

COMMITTEE OF THE WHOLE REPORT



April 2, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: INTRODUCTION OF AN UPDATED SUSTAINABLE COMMUNITY
BUILDER CHECKLIST AND A NEW ACCESSIBLE COMMUNITY
BUILDER CHECKLIST

Issue:

Introduction of an updated Sustainable Community Builder Checklist and a new Accessible Community Builder Checklist.

Executive Summary:

The existing Sustainable Community Builder Checklist has served the City well in raising the awareness on the issue of sustainability. What is proposed is a reformatted checklist that better recognizes different types of land uses and buildings.

In addition, a new Accessible Community Builder Checklist is proposed to help raise awareness of prospective developers on the principles of universal design; designing buildings for everyone regardless of their physical abilities.

References:

Revised – Sustainable Community Builder Checklist;
New – Accessible Community Builder Checklist.

Background:

The Sustainable Community Builder Checklist has been effective at encouraging developers to consider implementing sustainability principles when formulating new development proposals. The fundamental content of the existing checklist is not proposed to change. What is proposed is a reformatted checklist that more realistically takes into consideration the sustainable opportunities that different types of land use and building types offer.

In follow-up to the success of the Sustainable Community Builder Checklist and inspired by the efforts of the Parksville's Measuring-Up Committee in encouraging universal design, Staff has prepared an Accessible Community Builder Checklist to raise awareness of universal design when new developments are being proposed.

INTRODUCTION OF AN UPDATED SUSTAINABLE COMMUNITY BUILDER CHECKLIST AND A NEW ACCESSIBLE COMMUNITY BUILDER CHECKLIST

Options:

Council may:

1. Accept the report and the attached checklist for information.
2. Refer back to Staff for additional changes.

Analysis:

1. With respect to the reformatted Sustainable Community Builder Checklist, Staff believes that it is an improvement that better reflects the sustainable opportunities that different types of land use and building types offer while retaining the fundamental content of the existing checklist.

With respect to the proposed Accessible Community Builder Checklist Staff believe that it will provide an opportunity to raise awareness on the principles of universal design. The checklist provides a self-assessment for developers who are seeking to improve the opportunities for universal design in their development proposals. Universal design strives to improve building access and accommodation for everyone.

As these documents are not "statutory" ones it is easily possible to make changes. A copy of this list will be provided to the Measuring Up Committee. Any additions or alterations they may have could be readily accommodated.

2. Referring the topic back to Staff is appropriate if Council believe changes to the checklists are required to achieve satisfaction. In this case it would be appropriate for Council to provide general direction to Staff on what changes are needed.

Sustainability:

Sustainability implications to the City associated with the proposed checklists are neutral.

Financial Implications:

There are no financial implications to the City associated with the proposed checklist changes.

Recommendation:

That the report from the Director of Community Planning dated April 2, 2009 titled "Introduction of an Updated Sustainable Community Builder Checklist and a New Accessible Community Builder Checklist" be received;

And That the revised Sustainable Community Builder Checklist and a new Accessible Community Builder Checklist be accepted;

**INTRODUCTION OF AN UPDATED SUSTAINABLE
COMMUNITY BUILDER CHECKLIST AND A NEW
ACCESSIBLE COMMUNITY BUILDER CHECKLIST**

And Further That the Accessible Community Builder Checklist be referred to Parksville's Measuring-Up Committee.



G. A. JACKSON

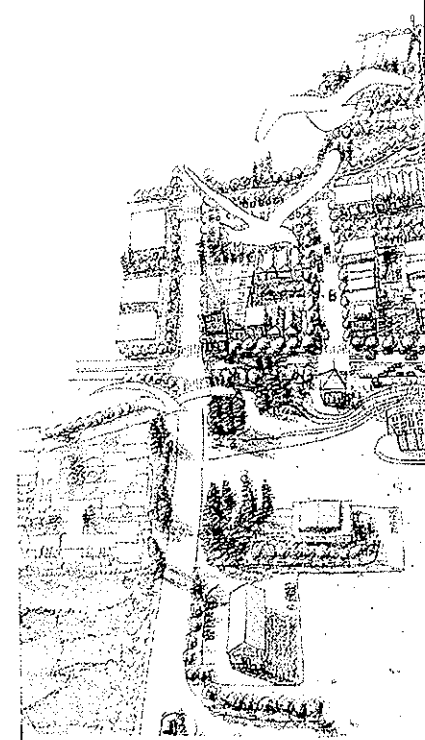
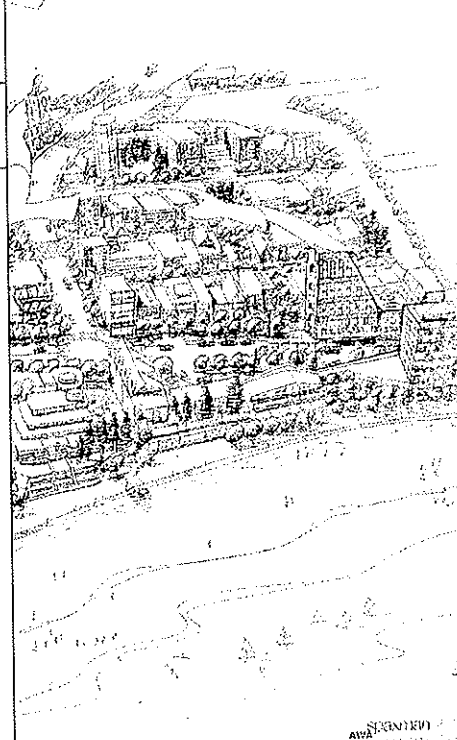






BR/dd
Attachments

Planning/6440-01-SUS/2009/ Agenda/Report-1.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:









F. MANSON, C.G.A.







	TYPE OF DEVELOPMENT PROPOSED: (select one column only)						
	 R E S I D E N T I A L	 M U L T I - R E S I D E N T I A L	 C A R E F A C I L I T Y	 C O M M E R C I A L	 I N D U S T R I A L	 M I X E D U S E / O T H E R	

Environmental Protection and Enhancement







Please explain how the development protects and/or enhances the natural environment. For example does your development:

								EXPLANATION
1.	Conserve, restore, or improve native habitat?							
2.	Remove invasive species?							
3.	Involve innovative ways to reduce waste, and protect the air quality?							
4.	Include an ecological inventory?							







Please explain how the development contributes to the more efficient use of energy. For example does your development:

								EXPLANATION
5.	Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?							
6.	Provide on-site renewable energy generation such as solar energy or geothermal heating?							
7.	Propose buildings constructed in accordance with LEED, and the accepted green building standards?							







Please explain how the development facilitates good environmentally friendly practices. For example does your development:

								EXPLANATION
8.	Provide on-site composting facilities?							
9.	Provide an area for a community garden?							
10.	Include a car free zone?							
11.	Include a car share program?							







Please explain how the development contributes to the more efficient use of water. For example does your development:

								EXPLANATION
12.	Use drought tolerant plants?							
13.	Use rocks and other materials in the landscaping design that are not water dependant?							
14.	Recycle water and wastewater?							
15.	Provide for zero stormwater run-off?							
16.	Utilize natural systems for sewage disposal and storm water?							
17.	Use low flush toilets?							

Please explain how the development protects, enhances or minimizes its impact on the local natural environment. For example does your development:







								EXPLANATION
18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?							
19.	Cluster the housing to save remaining land from development and disturbance?							
20.	Protect groundwater from contamination?							

Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting. For example does your development:







								EXPLANATION
21.	Include <u>only</u> "Shielded" light fixtures, where 100% of the lumens emitted from the light fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?							
Environmental Score Total Number of "Yes"		/19	/21	/20	/18	/18	/19	% =

Community Character and Design







Does the development proposal provide for a more "complete community" within designated nodal centres? For example does your development:

								EXPLANATION
1.	Improve the mix of compatible uses within an area?							
2.	Provide services, or an amenity in close proximity to a residential area?							
3.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?							







Please explain how the development increased the mix of housing types and options in the community. For example does your development:

								EXPLANATION
4.	Provide a housing type other than single family dwellings?							
5.	Include rental housing?							
6.	Include seniors housing?							
7.	Include cooperative housing?							







Please explain how the development addresses the need for attainable housing in Parkville. For example does your development:

								EXPLANATION
8.	Include the provisioning of Affordable Housing units?							







Please explain how the development makes for a safe place to live. For example does your development:

								EXPLANATION
9.	Have fire protection, or include fire prevention measures such as removal of dead fall, on-site pumps, etc?							
10.	Help prevent crime through the site design?							
11.	Slow traffic through the design of the road?							

Please explain how the development facilitates and promotes pedestrian movement. For example does your development:







								EXPLANATION
12.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?							
13.	Promote, or improve trails and pedestrian amenities?							
14.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)							

Please explain how the development facilitates community social interaction and promotes community values. For example does your development:







								EXPLANATION
15.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)							
16.	Use colour and public art to add vibrancy and promote community values?							
17.	Preserve heritage features?							
Community Character Score Total Number of "Yes"		/16	/17	/11	/9	/8	/16	% =

Economic Development

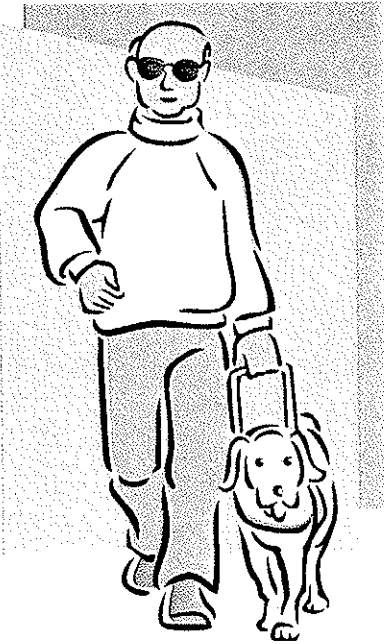






Does the development proposal infill an existing developed area, as opposed to opening up a new area to development? For example does your development:

								EXPLANATION
1.	Fill in pre-existing vacant parcels of land?							
2.	Utilize pre-existing roads and services?							
3.	Revitalize a previously contaminated area?							






Please explain how the development strengthens the local economy. For example does your development:

								EXPLANATION
4.	Create permanent employment opportunities?							
5.	Promote diversification of the local economy via business type and size appropriate for the area?							
6.	Increase community opportunities for training, education, entertainment, or recreation?							
7.	Use local materials?							
8.	Use local labour?							
9.	Improve opportunities for new and existing businesses?							
Economic Development Score Total Number of "Yes"		/5	/5	/9	/9	/9	/9	% =


TOTALS	Environmental Score	%	Disclaimer: Please note that Staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. The City of Parkville does not guarantee that development will occur in this matter.
	Community Character Score	%	
	Economic Development Score	%	
	AVERAGED TOTAL (add-up and divide by 3)		

	TYPE OF DEVELOPMENT PROPOSED: (select one column only)					
	 MULTI-RESIDENTIAL	 CARE FACILITY	 COMMERCIAL	 INDUSTRIAL	 MIXED USE / OTHER	

NOTE: The City of Parksville has adopted this checklist as an informal guide to assist developers in considering the needs of persons with disabilities. These guidelines do not absolve one from meeting the minimum standards of the BC Building Code but rather provide guidance on steps that may be taken beyond code in order to better accommodate persons with disabilities.

Parking		    	EXPLANATION		
1.	Will there be parking that is designated for persons with disabilities?				
2.	Will 2% (or more) of parking spaces be designated as handicap parking?				
3.	Will designated handicap space be located within 50 metres of an accessible entrance?				

4.	Will handicap parking spaces be located on level surfaces?						
5.	Will handicap parking spaces be located on hard paved surface?						
6.	Will near by sidewalks be easy to access? For example, is there a curb-cut ramp adjacent the designated parking space?						
7.	Will handicap parking spaces have a minimum width of 3.9 metres?						
8.	Will the designated space maintain a vertical clearance of at least 2.4 metres?						
Parking Score							% =
Total Number of "Yes"		/8	/8	/8	/8	/8	




Access (paths to entrance)							EXPLANATION
1.	Will the path from parking or street be a minimum of 920 mm wide?						
2.	Will the path consist of a hard travel surface?						
3.	Will the path be slip resistant?						
4.	Will the path be barrier free (no steps, stairs or obstructions over 13 mm high)?						
5.	Will the path have a slope of less than 1 unit rise for every 12 units of length?						
6.	Will adequate maneuvering space be provided? (i.e.: 1.5 X 1.5 m turning space)						
7.	Will protection from hazards (both on the ground and above) be provided?						
8.	Will the accessible entrance be obvious and easy to find?						
9.	Will there be more than one entrance that is easily accessible for persons with disabilities?						
Access Score							% =
Total Number of "Yes"		/9	/9	/9	/9	/9	




Entrance (main entrance or accessible entrance)							EXPLANATION
1.	Will the door be a minimum of 812 mm wide?						
2.	Will the door have large, easy to grasp handle?						
3.	Will the door be easy to open manually?						
4.	Will the door feature an automated opening device?						
5.	If the main entrance will not be accessible, is there an alternative accessible entrance?						
6.	Will the accessible entrance be easy to locate?						
Entrance Score Total Number of "Yes"		/6	/6	/6	/6	/6	% =

General Building Interior							EXPLANATION
1.	Will doors be at least 812 mm wide?						
2.	Will the threshold at doors be less than 13 mm high?						
3.	Will the door be equipped with accessible handles not more than 1219 mm high? (accessible handle should be operable with a closed fist)						
4.	Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.						
5.	Will the pull side of the door have a clear area of at least 457 mm?						
6.	Will hallways and interior travel routes be at least 914 mm wide?						
7.	If carpet is to be used will it be low-pile, tightly woven and secured?						
8.	If drinking fountains will be present are they accessible and will there be a clear floor space of at least 762 mm X 1219 mm?						

9.	If public phones are to be available will they be mounted to be at an accessible height (top of phone no higher than 1219 mm)?						
10.	Will the public phone be hearing-aid compatible? Will it have a volume control?						
11.	If there will be four or more public phones in a given location will one of them be text capable?						
12.	Will public phones be mounted to be at an accessible height (top of phone no higher than 1219 mm) ?						
13.	If glass doors are to be present, will they include an eye level high contrast visual clue, such as a colour?						
14.	Will all alarm systems include both audio and visual signals (bells and flashing lights)?						
General Building Interior Score							% =
Total Number of "Yes"		/8	/14	/14	/14	/14	

Stairs / Escalators		Proposed? Yes <input type="checkbox"/> No <input type="checkbox"/>					
							EXPLANATION
1.	Will stairs feature non-slip surfaces?						
2.	Will steps feature tactile edges?						
3.	Will steps feature high visibility, high contrast edges?						
4.	Will stairs have continuous railings on both sides, with extensions beyond the top and bottom?						
Stairs / Escalators Score							% =
Total Number of "Yes"		/4	/4	/4	/4	/4	

