSHINE COAST REGIONAL DISTRICT
DEVELOPMENT VARIANCE PERMIT
DVP00098**

TO: VANCOUVER COASTAL HEALTH AUTHORITY

ADDRESS: 200 520 WEST 6TH AVENUE
VANCOUVER, BC
V5Z 4H5

This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Sunshine Coast Regional District applicable thereto, except those specifically varied or supplemented by this Permit.

This Development Variance Permit applies to those lands within the Sunshine Coast Regional District described below (hereinafter called 'the Lands'):

Legal Description: LOT A GROUP 1 NEW WESTMINSTER DISTRICT OF
SECHelt INDIAN RESERVE NO 2 PLAN EPP4330

P.I.D.: 028-052-579

Civic Description: 5544 Sunshine Coast Highway

The Lands described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.

This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act* for the purpose of constructing a Primary Care Clinic on those lands described herein, and Sunshine Coast Regional District (Electoral Area B) Zoning Bylaw No. 722 is specifically varied as follows:

- a) To increase the maximum allowable parcel coverage to 19%;
- b) To reduce the minimum setback from a parcel line adjacent to a highway to 4.5m;
- c) To reduce the required off-street parking and loading spaces to zero for the proposed 'House of Caring' Primary Care Clinic.

This Development Variance Permit is not a Building Permit. No construction shall commence without prior written consent of the Building Inspector.

If the Permittee does not commence the development permitted by this Permit within two (2) years of the date of this permit, this Development Variance Permit shall lapse.

This Development Variance Permit is issued subject to compliance with the following terms and conditions:

GENERAL CONDITIONS:

- (1) The proposed development must substantially adhere to the design specified in the drawings prepared by Tohmm Cobban, Architect, attached to and forming part of this permit as Appendix A and dated January 18, 2024.

Except as specifically provided above, this Development Variance Permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation of responsible authorities, which may apply to the land.

AUTHORIZING RESOLUTION NO. ### PASSED BY THE SUNSHINE COAST REGIONAL DISTRICT BOARD THE ##TH DAY OF MONTH, YEAR.

ISSUED THIS ##TH DAY OF MONTH, YEAR.

Ms. Sherry Reid
Corporate Officer
SUNSHINE COAST REGIONAL DISTRICT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – March 21, 2024

AUTHOR: Devin Rajala, Planning Technician II

SUBJECT: Development Variance Permit DVP00097 (3424 McNair Forest Service Road)
- Electoral Area F

RECOMMENDATION

- (1) **THAT the report titled Development Variance Permit DVP00097 (3424 McNair Forest Service Road) - Electoral Area F be received;**
 - (2) **AND THAT Development Variance Permit DVP00097 (3424 McNair Forest Service Road) be issued to vary Zoning Bylaw No. 722 as follows:**
 - (a) **Section 5.11.1 to increase the maximum height of all buildings and structures from 11 metres to 14.5 metres, to permit the construction of a chipper and debarker as an addition to the existing mill operation.**
-

BACKGROUND

The SCRD has received a development variance permit application for 3424 McNair Forest Service Road in Electoral Area F. The intent of the application is to increase the maximum height of a building or structure from 11 m to 14.5 m to allow the construction of a debarker building (14.34 m high) and chipper building (13.35 m high). The structures are required for a proposed whole-log chipping operation to be operated auxiliary to the Howe Sound Pulp and Paper facility.

The purpose of this report is to present this application to the Electoral Area Services Committee for consideration and decision.

DISCUSSION

Analysis

Zoning Bylaw No. 722 contains the following regulation:

5.11.1 Except as otherwise provided in the Bylaw, the height of all buildings and structures shall not exceed 11 m;

The proposed equipment is considered a building or structure and therefore exceeds the maximum allowable height. A variance to the regulation is required prior to construction.

The proposed development plans are included in Attachment A.

Table 1 – Application Summary

Applicant:	Mark Dobbs, P. Eng, Paper Excellence
Legal Description:	LOT A DISTRICT LOTS 1482 AND 7748 PLAN LMP12808
PID:	018-502-539
Electoral Area:	Area F
Civic Address:	3424 McNair Forest Service Road
Property Size:	4.78 ha
Zoning:	I11 (Industrial Eleven)
OCP Land Use:	Comprehensive Industrial
Proposed Use:	To vary the maximum permitted height to allow for the construction of two structures (debarker and chipper buildings)



Figure 1 - Location Map

Consultation

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

Referral Agency	Comments
Squamish Nation	The Squamish Nation has no comment on the Development Variance Permit application.

