



City of PARKSVILLE

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REVISED COMMITTEE OF THE WHOLE AGENDA

MONDAY, JULY 28, 2008 – 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the July 14, 2008 minutes of the Committee of the Whole meeting – Pages 1 to 4

2. PUBLIC PRESENTATIONS

3. CORRESPONDENCE

4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

5. STAFF PRESENTATIONS

- a) Director of Finance – 2008 Quarterly Budget Update (verbal)
For April, May & June 2008
- b) Director of Administrative Services – Quarterly Report (verbal)
For July, August and September 2008
- c) Planner – Recommendation to Rescind the Current Advisory Design Panel Bylaw to be Replaced with an Updated Terms of Reference – Pages 5 to 9
The current Advisory Design Panel Bylaw No. 1419 should be rescinded in favour of a formalized Terms of Reference document to facilitate recent changes to the Panel composition.

***Recommendation: THAT the report from the Planner dated July 8, 2008 for Council's consideration of a recommendation to rescind the current Advisory Design Panel Bylaw to be replaced with an updated Terms of Reference;
AND THAT Council adopt a formal Terms of Reference for the Advisory Design Panel.***

d) Planner – Application for a Development Permit [500 Corfield Street] – Pages 10 to 36

The City has received a development permit application from Corfield Glade Developments Ltd. for the above noted property to allow the construction of 58 townhouse units, 2 indoor recreation units and overall site improvements. The subject property is located within Development Permit Area No. 17 – Comprehensive Development – Corfield Glades. The development permit designation is under the Form and Character, Protection of the Natural Environment, Protection of Development from Hazardous Conditions categories.

Recommendation: THAT the report from the Planner dated July 16, 2008 for the issuance of a Development Permit at 500 Corfield Street be received;

AND THAT a development permit be issued to Corfield Glades Development Limited, Inc. No. BC0817974 to permit 58 townhouse units, 2 indoor recreation units and overall site improvements on Lot 30, Block 1438, Nanoose District, Plan VIP66125 and Lot 31, Block 1438, Nanoose District, Plan VIP66125 (500 Corfield Street);

AND THAT where the Qualified Environmental Professional's (QEP) report dated April 10, 2008, as prepared by Toth and Associates, describes an area designated as Streamside Protection and Enhancement Area (SPEA), that development activities within the SPEA shall be conducted in accordance with the QEP's assessment report;

AND THAT a landscaping bond in the amount of \$264,212.50 be received prior to the issuance of the permit;

AND FURTHER THAT proof of lot consolidation be received prior to the issuance of the permit.

e) Manager of Current Planning – Application for a Development Permit [352 Hirst Avenue] – Pages 37 to 63

The City has received a development permit application from Joel McDaniel of Carel Properties Ltd. for the above noted property to facilitate the construction of a 3 storey, 18-unit residential apartment building and associated landscaping. The property is located within Development Permit Area No. 4 – Multiple Family Area – Central, as designated within the Official Community Plan (OCP). The development permit designation is under the Form and Character category.

Recommendation: THAT the report from the Manager of Current Planning dated July 17, 2008 for the issuance of a Development Permit at 352 Hirst Avenue be received;

AND THAT a development permit be issued to Carel Properties Ltd., Inc. No. 0752485 to facilitate the overall site plan and construction of a 3 storey, 18 unit apartment building on Lot 5, District Lot 14, Nanoose District, Plan 5797 (352 Hirst Avenue) with the following variances:

- **Relaxation of the required number of off-street parking stalls from 1.5 stalls per dwelling unit (27 stalls) to 1 stall per dwelling unit (18 stalls);**
- **Relaxation of the front yard setback from 6.0 metres to 4.0 metres;**
and,
- **Relaxation of the outdoor recreation space requirement from 396 m² to 214 m².**

AND THAT an amendment to Development Permit No. 07-07 be issued to Carel Properties Ltd., Inc. No. 0752485 to facilitate the inclusion of

**additional landscape screening on Lot B, District Lot 14, Nanoose District, Plan 5797 (344 Hirst Avenue);
AND FURTHER THAT a landscaping bond in the amount of \$46,770.49 be received prior to the issuance of the permit.**

- f) Manager of Current Planning – Zoning Bylaw Text Amendment to Permit Miniature Golf Course Use in the Resort Area Tourist Accommodation RA-2A Zone – Pages 64 to 75

A review of the Resort Area Tourist Accommodation RA-2A zone has revealed that current wording does not permit miniature golf course use, a use that was intended to be included within the zoning designation.