Ramps		Proposed?					EXPLANATION
		Yes <input type="checkbox"/>	No <input type="checkbox"/>				
1.	Will the ramp have a slope of 1:12 or less? (for every 12 cm along the base the height of the ramp increases 1 cm)						
2.	Will the ramp have a non-slip surface?						
3.	Will the ramp rise no more than 762 mm between landings?						
4.	Will the unobstructed ramp width be at least 914 mm?						
5.	Will the ramp have a railing? [May also be required by building code]						
Ramp Score Total Number of "Yes"		/5	/5	/5	/5	/5	% =

Elevators		Proposed?					EXPLANATION
		Yes <input type="checkbox"/>	No <input type="checkbox"/>				
1.	Will the elevator feature a minimum unobstructed floor space of 750 mm X 1200 mm?						
2.	Will access to elevator control buttons be unobstructed?						
3.	Will all elevator control buttons be located at a height between 381 mm to 1219 mm from the floor?						
4.	Will the control buttons feature a tactile indication of floors, such as brail or raised letters?						
5.	Will the elevator feature both visual and audible indication of doors opening and closing?						
6.	Will an emergency intercom be present that is identified by brail and raised letters?						
Elevator Score Total Number of "Yes"		/5	/5	/5	/5	/5	% =

Public Washroom

Proposed?

Yes No

							EXPLANATION
Main Washroom							
1.	Will there be signs at non-accessible washrooms directing disabled persons to accessible facilities?						
2.	Will the signage identifying the washroom use large icons?						
3.	Will the signage identifying the washroom be readable via touch, such as Braille?						
4.	Will the main door to the washroom be at least 812 mm wide?						
5.	Will the threshold to enter the washroom be less than 13 mm high?						
6.	Will the door be equipped with accessible handles not more than 1219 mm high? (accessible handle should be operable with a closed fist)						
7.	Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force						
8.	Will there be a clear path to all fixtures that is at least 914 mm wide?						
9.	Will sinks be a minimum of 680 mm high, 750 mm wide and 1200 mm deep?						
10.	Will faucets be capable of being operated with a closed fist?						
11.	Will vanity mirrors be mounted with the bottom reflective surface at a height of 1016 mm or less?						
12.	Will there be at least one grab bar or railing on the side wall?						
Washroom Stall							
13.	Will there be at least one accessible stall (or if washroom is single occupant) that is accessible?						
14.	Will there be an unobstructed maneuvering space in front of the accessible washroom or stall of 1524 mm X 1524 mm?						
15.	Will the door to the stall be a minimum of 760 mm wide?						
16.	Will the stall door be operable with a closed fist?						
17.	Will the stall door use a locking mechanism of a lever type that is easy to latch and un-latch? Such that is could be operated by a closed fist?						

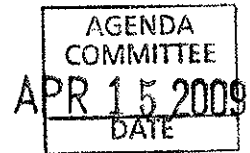
18.	Will the stall door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.						
19.	Will there be at least one grab bar on the side wall nearest to the toilette?						
20.	Will the space inside the stall be at least 1.6 m X 1.5 m?						
21.	Will the toilette have a seat height of between 432 mm – 482 mm?						
22.	Will there be 900 mm of clear space beside the toilette and 760 mm of clear space in front?						
Public Washroom Score							% =
Total Number of "Yes"		10	122	122	122	122	

TOTALS	Parking	%	If category is not applicable enter: N / A
	Access	%	
	Entrance	%	
	General Building Interior	%	
	Stairs / Escalators	%	
	Ramps	%	
	Elevator	%	
	Public Washroom	%	Disclaimer: Please note that Staff is relying on the information provided by the applicant to complete the accessibility checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.

Other things to consider....

General Retail			Clothing Store Fitting Rooms		
1.	Will aisles be a minimum of 1100 mm wide?		1.	Will the fitting room (or rooms) have a minimum space of at least 1.5 m X 1.5 m	
2.	Will benches be provided for patrons to rest on as needed?		2.	Will the fitting room (or rooms) provide grab bars for persons to hold on to?	
3.	Will the lighting be adequate? For example, persons with reduced vision rely on bright and high contrast lighting.		3.	Will the door to the fitting room (or rooms) have a minimum width of 750 mm?	
4.	Will product be displayed at a height that is appropriate for persons using wheelchair or scooters?		4.	Will the fitting room door operate with a closed fist?	
5.	Will product displays be clear from the aisle and entrances so that the passage of persons in wheelchairs or scooters is not impeded?		5.	Will the fitting room door use a locking mechanism of a lever type that is easy to latch and un-latch?	
Total		%=	6.	Will the fitting room be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.	
	/5		Total		%=
				/6	
Auditorium & theater			Restaurant, Café or Dining Room		
1.	Will there be designated seating areas?		1.	Will some of the tables be accessible for persons in wheelchairs? (730 mm high, 680 mm knee clearance, 480 mm deep)	
2.	Will there be seating for a companion beside?		2.	Will menus be offered in a large font (14 point or larger) or will they be available in Braille?	
3.	Will there be clear sight lines / viewing corridors?		Total		%=
Total		%=		/2	
	/3				

COMMITTEE OF THE WHOLE REPORT



April 2, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: IMPLEMENTATION OF A ZONING BYLAW AMENDMENT TO PERMIT URBAN FOOD GARDENS

Issue:

The implementation of bylaw changes to permit urban food gardens.

Executive Summary:

Urban food gardens are the use of non-traditional, non-agricultural lands for the production of local fruits and vegetables for profit.

References:

Schedule "A" – Urban Food Garden Regulations Draft.

Background:

In an ever more turbulent world being able to have a secure supply of locally produced food is of increasing importance. Locally produced food is less susceptible to disruptions in the food supply chain caused by far off events. Locally produced food is less reliant on fossil fuel powered transportation and is therefore more environmentally sustainable and less affected by global fuel price fluctuations. As food is an inherent human need it is important that opportunities are explored that encourage local food production and community self-reliance so that as a community we are resilient and can thrive.

There appears to be a growing desire in the community at the individual level to participate in the local food production. While the City's current regulations do not prohibit a resident from having a fruit and vegetable garden for their own consumption, they do not permit or encourage the sale and re-distribution of the harvest to the greater community.

Urban food garden use is intended to encourage awareness of the importance of locally grown food and to facilitate community participation in its production. Urban food gardens allow the use of non-agricultural lands, such as residential yards and vacant lots, for the growing and harvesting of fruits and vegetable that may be exchanged or sold for profit.

IMPLEMENTATION OF A ZONING BYLAW AMENDMENT TO PERMIT URBAN FOOD GARDENS

Options:

Council may:

1. Advance this amendment;
2. Refer back to Staff for additional change;
3. Deny this amendment.

Analysis:

1. As stated previously, urban food gardens is the use of non-agricultural lands for the production of local fruits and vegetables. It also allows the ability for profit in order to encourage the cultivation of additional lands than may otherwise be the case where individuals only garden for their own immediate needs. It allows those who may not be physically able to garden themselves to still enjoy the benefits of food grown on their own property. It also provides a climate for urban food entrepreneurs to create new sustainable ways to provide the community with locally grown food. By allowing urban food gardens in all zones vacant lots can be used by groups or individuals as community gardens. What is being proposed is an amendment to the zoning bylaw to establish regulations on the conduct of urban food gardens and to allow their use in all zones.

Staff believes that the amendment, as proposed, provides an opportunity to foster improved local food security and sustainability while ensuring that urban food gardens are conducted in a considerate and responsible manner. Staff therefore recommends that the bylaw be considered for advancement.