Howe Sound Pulp & Paper Fire Department (Paper Excellence)	The applicant has confirmed that Howe Sound Pulp and Paper (also owned by Paper Excellence) has extended the boundary of their fire protection area to include the Bayview Fibre Site. They have an experienced firefighting team on their site and a full-size fire truck. There is also a small fire truck on the Bayview (subject) site and a well that can produce 500 gpm. The site will also have a 150,000 gallon fire water pond and fire loop.
Neighbouring Property Owners/Occupiers	Notifications were mailed on February 20, 2024, to owners and occupiers of properties within a 100 m radius of the subject property. Comments received prior to the report review deadline are attached for EAS consideration.

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. Comments received prior to the report review deadline are attached. Those who consider their interests affected may also attend the Committee of the Whole meeting and speak at the call of the Chair.

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

Applicant's Rationale & Planning Analysis

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;
2. The variance should not negatively affect adjacent or nearby properties or public lands;
3. The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;
4. The proposed variance represents the best solution for the proposed development after all other options have been considered; and
5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property.

The applicant's response to these criteria and staff analysis related to the proposal are below.

Applicant Rationale

- Hillside Industrial Park is developed as an industrial park to provide an area for "high-value added forest products manufacturing". Bayview Fibre is proposing the construction of a whole log chipping facility to provide wood chips to Howe Sound Pulp and Paper.
- The chipping facility is being built on the same property as an existing log sort operation and the use is similar to adjacent property uses.

- Bayview Fibre is proposing the installation of a whole log chipper that requires a significant opening below the chipper to allow the free flow of the chips and does not create blockages of the chute.
- The chipping line is being built in an industrial area that is already being used for a log sort operation. All plans have been reviewed by environmental engineers and found to be compliant with BC regulations.

Staff Comment

Staff provide the following comments on the proposed variances and applicant's rationale:

- Having reviewed comparable local governments and Regional Districts in BC, maximum height allowances for similar industrial zones are 15.0m or more.
- There is existing equipment on the property (scow load-out conveyor) which has an approximate height of 22m that is much taller than the height variance being proposed.
- An adjacent property has decommissioned gravel silos (14.9m high) near the common property line with the subject parcel (may be legally non-conforming but this has not been assessed).

Staff are supportive of the requested variance as it enables the construction of a whole log chipping facility that is a permitted use under Industrial Eleven (I11 zoning). The two proposed industrial structures are required to be built to specific sizes in order to function effectively (e.g. avoid blockages in the chipper chute). The proposed design is a solution to meet the functional needs of the facility. The proposed development also meets the policies and vision of the Comprehensive Industrial land use designation for present and future industrial development in the Hillside/Port Mellon Official Community Plan.