**Recommendation: THAT the report from the Manager of Current Planning dated July 17, 2008, entitled "Zoning Bylaw Text Amendment to Permit Miniature Golf Course Use in the Resort Area Tourist Accommodation RA-2A Zone" be received;
AND THAT a zoning text amendment bylaw be drafted that adds miniature golf course as a permitted use to the Resort Area Tourist Accommodation RA-2A zone and that the bylaw be advanced for reading consideration.**

- g) Director of Community Planning – Information Regarding Zoning Amendment Bylaw for Carriage Houses – Pages 76 to 83

Staff has responded to Council's resolution to prepare a zoning amendment to accommodate carriage houses. This report provides information regarding the assumptions that were made to draft the Bylaw.

**Recommendation: THAT the report from the Director of Community Planning dated July 8, 2008 pertaining to information regarding a zoning amendment bylaw for carriage houses be received;
AND THAT the "Zoning and Development Amendment Bylaw, 2008, No. 2000.69" be advanced for reading consideration.**

LATE

- Director of Community Planning – Information Regarding Zoning Amendment Bylaw for Carriage Houses – ADDENDUM

Staff has responded to Council's resolution to prepare a zoning amendment to accommodate carriage houses. This amendment bylaw appears later on the agenda. This report provides some additional information on this topic.

Recommendation: THAT the addendum report from the Director of Community Planning dated July 28, 2008 pertaining to additional information regarding a zoning amendment bylaw for carriage houses be received.

- h) Director of Community Planning – Consideration of How to Amend All Existing Multiple Family Zoning Categories to Include a Requirement for Affordable Housing in all Future Developments – Pages 84 to 87

Council has requested that Staff identify a method of ensuring that there is affordable housing included in all multiple family developments and in situations where the multiple family zoning is already in place. The legislative mechanism to do this is through the bonus provision set out in Section 904 of the Local Government Act. Right now the City does have bonus provisions in its multiple family zones, but this is not often taken advantage of by developers. To make this effective it is necessary to adjust the base density provisions and to add a bonus provision to other zones which permit multiple family as well.

**Recommendation: THAT the report of the Director of Community Planning dated July 15, 2008 for consideration of how to amend all existing multiple family zoning categories to include a requirement for affordable housing in all future developments be received;
AND THAT Staff be directed to amend the RS-2 and RS-3 zones to reduce the permitted density as expressed as maximum floor area ratio by 50%.**

i) Director of Administrative Services - Co-Ed Ortho Softball Beer Garden Event Application – Pages 88 to 96

Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.

**Recommendation: THAT the Co-Ed Ortho Softball League be permitted to conduct a beer garden on August 30, 31 and September 1, 2008, between the hours of noon and 6:00 p.m. in the Community Park Lacrosse Box as outlined on the map attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application";
AND THAT the approval be granted on condition that the organizers ensure that any temporary food concessions associated with the event are in compliance with Community Park Food Concessions Policy No. 3.18;
AND FURTHER THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 9, 2008 attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Co-Ed Ortho Softball Beer Garden Event Application".**

j) Director of Administrative Services - Parksville & District 25th Annual SOS Bikers Toy Run – Pages 97 to 105

Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.

**Recommendation: THAT the SOS be permitted to hold the Parksville & District 25th Annual SOS Bikers Toy Run Event on Sunday, September 21, 2008 between the hours of 9:00 a.m. and 3:00 p.m., utilizing the picnic shelter, parking areas of the Community Park as indicated on the map attached to Park Use Application Form (1) with the motorcycles following a designated route through City streets as indicated on the map attached to Event Application Form (1B) which are attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25th Annual SOS Bikers Toy Run";
AND THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated July 14, 2008 attached to the report from the Director of Administrative Services dated July 18, 2008 entitled "Parksville & District 25th Annual SOS Bikers Toy Run".**

6. **NEW BUSINESS**

LATE a) **Bard to Broadway Theatre Society – Signage Request**

The Bard to Broadway Theatre Society has requested permission to place signage on the City-owned property located at 140 Jensen Avenue and adjacent to the PCCC in order to advertise the Society's productions. The signage is permitted under the provisions of the Sign Regulation Bylaw, 1997, No. 1276.