2. Referring the topic back to Staff for additional changes is appropriate if Council believes that the urban food gardening concept is a correct one, but that the extent of the changes proposed do not go far enough or conversely go too far. In this case it would be appropriate for Council to provide general direction to Staff on what changes are needed in order to achieve satisfaction.
3. Not implementing the proposed changes will maintain the status quo where the production of food, other than for individual consumption, is only permitted on land where agriculture is the permitted use. Denial is appropriate if Council believes the current regulations are adequate and that urban food gardening is not an appropriate use.

Sustainability:

Urban food gardens contribute to the local production of food. Locally grown food is inherently more sustainable as it is scientifically less reliant on greenhouse gas emitting fossil fuels for transportation. Locally grown food, such as that permitted in urban food gardens, also works toward a more secure food supply.

**IMPLEMENTATION OF A ZONING BYLAW
AMENDMENT TO PERMIT URBAN FOOD GARDENS**

Financial Implications:

There are no financial implications to the City associated with the proposed bylaw amendment.

Recommendation:

That the report from the Director of Community Planning dated April 2, 2009 regarding the implementation of a zoning bylaw amendment to permit urban food gardens be received;
And That Staff prepare an amendment bylaw to amend the "Zoning and Development Bylaw, 1994, No. 2000" in order to permit urban food gardens use and establish appropriate regulations.




G. A. JACKSON

BR/dd
Attachments

Planning/3360-01/2009/Agenda/Report-UFG-1.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



F. MANSON, C.G.A.

**IMPLEMENTATION OF A ZONING BYLAW
AMENDMENT TO PERMIT URBAN FOOD GARDENS**

Schedule "A"

URBAN FOOD GARDEN REGULATIONS - DRAFT

That "City of Parksville Zoning and Development Bylaw, 1994, No. 2000" be amended as follows:

- a. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by adding the following:

"**urban food garden** means the use of land on a limited scale for the growing, harvesting and wholesaling of fruits and vegetables and edible plants in accordance with Section 621 of this bylaw;"

- b. In Division 600, GENERAL REGULATIONS, Section 602 – USES PERMITTED IN ALL ZONES by adding the following to Section 602.1: "(e) Urban food garden"
- c. In Division 600, GENERAL REGULATIONS, by adding a new Section 621 as follows:

"621 URBAN FOOD GARDEN

- .1 Urban food gardens shall be conducted in accordance with the following:

- (a) Production shall be limited to the growing and harvesting of fruits, vegetables and edible plants, but specifically excluding the growing of mushrooms;
- (b) The total area which may be under cultivation on any given parcel shall not exceed 20% of the parcel area;
- (c) Fruits or vegetables produced for sale or exchange are not available on the parcel for retail sale to the general public;
- (d) No artificial lighting shall be used;
- (e) No pesticides or herbicides shall be used;
- (f) Production shall not occur within a building except where a principal building exists on a parcel there may be one greenhouse or accessory building with a floor area of less than 10 m² that may be used;
- (g) Composting shall be contained and limited only to organic plant matter generated on the parcel and shall not create odour detectable off the property or generate nuisance;

**IMPLEMENTATION OF A ZONING BYLAW
AMENDMENT TO PERMIT URBAN FOOD GARDENS**

- (h) An urban food garden use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in the zoning district in question under normal circumstances wherein no urban food garden exists.

COMMITTEE OF THE WHOLE REPORT



April 2, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: IMPLEMENTATION OF UPDATING THE HOME OCCUPATIONS REGULATIONS

Issue:

The implementation of updating the home occupations (home based business) regulations.

Executive Summary:

Consideration of 'housekeeping amendments' to the home occupations regulations in order to keep the regulations current and provide greater clarity.

References:

Schedule "A" – Comparison of existing and proposed home occupations (home based business) regulations.

Background:

Home occupations or home based business regulations are intended to allow for individuals to work from home and to foster the creation of new and often innovative business concepts. At the same time the regulations are also intended to ensure that the tranquility of residential life is maintained and land use conflicts are avoided.

The existing home occupations regulations have been in place unchanged since the Zoning and Development Bylaw was adopted August 22, 1994. Given the time that has elapsed, it is prudent to revisit the regulations at this time to ensure that they are still serving the intended objectives.

The general approach of the current regulations sometimes results in a misunderstanding of the types of business that are permissible under the bylaw. Also, the current regulations do not explicitly state which uses should not be considered as a home based business use. In addition, the current regulations predate the existence of carriage houses and larger secondary suites making conditions different now than when the regulations were put in place.

IMPLEMENTATION OF UPDATING HOME BASED BUSINESS REGULATIONS

Options:

Council may:

1. Advance this amendment;
2. Refer back to Staff for additional changes;
3. Deny this amendment.

Analysis:

1. What is being proposed is an update that builds upon the existing 'guidelines based' approach in order to provide additional clarity to prospective entrepreneurs while continuing to foster innovative 'outside the box' business ideas.

The proposed changes are not intended to change the overall substance of the existing regulations but some minor house keeping is proposed in order to improve bylaw administration. This includes clearly spelling out those business uses that are by their very nature typically incompatible with residential use, such as welding shop, automobile and boat repair and industrial activities.

In the case of single family residential what is being proposed is that the number of home based businesses be limited to one per property in order to maintain the level of business activity that existed before carriage houses and larger secondary suites were permitted. It is now proposed in the case of multi-family residential that the bylaw be made clear that child care programs are not permissible. A comparison of the current and proposed regulations is provided for review in Schedule "A" attached to and forming part of this report.

Staff believes the proposed changes do not alter the intended objectives of the existing regulations, but rather provide additional guidance and clarity on how those objectives may be achieved; therefore, it is appropriate to consider the proposed bylaw amendment.

2. Referring the topic back to Staff for further review is appropriate if Council believes that the existing home occupations regulations need updating but that the extent of the proposed changes do not go far enough. In this case it would be appropriate for Council to provide general direction to Staff on what changes are needed in order to achieve satisfaction.
3. Not implementing the proposed changes will maintain the status quo with respect to home occupations regulations. Denial is appropriate if Council believes that current regulations are sufficient or that no changes are warranted at this time.

Sustainability:

Sustainability implications to the City associated with the proposed bylaw amendment is neutral.

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

Financial Implications:

The financial implications associated with this amendment include Staff time and newspaper advertising for the Public Hearing.

Recommendation:

That the report from the Director of Community Planning dated April 2, 2009 regarding the implementation of updating the home occupations regulations be received;

And That Staff prepare an amendment bylaw to amend Zoning and Development Bylaw, 1994, No. 2000 in order to update the home occupations regulations.



G. A. JACKSON

BR/dd
Attachments

Planning/3360-01/2009/Agenda/Report-HBB-1.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



F. MANSON, C.G.A.

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

Schedule "A"