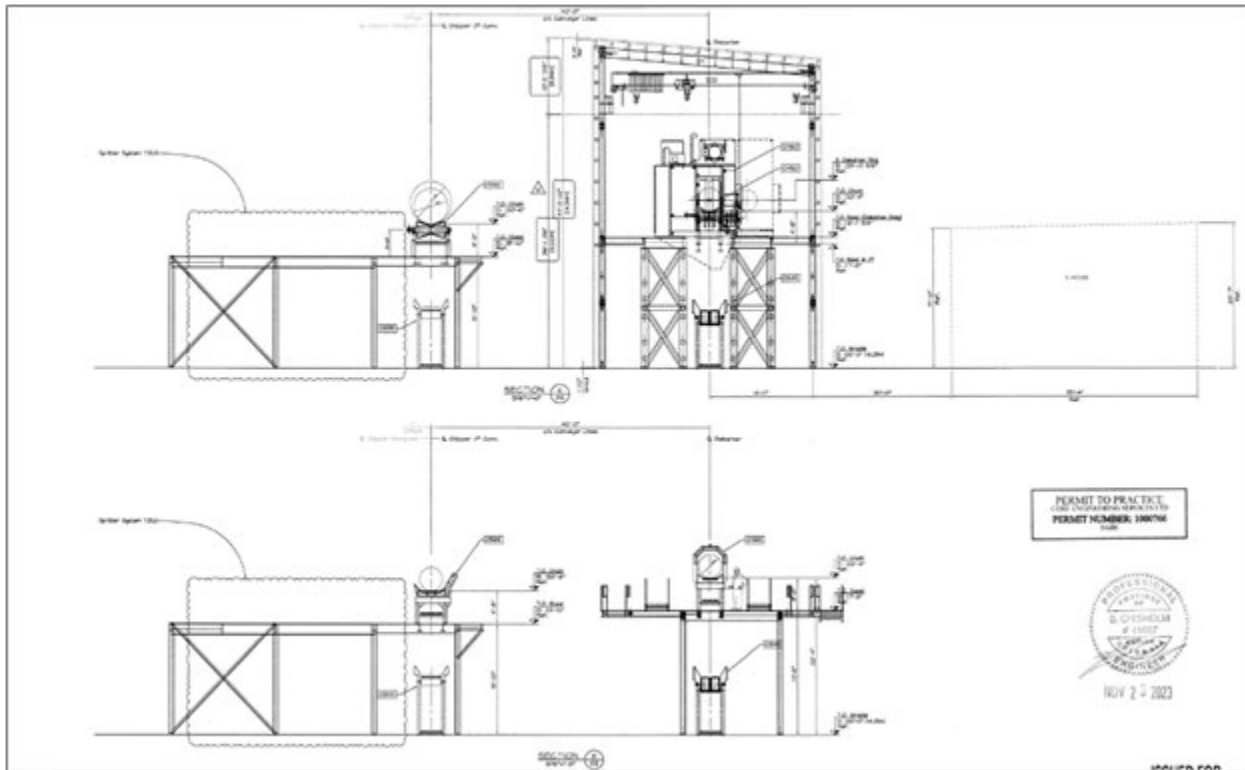


Figure 3: Proposed Structures subject to Variance

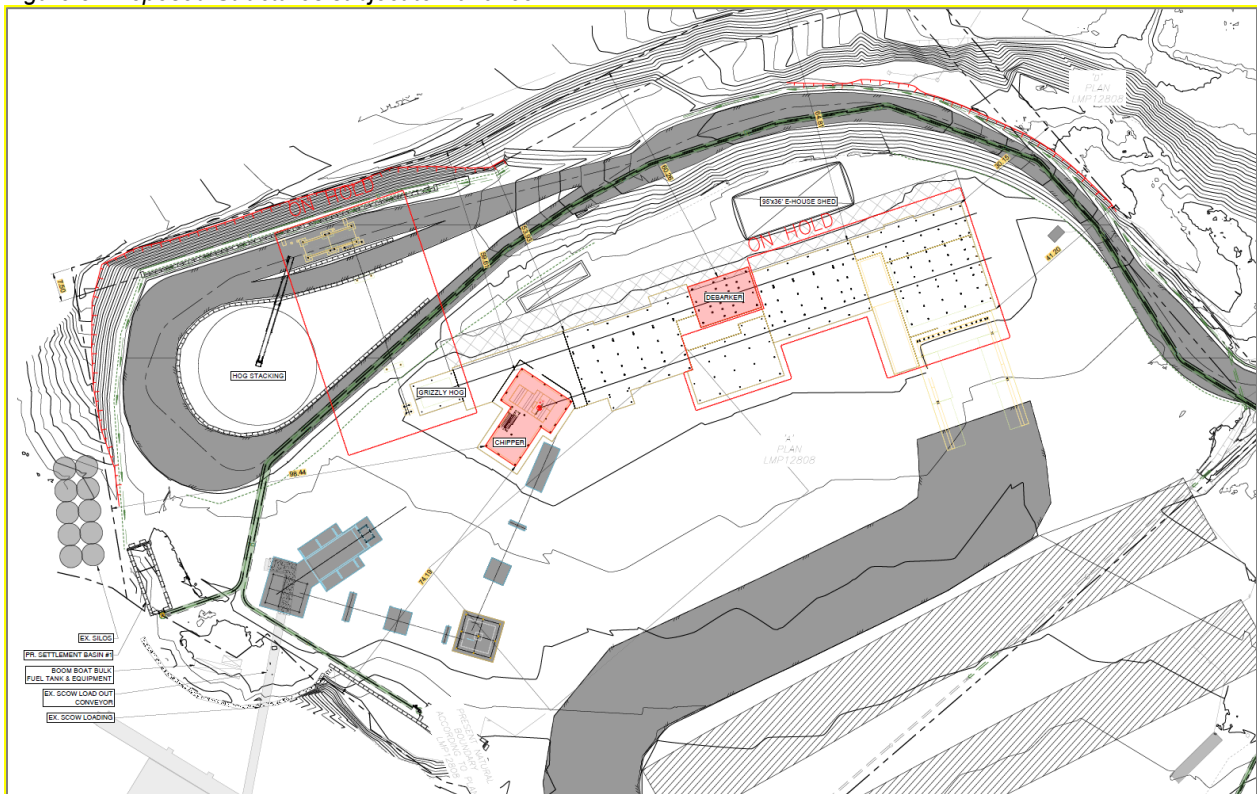


Figure 4: Site Plan (Location of proposed structures on lot)

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit (staff recommendation)

This would permit the proposed construction of the debarker and chipper on the property to proceed.

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 EAS. Further notification is not required with this option.

Option 3: Deny the permit

The zoning bylaw regulation would continue to apply, and the construction of the structures would not be permitted as proposed.

STRATEGIC PLAN AND RELATED POLICIES

The proposed variance was reviewed and evaluated for conformance with the SCRD Board policy 13-6410-6 (Development Variance Permits) criteria.