***Recommendation: THAT the Bard to Broadway Theatre Society be permitted to place special events signage under the Sign Regulation Bylaw, 1997, No. 1276, advertising the Bard to Broadway productions, on the City-owned property located at 140 Jensen Avenue and on the City-owned park property located between 100 Jensen Avenue and 225 Corfield at the McCarter Street/Jensen Avenue intersection;
AND THAT staff be instructed to prepare a letter of understanding with the Bard to Broadway Theatre Society outlining the conditions of the placement of the signage under the Sign Regulation Bylaw, 1997, No. 1276;
AND FURTHER THAT the Mayor and Corporate Officer be authorized to sign the letter of understanding on behalf of the City of Parksville with the Bard to Broadway Theatre Society regarding the placement of the signage.***

7. **ADJOURNMENT**

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COMMITTEE OF THE WHOLE REPORT

ADDITIONAL INFO.
ITEM 5(g)

July 28, 2008

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER

FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING

SUBJECT: INFORMATION REGARDING ZONING AMENDMENT BYLAW FOR
CARRIAGE HOUSES - ADDENDUM

Issue:

Additional Information regarding zoning amendment bylaw for carriage houses

References:

Draft Bylaw No. 2000.69
Council Policy 8.14 (attached)

Executive Summary:

Staff has responded to Council's resolution to prepare a zoning amendment to accommodate carriage houses. This amendment bylaw appears later on the agenda. This report provides some additional information on this topic.

Background:

A report on this topic appears on the July 28th Committee of the Whole agenda. Some additional information has come to light since the original report was drafted. The purpose of this report is to provide this information. This new information follows:

In drafting the amendment bylaw the following additional assumptions are noted:

- Owner occupancy is not a requirement (of either the carriage house or the principal dwelling)
- HPO (Home Owner Protection Office) registration and/or third party warranty will be required.
- There is NO restriction on the size relationship between the carriage house and the single family dwelling (the word NO was omitted from the original report).
- Carriage houses are NOT intended to be rented as transient tourist accommodation (an amendment to the draft bylaw is required to clarify this).
- There is no minimum size set for a carriage house.
- Carriage houses will be exempt from Development cost Charges (as are secondary suites).

Additionally, Council Policy 8.14 requires amendment (or rescinding) to reflect the fact that building permits may be issued contrary to an existing building scheme.

Options:

Council may:

1. Receive the information in this report and consider it an addendum to the July 28th report.

Recommendation:

That the addendum report from the Director of Community Planning dated July 28, 2008 pertaining to additional information regarding a zoning amendment bylaw for carriage houses be received.




GAYLE A. JACKSON

GAJ/sh
Attachment

I/Users/Planning/3360-30/2008/Agenda/Report-2addendum.

CORPORATE ADMINISTRATOR'S COMMENTS:



L. TAYLOR

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.

CITY OF PARKSVILLE

POLICY

SUBJECT: <i>Building Permits in Subdivisions Covered by Registered Building Schemes</i>	POLICY NO: 8.14 RESO. NO: 95-112(3) CROSS REF: 4.20
EFFECTIVE DATE: March 6, 1995	APPROVED BY: Council
REVISION DATE: May 8, 1995	RESO. NO: 95-203 CROSS REF: PAGE 1 OF 2

PURPOSE

To ensure compliance with registered building schemes in subdivisions exceeding five lots.

POLICY

1. Any property owner or authorized designate wishing to apply for a building permit on a property covered by a registered building scheme must submit a signed declaration as part of the application stating that the plans submitted comply with the currently registered building scheme.
2. It will not be the responsibility of the Building Inspection Department to enforce compliance with any building scheme.

ITEM 6(a)

NEW BUSINESS

LATE ITEM – JULY 28, 2008

BARD TO BROADWAY SIGNAGE REQUEST

RECOMMENDATION

THAT Bard to Broadway Theatre Society be permitted to place special events signage under the Sign Regulation Bylaw, 1997, No. 1276, advertizing the Bard to Broadway productions, on the City-owned property located at 140 Jensen Avenue and on the City-owned park property located between 100 Jensen Avenue and 225 Corfield at the McCarter Street/Jensen Avenue intersection;

AND THAT staff be instructed to prepare a letter of understanding with the Bard to Broadway Theatre Society outlining the conditions of the placement of the signage under the Sign Regulation Bylaw, 1997, No. 1276;

AND THAT the Mayor and Corporate Officer be authorized to sign the letter of understanding on behalf of the City of Parksville with the Bard to Broadway Theatre Society regarding the placement of the signage.

BACKGROUND

The Bard to Broadway has requested permission to place signage on the City-owned property located at 140 Jensen Avenue and adjacent to the PCCC in order to advertize the Society's productions. The signage is permitted under the provisions of the Sign Regulation Bylaw, 1997, No. 1276