**COMPARISON OF EXISTING AND PROPOSED
HOME OCCUPATIONS (HOME BASED BUSINESS) REGULATIONS**

	EXISTING	PROPOSED
DEFINITIONS	Home occupations means an occupation, profession or craft conducted by an occupant for consideration which is clearly incidental and accessory to the use of the dwelling unit for residential purposes and is in accordance with the regulations contained in Division 300 of this bylaw.	Home based business means an occupation, profession or hand craft conducted as a secondary use to a residential use in accordance with Division 300 of this bylaw. Home occupations means a home based business.
Preamble:	Home occupations uses shall be carried out in conformity with the following requirements:	Home based business shall be carried out in conformity with the following:
1	The use must be clearly incidental and accessory to the use of the dwelling unit for residential purposes;	Must be accessory to a permitted residential use;
2	The use shall be conducted totally within the principal or accessory building except in the case of child care program uses where outdoor recreation uses are permitted;	The use must be conducted totally within the dwelling unit or accessory building, except in the case of child care program on a single family residential parcel where the rear of the parcel may be used as a children's play area or where the home based business is conducted entirely off the parcel;
3	The use shall be conducted by an occupant of the residential building in which it is permitted and not more than one additional person shall be engaged in the use;	No person other than an occupant of the dwelling unit and one additional employee may be engaged in the home occupancy use;
4	Except as provided in Numbers 2 and 5, no external indication of the existence of the use shall be given, whether by displays, floodlighting, storage of materials, alteration of the appearance of the building(s) or by any other means.	Does not involve the external storage of materials, containers, equipment or finished products; [see also Number 5 below]
5	Signage shall be limited to a single non-illuminated name plate not exceeding 0.3 m ² which shall be placed within or flat against the main front wall of the dwelling unit;	Provide no exterior indication that the building is being utilized for any purpose other than that of a dwelling unit except for a single sign in conformance with "City Of Parksville Sign Regulation Bylaw, 1997, No. 1276", and all amendments or successors thereto;

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

	EXISTING	PROPOSED
6	The maximum floor area of the use shall be 40% of the gross floor area of the dwelling unit or 50 m ² , whichever is less.	Does not exceed a maximum floor area of 50 m ² ;
7	Off-street parking shall be provided in accordance with Division 400 of this bylaw.	Must provide off-street parking in accordance with Division 400 of this bylaw;
8	A valid City of Parksville business licence is required for a home occupation use.	Must have a valid City of Parksville business licence;
9	A business licence for a home occupation use shall be subject to periodic review to ensure compliance with the provisions of this bylaw.	[Redundant, provision for inspection provided for in Business Licence and Regulation Bylaw]
10	The use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the zoning district in question under normal circumstances wherein no home occupation exists.	The use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the zoning district in question under normal circumstances wherein no home based business exists;
11		Must not involve the parking or use of more than one licensed vehicle in conjunction with the home based business limited to one car and utility trailer, one van, or one pickup truck;
12		Does not generate vehicle traffic, parking or loading in greater volumes than would normally be associated with residential use;
13		Does not involve the delivery of materials or commodities in such bulk or quantity as to require delivery by commercial vehicles or trailers;
14		Shall not include repair, servicing or painting of vehicles or boats, transportation terminal, industrial uses, explosives manufacturing, cabinet making, welding or machine shop, animal care, parking use, warehousing, mini storage, outdoor storage, fast food outlet, food catering facility, escort service or retail trade except retail sales as permitted in Number 18;

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

	EXISTING	PROPOSED
15		Not more than one home based business shall be permitted per parcel except multiple family residential or duplex use where one home based business shall be permitted per dwelling unit;
16		Individual instruction shall only be conducted as part of a single family dwelling use and shall be limited to a maximum of two pupils at any time;
17		A child care program shall only be conducted as part of a single family dwelling use;
18		Does not involve retail sales except: <ul style="list-style-type: none"> i. products produced on site by a resident artist or resident person involved in hand crafts; ii. products that are incidental to the provisioning of personal or professional services; goods where the customer does not enter the premises to inspect or pick up the goods.

CONSIDERATION OF SUPPORT FOR MOTEL CONVERSION TO AFFORDABLE HOUSING UNITS

References:

January 15, 2009 letter from Vincent Jandrisch
April 3, 2009 email from Vincent Jandrisch

Background:

The City has received a request for support of a proposal to convert the existing Post and Lantern Motel into workforce housing. The proponent provides rationale for this in his letter. Should the City grant support the proponent would make an application to Canada Mortgage and Housing for funding to assist with the renovations. The applicant notes that details of the renovation and upgrade are still being worked out, but in general the plan is to create 24 rentable units averaging approximately 450 square feet in size. There would be a mix of one bedroom and bachelor suites with full kitchen facilities. It is not clear how what mechanism would be used to assure and/or differentiate the use from conventional multiple family housing. Ultimately this would become important information if concessions are granted to this use that would not be provided to conventional housing.

The subject property would require rezoning in order to permit this use. Presently the zoning is CS-2 (Tourist Commercial). The applicant is specifically asking the City for support of the rezoning and some variances. The applicant has also indicated that concessions would be necessary to make the project financially viable and is requesting support of these:

- Taxes
- Number of parking spaces required
- Minimum unit size limits
- Landscaping requirements
- Accessibility requirements
- Sprinkler requirements

The City may not have the required authority to relax some of these items, such as taxes and any items which reside within the BC Building Code. Having said that, it is apparent from the recent email that the exact nature of the concessions has not yet been established and could be different from what was originally intended.

There are other requirements pertaining to upgrading under the Building Code that Staff believe would be costly that may not yet have been fully considered. Works and Services are also a consideration that may not yet have been contemplated by the proponent.

Options:

Council may

1. Grant support to the proposal
2. Deny support.
3. Request that the applicant file a zoning amendment application and provide additional and specific information about the proposal and the variances requested; and that;

CONSIDERATION OF SUPPORT FOR MOTEL CONVERSION TO AFFORDABLE HOUSING UNITS

4. Council waive the zoning application amendment fee.

Analysis:

This proposal and the other one on this same agenda both require rezoning. The rezoning process is complex and the outcome is unpredictable, particularly if an Official Community Plan amendment is also required. It is becoming increasingly apparent that it is challenging, if not impossible, for the City to offer support based on the very general level of detail provided at this stage. As well, Council must enter a public hearing with an open mind, so support in advance of this process could only be on a very conditional basis. It would be much easier for Council to provide support in a case where the required zoning is in place.

While this proposal sounds interesting on several levels (i.e. location, conversion potential of building, potential for revitalization of older building) the level of detail provided combined with the requirement for a zoning amendment does not provide the conditions for unconditional support. It in fact places the City in a difficult situation.

Denying support would turn away what could be a viable and suitable proposal to assist in meeting one of the City's housing gaps.

Encouraging the proponent to file a zoning amendment application and provide the City with additional, detailed information would serve to get the process started and would position the City towards providing a more definitive position on the items requested. This would require that the applicant do some additional due diligence ahead of obtaining grant funding, which may not meet the applicant's needs, but appears reasonable given the scope of the request. Council could consider waiving the rezoning fee as an indication of good will and could commit to an expedited process.

Financial Implications:

At this stage, staff time for research and report compilation is the primary cost item for the City. However it is apparent there will be additional costs once more detailed information is received from the applicant which could include variances or concessions for taxes, number of parking spaces required, minimum unit size limits, landscaping requirements, accessibility requirements, sprinkler requirements.

Sustainability/Environmental Analysis:

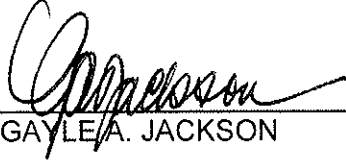
This initiative is compatible with the goal of having a diverse and affordable housing stock.

Recommendation:

That the report from the Director of Community Planning dated April 6, 2009 for consideration of support for motel conversion to affordable housing at Lot 1, District Lot 89, Nanoose District, Plan 5722, except Parts in Plans 10153 and VIP52582 [272 Island Highway West] be received; And That the applicant file a zoning amendment application and provide additional and specific information about the proposal and the variances requested;

**CONSIDERATION OF SUPPORT FOR
MOTEL CONVERSION TO AFFORDABLE
HOUSING UNITS**

And Further That Council waive the zoning application amendment fee.