CONCLUSION

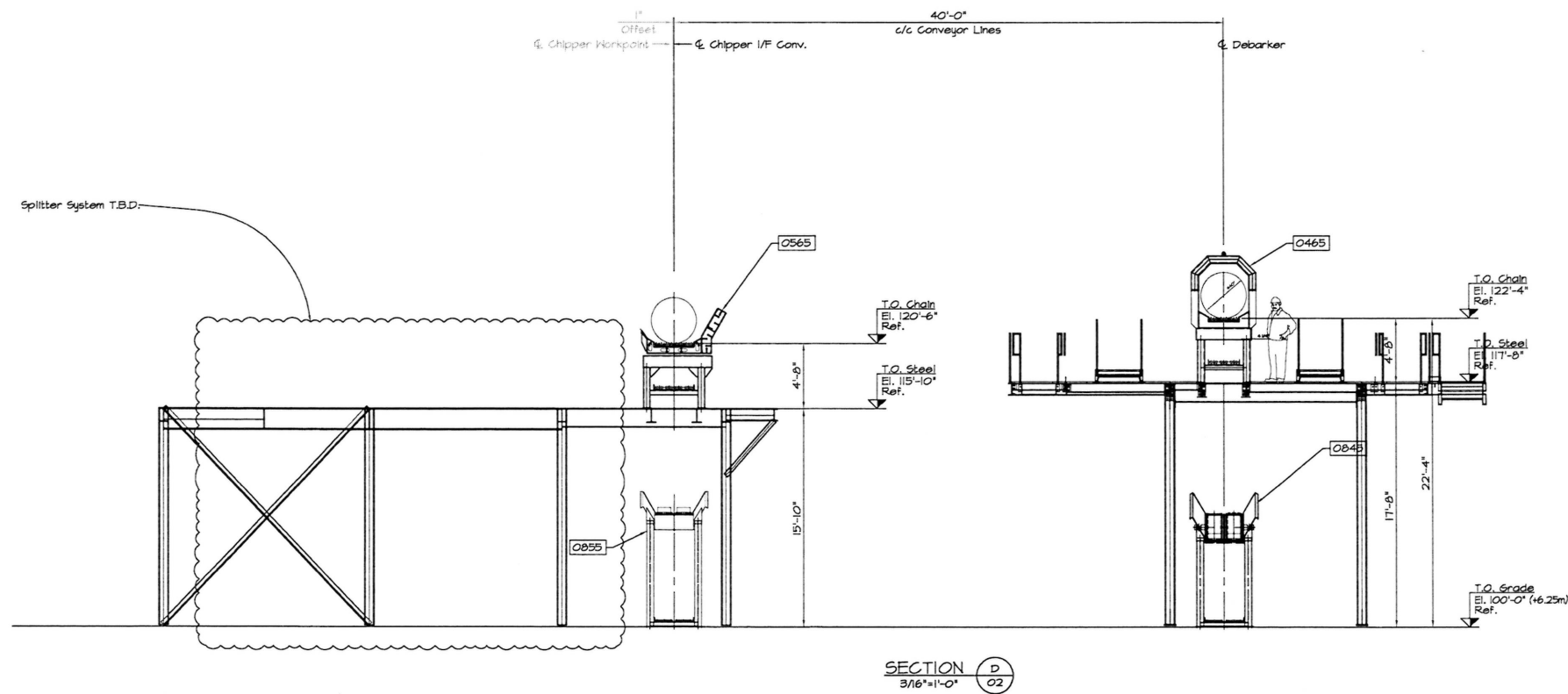
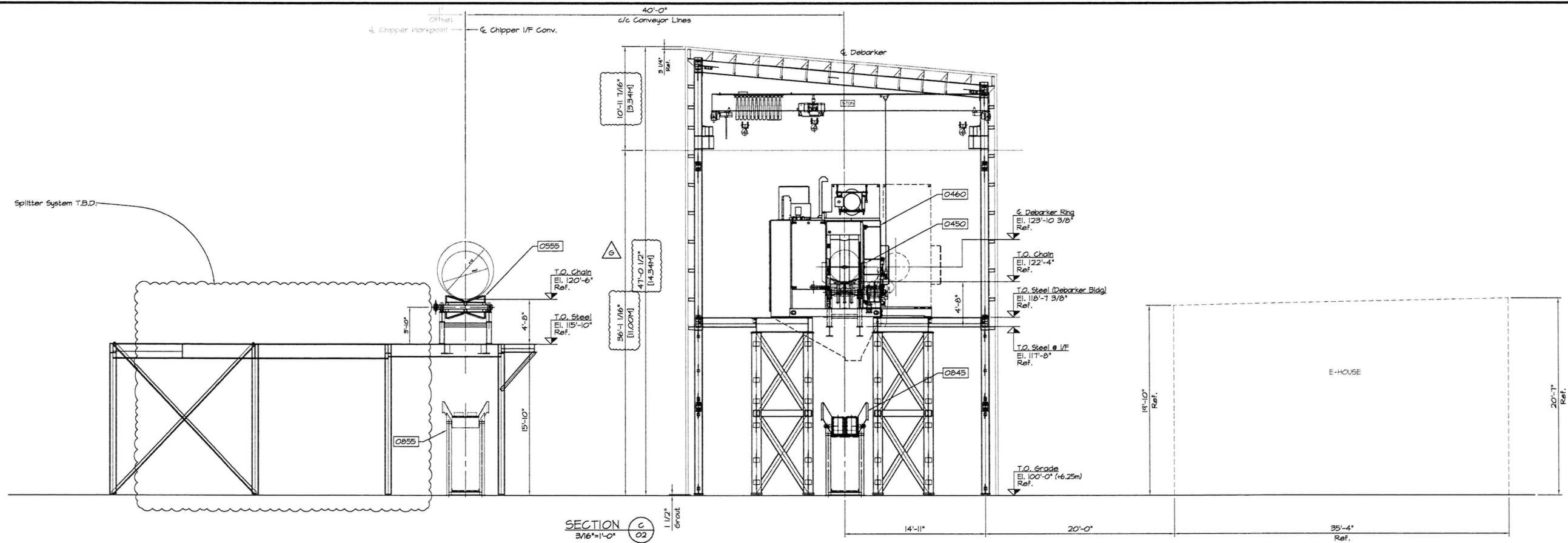
The proposed development variance permit would facilitate the construction of a whole log chipping facility that is a permitted use under Industrial Eleven (I11 zoning). Given the industrial use and the presence of existing structures that exceed 11 metres in height on the subject and neighbouring properties, staff support the proposed variance. Accordingly, staff recommend issuing the development variance permit. If approved, the applicant would be able to proceed to the building permit stage.

ATTACHMENTS

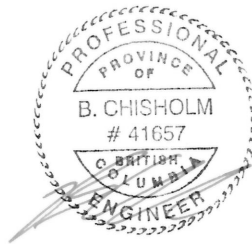
Attachment A –Variance Plan

Attachment B – Comments Received

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Assistant Manager	X – K. Jones



PERMIT TO PRACTICE
CORE ENGINEERING SERVICES LTD
PERMIT NUMBER: 1000766
EGBC



NOV 23 2023

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INFORMATION ONLY

REV	BY	CHK	D	M	Y	DESCRIPTION
A	BCh	-	18	01	23	PRELIMINARY ISSUED FOR INFORMATION
B	WF	-	10	03	23	ISSUED FOR INFORMATION GENERAL REVISION
C	BCh	-	30	03	23	ISSUED FOR INFORMATION GENERAL REVISION
D	BCh	-	21	07	23	ISSUED FOR INFORMATION GENERAL REVISION

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**PAPER
EXCELLENCE**

PAPER EXCELLENCE – BAYVIEW FIBRE	
NEW CHIPPING FACILITY	
WHOLE LOG INFEED	
GENERAL SECTIONS	

OWN.	WF	DATE	D	M	Y
DSN.	-	CHK.	-	APPD.	-
219-2022-01		REV			
106-06		G			

DVP00097 (3424 McNair Forest Service Road): Neighbour Comments

1) Amix Real Estate Holdings Ltd. owns the property immediately to the south of 3424 McNair Forest Services Road at 3318 McNair Forest Services Road.

We have received, read, and understood the SCRD's statutory notice of the proposed development variance permit DVP00097.

We write in support of DVP00097, increasing the maximum height of buildings and structures to 14.5 metres, to permit the construction of a chipper and debarker as an addition to the existing mill operation.

Please let us know if you have any questions and thank you for your consideration.

Yours truly,

Amix Real Estate Holdings Ltd.

Willie Jackson, CEO

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Areas Services Committee – March 21, 2024

AUTHOR: Jessica Huntington – Manager, Parks Services

SUBJECT: SCRD Partnership Agreement Renewal with the Sunshine Coast Disc Golf Association

RECOMMENDATION(S)

- (1) THAT the report titled SCRD Partnership Agreement Renewal with the Sunshine Coast Disc Golf Association be received for information;**
 - (2) AND THAT the delegated authorities be authorized to renew the SCRD/Sunshine Coast Disc Golf Association Partnership Agreement for a three-year term (with the option to renew for 2 additional years);**
 - (3) AND FURTHER THAT the SCRD Board provide ‘support in principle’ for the SCDGA to begin planning for a 9-hole expansion of the disc golf course in Shirley Macey Park.**
-

BACKGROUND

Shirley Macey Park is a 34-acre Sunshine Coast Regional District Park located in West Howe Sound (Electoral Area F). The site includes sports fields, off-leash dog area, wheelchair accessible playground with seasonal spray park, community hall, washroom facilities and a disc golf course situated within the forested area.

In 2003, the SCRD entered into an agreement with BC Disc Sports Society to develop and maintain a 9-hole disc golf course at Shirley Macey Park. The society subsequently was not active for many years, and the course was then maintained on an ad-hoc basis by the Parks operations team, local disc golf players and volunteers.

The Sunshine Coast Disc Golf Association (SCDGA) formed in 2019 with a membership of 8 people for the purpose of building, maintaining, and advocating for disc golf courses on the Sunshine Coast. The group provided informal maintenance and stewardship of the Shirley Macey Disc Golf course until they entered a formal Memorandum of Understanding with the SCRD in 2019. The SCDGA has grown to over 200 members and is a registered non-profit society with a mandate to grow the sport of disc golf on the Sunshine Coast. They are active in public outreach, have established a weekly public league, tournament series, and advocate for the construction of new public courses.

DISCUSSION

SCRD Parks engages with community organizations who are committed to helping with stewardship and improvements of SCRD parks, trails, facilities, and other initiatives outside of parks service levels and operational budgets. Relationships such as these can improve the services offered, provide community value, and help engage the community in our parks in meaningful ways. Also, engaging local volunteers in parks can provide a more frequent set of eyes and ears in the area, helping to identify and respond to issues more quickly as they arise.