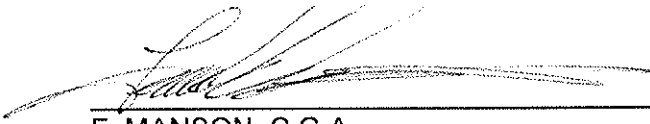


GAYLE A. JACKSON

GAJ/sh
Attachments

I:/Users/Planning/5040-01-PLC/2009/Agenda/Report-1.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

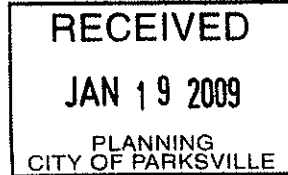


F. MANSON, C.G.A.

5705 Alma St.
Vancouver, B.C.
V6N 1Y3

January 15, 2009

City of Parksville
100 E. Jensen Ave
Parksville, B.C.
V9P 2H3



To Whom It May Concern:

Affordable Housing Renovation Project 272 W. Island Hwy (Post and Lantern Motel)

I have been associated with the Post and Lantern Motel since my partner and I purchased the property in November 2002. My role in our partnership has been to renovate the motel and attached restaurant, operate the motel, and act as landlord to our current restaurant tenant.

During the last six plus years it has become evident that operating a motel of this vintage at this current location is not financially viable. The business does show a very small profit for the months of July and August, but for the rest of the year daily room rentals drop off to near zero. In order to remain open year round it was a requirement to rent out rooms on a monthly basis. These monthly rentals were done while abiding by the current zoning which allows for stays of no more than 180 consecutive days. Since only 5 of the 24 rentable units have cooking facilities, a very limited amount of monthly tenants could be accommodated. As of October 1, 2008 this motel was closed due to mounting financial losses, although the restaurant remains open and viable.

Approximately four months ago, in conversations with local businesses, developers and the BC government, I was made aware of a shortage of affordable housing units in the City of Parksville and surrounding area. I have spent the last few months confirming this need and determining how to modify our motel to suit this purpose.

Our group that includes an architect, local developer, lawyer and property manager has determined that upgrades to the existing motel structure in the form of renovation and refurbishment are the only economical way to proceed. There will be significant costs involved in bringing this aging motel up to present day tasteful accommodation standards, and in improving the street appeal of the site. This motel is currently mortgage free and we are hoping to finance the renovation project by way of a CMHC government grant.

In order to move ahead with our plans, we require certain key groups to support us. We have the full support of BC Housing and they are currently working on a letter of support for us. They are unable to provide any financial support at this time, but will likely

PAGE
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provide rent assistance for low-income tenants upon completion of the project. The federal government has grants available for our planned renovation, and has advised us that our project qualifies for and is a very good candidate for the RRAP Conversion Grant. In order to receive this grant, one of the most important qualifying factors is being able to prove that the municipal government will support the project and that the project is financially viable, legal and sustainable.

Large local employers have expressed their need for affordable housing units, and in particular those in the service industry. Of note, Tigh-Na-Mara Resort and the Beach Club Resort have provided us with letters confirming their support for our project.

Details of the exact nature of renovation and upgrade are still being worked out, but in general the plan is to create 24 rentable units averaging approximately 450 square feet in size. These updated and tastefully decorated units will include a mix of one-bedroom and bachelor suites with full kitchen facilities and will be fully furnished. In addition one unit will be for a live in building manager, and coin operated laundry facilities will be available on site. All modifications to the existing structure will be in adherence to city building regulations and will have the required permits. Final details of our plan will be available by May 1, 2009 and will be submitted to CMHC as part of our application for grant funding.

As mentioned, in order to make this plan succeed, it is imperative we have support from the City of Parksville. What our group is looking for is support in two key areas:

1. Rezoning or zoning modification and amendment;
2. Property tax and development charge adjustments.

Zoning for this property is currently Tourist Commercial, and only allows residential stays of up to 180 days. Neither CMHC nor any commercial lender will provide financing for this project unless it complies with city zoning regulations. We would ask that the City of Parksville enable our group to attain the required zoning by relaxing some regulations that would make this project unviable. In particular issues such as parking space requirements, minimum unit size limits, landscaping requirements, disabled persons access requirements and sprinkler requirements need to be addressed.

The current property tax levy for this site will put initial financial pressure on operating in the affordable housing category. Rents for our finished units will be in line with federal and provincial government guidelines for affordable housing, and this is required to obtain grant funding. These rents will be in the \$600 per month including utilities range depending on size of unit, and must comply with government rent cap limits for 15 years. Assuming a 5% vacancy rate and all expenses including financing payments, a reduction in property tax rates would greatly enhance our chances of being financially viable. As well, any reduction or waving of city development charges would aid in achieving our goals. Our group would be pleased to provide financial projections once they are accurately determined.

It is our group's belief that the Post and Lantern Motel has outlived its purpose of providing daily room rentals to transiting customers, and those vacationing in the Parksville area. With the recent additions of beautiful brand new resorts, hotels and spas within a few blocks of the motel, the city now has an ample supply of units to fulfill its

need for these visitors. By changing the Post and Lantern motel into affordable housing, an issue facing the city can be partially rectified, and new life can be breathed into an aging and unsightly structure. With the cities help our group hopes to create a home for low-income citizens that the City of Parksville will be proud of.

Please do not hesitate to contact my Construction Manager Egon Kuhn or myself regarding any questions you have about this venture.

Best regards,



Vincent Jandrisch
Project Developer
658780 BC Ltd.
604-737-6933 home
604-240-1685 cell

Egon Kuhn
Construction Manager
250-954-5388

Gayle Jackson

From: Vincent Jandrisch [vjandrisch@gmail.com]
Sent: April 3, 2009 02:26 PM
To: Gayle Jackson
Cc: Franklyn Holdings Ltd.
Subject: Re: Post and Lantern

Hi Gayle,

After we spoke Thursday I had a very close look at all the zoning details that the city of Parksville provides on it's website. Specifically, I read over all the different zoning classifications to see which one would accommodate my plans for the motel site. It seems that none of them would incorporate the current restaurant and proposed affordable housing complex operation except for maybe some version of the CD Zoning. My suggestion of leaving the same zoning in place (CS2) with adding an amendment stating " the 180 day maximum stay regulation will not be enforced if the residential units are rented as affordable housing".

In my letter to you I mentioned the need for the city to waive certain things which would incur extra costs and prevent me from making this project financially viable. I have spent the last few days reconsidering what I really need and I would like to give you as much information as I can so you can present it to council.

As I mentioned I am applying for CMHC federal government grants as the BC government, while supporting my plan at the highest levels, does not have any funds remaining for affordable housing. In order to get these funds which would pay for the renovation and upgrade of each unit as well as the common areas, I need to have some indication of support from the city of Parksville. The competition for this grant money is extreme, but I know my plan compares very favorably with almost all other plans that CMHC will choose from. Of special note, my plan includes all the financing it needs to make this a reality including mortgage free land and buildings, and financing in place to meet CMHC's pre approval requirements. I have numerous letters of support for my plan from local businesses, societies and BC Housing. Our teams qualifications and experience far exceeds CMHC's requirements for receiving this grant money, and all that is now needed is the zoning issue to be addressed. It is the critical piece of the puzzle and I am confident we can come to some type of understanding.