The SCRD & SCDGA working relationship has been open, collaborative, and resilient enough to navigate thorough challenges exacerbated by exponential growth of the sport of disc golf and staff vacancies within Parks Services. SCDGA has been working diligently within the constraints of their budgets to complete an environmental assessment of the disc golf course and engage a professional disc golf course consultant to make recommendations on the realignment of the existing disc golf course to improve sightlines, safety, and generally elevate the course to improved standards recommended by the Professional Disc Golf Association.

Options and Analysis

The main responsibilities the SCRD assumes entering into a Partnership Agreement (PA) are routine site visits and inspections to ensure the terms of the PA and annual operating plans are being met. Staff also support and assess projects or initiatives proposed by the partner community group to ensure viability and safe, sustainable natural land base management practices.

After engagement with SCDGA and a review of relevant background information, staff have prepared two options for consideration:

Option A: Staff recommended option

Renewal of a Partnership Agreement (PA) with SCDGA for the continued stewardship and maintenance of a 9 hole disc golf course located at Shirley Macey Park.

The SCRD & SCDGA agreement would outline the roles and responsibilities of the SCDGA for the ongoing stewardship and maintenance of the Shirley Macey disc golf course including the submission of annual operating plans for review and approval by SCRD Parks. This approach is like partnership agreements with community organizations for other SCRD park sites, such as Welcome Woods Wilderness Park and Wood Bay Heights Park. The disc golf course would remain open to the public.

Option B:

Do not renew an SCRD/SCDGA Partnership Agreement:

With this option, there could be several outcomes. Staff could return to the Board at a future date with a budget proposal for SCRD Parks to assume ongoing operations as an established service level does not currently exist, or staff could seek partnership opportunities with other organizations, or removal of all disc golf infrastructure and decommissioning related trails, allowing the area to return to a natural state and disc golf no longer be available to the public at Shirley Macey Park could be an outcome of not renewing a PA.

Consideration for future expansion to 18-hole Course:

Given the growth in membership and interest in the sport, the SCDGA is advocating for expansion of the existing 9 hole disc golf course to an 18 hole course that would increase the disc golf course footprint within Shirley Macey Park (SCRD owned land). This would allow locals and visitors to enjoy a full-size disc golf course as well as facilitate tournament play. It would also bring the course closer in alignment with the Professional Disc Golf Association standards. Additionally, increased course size and improved standards could strengthen development opportunities for youth players.

The SCDGA is requesting that the SCRD Board support in principle the planning for a 9 hole expansion to the current disc golf course. This support in principle would provide the SCDGA with the assurance that their initial commitment of human and financial resources for development of an expansion plan would be justifiable.

Parks staff would be involved in supporting the SCDGA in their development of a fully scoped project plan that would include a conceptual design and cost estimate. At that point, staff would also work with the SCDGA to identify and outline expectations regarding roles and responsibilities for construction, maintenance, related costs, and asset retirement obligations as well as timing. This information would be brought to the Board at a future date for their consideration.

Organizational and Intergovernmental Implications

Continuation of community partnership agreements is work already embedded into the Parks Service Plans and support is provided by the Parks Planning and Community Development Coordinator staff. Service levels involve liaising with partner organizations, providing guidance in the development, review, and approval of annual workplans, ongoing discussions related to resourcing, and support for projects and other as needed priorities.

Not renewing the SCDGA PA could result in reputational damage for SCRD Parks, difficulties engaging community groups in the future, as well as negative feedback from Sunshine Coast locals and visitors who utilize and appreciate this outdoor recreational opportunity in Shirley Macey Park.

Financial Implications

There are no financial implications related to the renewal of the partnership agreement.

Any proposed future expansion of the disc golf course within Shirley Macey Park that could require additional resource requests of the SCRD would come forward to the Board for their consideration once the planning is completed.

Timeline for next steps or estimated completion date

Following Board direction, the delegated authorities will renew the SCRD & SCDGA Partnership Agreement for Shirley Macey Disc Golf Course Stewardship and Maintenance.

If supported, the SCDGA will also take steps to begin the planning for an additional 9-holes.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD Parks and Recreation Master Plan recognizes the importance of building and facilitating strong working relationships with volunteer groups who provide organized recreation services, and the facilitation of communication between partner volunteer groups and the SCRD.