The time constraints are as follows:

1. As of May 1, CMHC will be given a budget from the Federal Government for Seed Funding for Affordable Housing Initiatives. This money is for groups such as mine to complete pre-planning tasks such as Business Plans, Feasibility studies, Phase 1 studies, and Rezoning. My group applied for this Seed Funding Grant over a month ago, and the only information I could not provide on the application was the level of support from the Local Government. I did say however that active dialogue was ongoing and that the city of Parksville would be indicating their level of support in short order. The decision on whether or not we get this grant will be made in the next 30-60 days and any more information I can include for the city will certainly help.
2. Concurrently as of May 1, CMHC will also be given a much larger budget for groups such as mine to renovate or modify units to be used as affordable housing. The application forms for this grant as of today are not available due to federal government printing delays. I expect to have these forms sometime this month with a forecasted due date sometime in June. This is a very large grant, and if we receive this we can transform the motel into a very nice affordable housing complex. In return for the grant, we must rent out the units as affordable housing (government dictated rent amounts) for up to 15 years. On these application forms, I must provide some indication that the site I am using can legally be used for the purpose I proposing. Once again this requires some city participation with respect to zoning.
3. My Final time constraint is with my partner and current owner of the Motel and

Restaurant, Mr. Ray Wesenberg. Mr. Wesenberg is now retired and does not want to be involved with the motel business any longer. He feels that the motel will never be viable in it's current form and I happen to agree. I was able to persuade Mr. Wesenberg of the need for affordable housing in the Parksville community and have been working on this plan for the last 6 months. I have been given a chance to attempt this renovation plan by way of the CMHC grant, but if my attempt fails then it has been decided a demolition of the site would be the best course of action.

I see no problems with renovating the units up to current building standards with regards to Smoke Detectors and Fire Alarms. At first glance I believe that I can also add sprinkler systems and stay within my budget, but I need a solid quote which I will get asap. Electrical, plumbing and heating systems will of course be updated, and all units will include new kitchens and bathrooms. I need to do some minor moisture control with the ground level units, and give the entire building an exterior facelift. Our plans call for filling in the swimming pool and creating a green space in this area for all tenants to enjoy. Of course landscaping will also comply with zoning requirements as much as possible. All these items are no problem and well within our proposed budget.

Looking at the parking issue, I believe I would be close to the 1 stall per unit requirement, but don't know for sure until I have my architect do his drawings. I plan to have a few handicapped accessible rooms on the main floor, but cannot provide any elevators due to prohibitive costs (unless I can get extra grant money).

Other issues such as property tax reductions or development charge reductions (if applicable) can be discussed in the future, however some indication that the city of Parksville is willing to work with our group to achieve acceptable levels is sufficient. Something in writing to this effect is what I am hoping to get after your council meeting on April 15th. I would like to submit this to CMHC prior to May 1.

Unfortunately on Apr 15th I will be in Los Angeles and unable to attend the council meeting. I will attempt to get Egon Kuhn to attend in my place and will advise you of this asap.

I would be very happy to go through the rezoning process as required by city bylaws. I will attempt to abide by all building requirements within reason as outlined above. My hope is that this process can be sped up and made less costly than a full rezoning due to the nature of my proposed affordable housing plan. I believe this plan to be in the cities best interest and I look forward to future discussions.

Regards,

Vince

On 1-Apr-09, at 1:36 PM, Gayle Jackson wrote:

> Sounds good (250) 954-4660

>

> Gayle

>

> -----Original Message-----

> From: Vincent Jandrisch [mailto:vjandrisch@gmail.com]

> Sent: April 1, 2009 13:37

> To: Gayle Jackson

> Subject: Re: Post and Lantern

>

> I will call you in the afternoon. Thanks

>

> On 1-Apr-09, at 1:34 PM, Gayle Jackson wrote:

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>> Let's be in touch tomorrow & I'll let you know the outcome.

>>

>> Gayle

>>

>> -----Original Message-----

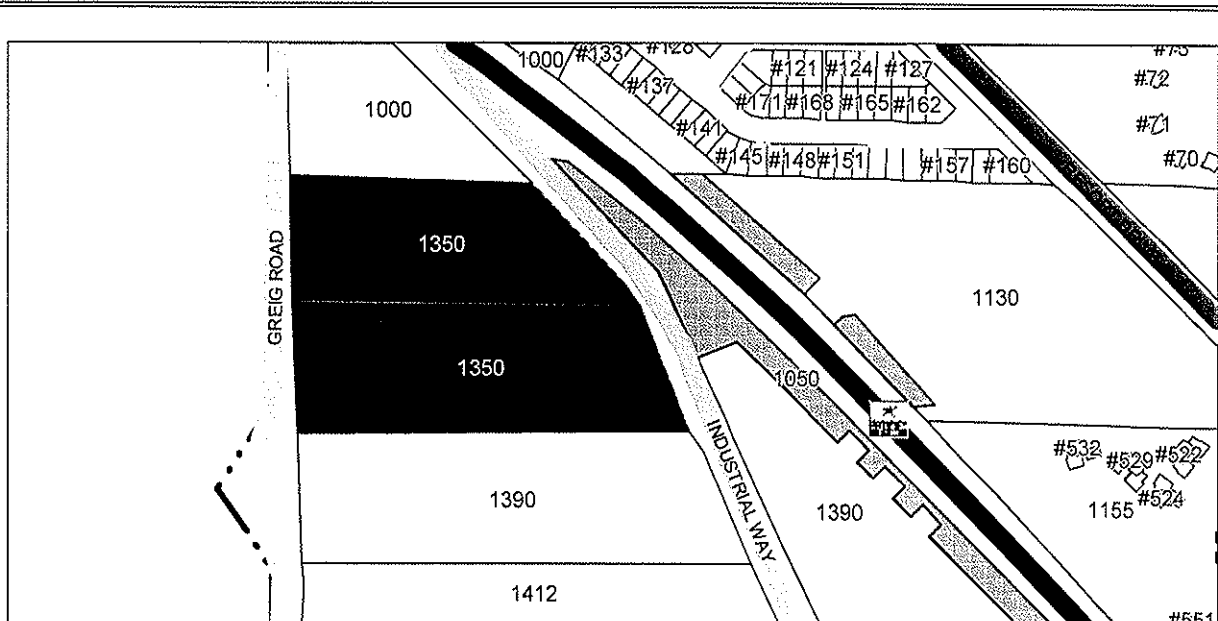
>> From: Vincent Jandrisch [mailto:vjandrisch@gmail.com]

November 28, 2008

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

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

SUBJECT: CONSIDERATION OF REQUEST FOR CITY SUPPORT TO CANADA MORTGAGE AND HOUSING CORPORATION FOR A PROPOSAL TO CONSTRUCT AND OPERATE AN AFFORDABLE HOUSING PROJECT ON LOTS 1 AND 2, DISTRICT LOT 123, NANOOSE DISTRICT, PLAN 4091 (1350 GREIG ROAD)



Issue:

Consideration of request for City support to Canada Mortgage and Housing Corporation for a proposal to construct and operate an affordable housing project on the Greig Road site.

Executive Summary:

The City has been requested to provide a letter of support for a proposal to construct and operate an affordable housing project on the site shown as noted above. This letter of support would be provided to Canada Mortgage and Housing Corporation for the purpose of obtaining funds to undertake a feasibility study. The proponent of this application is an experienced developer, who also has experience in the provision of workforce housing. The initial support being sought is to advance the feasibility study.

Subject: Consideration of request for City support to Canada Mortgage and Housing Corporation for a proposal to construct and operate an affordable housing project on Greig Road

References:

June 9, 2008 memorandum from G. O'Rourke, Director of Engineering
September 2, 2008 letter from Egon Kuhn, director Affordable Housing: Vancouver Island Society
September 3, 2008 e-mail from Fire Chief Doug Banks

Background:

The site is not presently zoned for the intended use. At this time the site is zoned I-1 and is designated 'industrial' in the Official Community Plan. This does not preclude Council from providing support for the feasibility study, but it does mean that Council must, under the principals underlying the *Local Government Act*, enter the public hearing for the zoning and Official Community Plan amendment with an open mind. Council's mind cannot be made up with respect to the land use at this time, without jeopardizing the rezoning process.