CONCLUSION

SCRD has held a Partnership Agreement with the Sunshine Coast Disc Golf Association for the maintenance and stewardship of the Shirley Macey Disc Golf course since 2019. Staff recommend Option A, renewal of a Partnership Agreement with SCDGA for the continued stewardship and maintenance of the existing 9 hole disc golf course located at Shirley Macey

Park. This agreement ensures continued stewardship, maintenance and preservation of this well-loved disc golf course for locals and visitors to the Sunshine Coast.

Further, support in principle of a course expansion can enable the SCDGA to take steps towards planning for another 9 holes.

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

SUNSHINE COAST REGIONAL DISTRICT

ROBERTS CREEK (AREA D)
ADVISORY PLANNING COMMISSION

February 19, 2024

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD AT ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, BC

PRESENT:	Vice Chair	Meghan Hennessy
	Members	Caroline Tarneaud Francesca Hollander Chris Glew Erik Mjanes
	Electoral Area D Director	Kelly Backs (Non-Voting Board Liaison)
ALSO PRESENT:	Recording Secretary Applicant Property Owners	Vicki Dobbyn Angela Letman Kathleen Wagler Paul Wagler
	SCRD Planning Staff	Sven Koberwitz
REGRETS:		Lesley-Anne Staats Mike Allegretti Robert Hogg
ABSENT:		Chris Richmond James Budd

CALL TO ORDER 7:07 p.m.

ELECTION OF CHAIR AND VICE CHAIR

Mike Allegretti was acclaimed as Chair. Meghan Hennessey was acclaimed as Vice Chair.

AGENDA The agenda was adopted as presented.

DELEGATIONS The applicant, Angela Letman, and property owners Kathleen and Paul Wagler.

MINUTES

The Roberts Creek (Area D) APC Minutes of September 18, 2023 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 27, 2023
- Halfmoon Bay (Area B) APC Minutes of September 26, 2023
- Elphinstone (Area E) APC Minutes of September 26, 2023
- West Howe Sound (Area F) APC Minutes of September 26, 2023

BUSINESS ARISING FROM THE MINUTES AND NEW BUSINESS

Regarding the recommendation in the September 18, 2023 minutes to support the staff recommendation that the SCRD respond to BCTS with objection to logging specific blocks, Director Back gave the update that the SCRD did send a letter last week with copy to Minister. The letter asked for BCTS to halt the sale of the block and designate it as protected old growth forest. The Director was referred to Tim Allen on this issue. It was acknowledged that as community members we should continue to be active in communication, correspondence and petitions with this concern.

REPORTS

Roberts Creek Official Community Plan (OCP) Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8

Key Points of Discussion:

- The applicant Angela Letman reported on the process to date that has included a public information meeting, consulting with neighbours, and environmental studies. Due to proximity to Malcolm Creek an environmental border has been established. Ms. Letman presented a map as reference for the application.
- The history of the lot was reviewed with the explanation that it was originally two lots, but was consolidated to accommodate a level site on which to build a one level accessible home for the property owners. It is now proposed to subdivide it with a border different from the original one, to establish separate properties for the original dwelling and the recently built accessible dwelling.
- Some of the neighbours' feedback was concern about precedent setting. There is actually no precedent consideration in local government decisions, however, there is a possibility it could encourage other people to apply for subdivision. Another concern was about development but there is no additional development planned.
- It was acknowledged that this a unique situation as the lot was originally subdivided.

Recommendation No. 1 *Roberts Creek Official Community Plan (OCP) Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8*

The Area D APC recommended that the application as presented be supported recognizing it should not be precedent setting due to the unique situation of reestablishing two lots, and recognizing as well as the specific intent to sell the home to the existing tenants.

Recommendation No. 2 *Roberts Creek Official Community Plan (OCP) Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8*

The Area D APC recommended that an additional public information meeting is not necessary for this application.

DIRECTORS REPORT

No Director's Report was received.

NEXT MEETING

Monday, March 18, 2014, 7:00 pm, at Roberts Creek Library

Meetings will be on the third Monday of the month at 7:00 pm, except for May when this falls on Victoria Day. In May, the meeting will be held on the fourth Monday, May 27.

ADJOURNMENT 8:30 p.m.

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