Ultimately, Council support would be sought for a waiver of the development cost charges and of any major off-site servicing costs.

Options:

Council may:

1. Provide a letter of support to Affordable Housing: Vancouver Island Society for an application to Canada Mortgage and Housing Corporation to fund a feasibility study.
2. Decline support.
3. Refer the application to the Advisory Planning Commission and the Economic Development Office for comments pertaining to the proposed land use.

Analysis:

The lack of affordable housing in the Community is a known issue. The proponent of the subject proposal has considerable experience and is capable of delivering the product proposed.

The subject property has both benefits and liabilities. Its location is within walking distance to a number of resorts which employ workers; some of which would be in jobs at a low wage scale and would require affordable housing.

The subject property is not located within easy walking distance of other amenities and required services. The property is located within the City's industrial area and the servicing level has historically been set up for industrial use rather than residential. The site is being selected because it is affordable. It is affordable because it does not have the normal infrastructure required to support residential use. Introducing this use may require the City to consider a change of approach to infrastructure and future land use for the area. At a minimum, undertaking this use on this site would require an Official Community Plan amendment.

Subject: Consideration of request for City support to Canada Mortgage and Housing Corporation for a proposal to construct and operate an affordable housing project on Greig Road

The nature of the proposal makes it difficult to analyze the land use on an objective basis. It is challenging to point out problems with the location for a use like affordable housing, which is perceived to be desperately needed. Despite this, the subject property is not ideal and will have technical challenges with respect to servicing and access. There may also be issues with the site itself as it is known to have been filled significantly. If a conventional development was proposed for this site the developer would be expected to provide considerable upgrading to both the site conditions and the adjacent areas, particularly with respect to access. From a planning perspective it is generally not advisable to permit an enclave of residential units in a location without urban services as it will lead to a demand for them.

The proponent of this project has indicated that he will be seeking a waiver of major works. Therefore, if the works associated with development of this site are essential at the time of development they would need to be provided by the City. At this time there are insufficient project details to know the exact impact. It should be noted that the Ministry of Highways will ultimately be required to have input into a zoning amendment application. The Ministry of Highways could set requirements which are not within the City's purview to relax.

This is the first request of this nature; being a proposal by the private sector to participate in affordable housing. There is at least one other non-profit group working on a similar proposal. Also, one or two other private developers are exploring something similar in concept. A rezoning application was recently filed with the City for a mobile home park within the Industrial area. At this time no criteria has been established for evaluation of the merit of proposals seeking City participation. Nor has the City's level of participation in affordable housing been established. In the absence of this proposals will need to be dealt with on an ad hoc basis.

Analysis of Specific Options:

1. Council can provide a letter of support 'to further investigate' the proposal. This will enable Affordable Housing: Vancouver Island Society to apply for Canada Mortgage and Housing Corporation funding for this purpose. This does not commit the City to the ultimate approval of the project; although it would infer a willingness to give serious consideration to the proposal. It would be prudent to request input into the Terms of Reference for the investigation. The information that would be critical to the City's consideration is the exact level of waivers and financial participation that would ultimately be expected of the City; as would some of the operational details.

Supporting the request would suggest that the City generally finds the location acceptable.

2. Denial of support should be considered now if Council already knows it would not be supportive of the proposal based on the current level of information, such as; the location, knowledge that there will be a requirement for a reduction in City standards, or, some other variable.
3. A referral to the Advisory Planning Commission and the Economic Development Office could provide input on the land use aspect of the proposal. The impact of reduction of industrial land, the impact of introduction of residential land use, and, compatibility with the Official Community Plan could be established.

Subject: Consideration of request for City support to Canada Mortgage and Housing Corporation for a proposal to construct and operate an affordable housing project on Greig Road

Financial Implications:

At this stage, staff time for research and report compilation is the primary cost item for the City.

Sustainability/Environmental Analysis:

This initiative is compatible with the goal of having a diverse and affordable housing stock and is a good concept in that regard. Other sustainability concepts such as close proximity to required services are violated by the location.

Recommendation:

That the report of the Director of Community Planning dated November 28, 2008 regarding consideration of request for City support to Canada Mortgage and Housing Corporation for a proposal to construct and operate an affordable housing project on Lots 1 and 2, District Lot 123, Nanoose District, Plan 4091 (1350 Greig Road) be received;

And That a referral to the Advisory Planning Commission and the Economic Development Office be done to provide input on the land use aspect of this proposal;

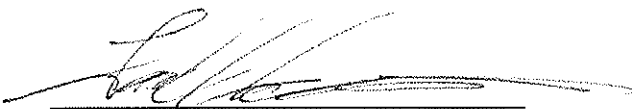


GAYLE A. JACKSON

GAJ/sh
Attachments

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CHIEF ADMINISTRATIVE OFFICER COMMENTS:



F. MANSON, C.G.A.

DATE **June 9, 2008**

MEMO TO: FRED MANSON
CHIEF ADMINISTRATIVE OFFICER

FROM: GARY O'ROURKE
DIRECTOR OF ENGINEERING AND OPERATIONS

SUBJECT: AFFORDABLE HOUSING PROPOSAL – GREIG ROAD
VANCOUVER ISLAND HOUSING SOCIETY

FILE NO.: 0230-20-VI HOU

The following comments pertain to the above referenced proposal to construct a 50 unit affordable housing project (rental) on Lots 1 and 2, Plan 4091, DL 123, Nanoose LD (1350 Greig Road. They are made based on a cursory review of the submission made by the *Affordable Housing: Vancouver Island Society*, dated May 2, 2008:

1. Significant quantities of fill have been placed on sections of these properties. The quality of the fill is unknown. It is also not known if there are any related issues (e.g. contamination, leachate, stability) which must be addressed on these properties prior to undertaking any 'development'. There may be risks and liabilities associated with these unknowns. In this regard, the owner of the subject property (Mr. H. Heringa) has been writing the City regarding the possible link between groundwater local quality and the abandoned City landfill at 1060 Industrial Way;
2. The access to the property will need to be improved to accommodate this development. The existing intersection of Greig Road and Highway 19A is a 'Right-In, Right-Out' configuration. Highway 19A is under the jurisdiction of the Ministry of Transportation at this location. It may be necessary to install a traffic signal in conjunction with any intersection improvements deemed necessary;
3. Servicing capacities (water and sewer) must be assessed to establish the related off-site upgrading requirements;
4. Water and sanitary sewer servicing will need to be extended (i.e. a minimum of approximately 200 - 300 meters) to the site. This may involve extending existing mains on Industrial Way (approximately 200 to 300 meters), or extending services across Highway 19A;
5. A storm-water management plan will need to be prepared to establish requirements for handling drainage for the development. There is no municipal storm drainage system in this area;

6. There are known rock outcrops in the vicinity of Greig Road and Highway 19A. The existence of rock may have a significant impact on construction costs. Further assessment is required.

It is strongly recommended that a detailed technical review of servicing requirements be completed prior to making any decisions related to this project, or establishing any budget requirements. Such works should include initial discussions with the Ministry of Highways to establish Highway 19A upgrading requirements. An initial budget of \$25,000 would be required to retain qualified firms/persons to undertake this work. Additional funds may be required should the investigations proceed beyond a conceptual stage.

It is also recommended that legal advice be obtained to assess the risks and liabilities associated with groundwater conditions and the fill placed on the site.

There may also be issues related to zoning and the overall development process which need to be identified/addressed at this time. I have therefore copied this Memorandum (and a copy of the submission) to the Director of Community Planning.

Gary O'Rourke, P.Eng.
Director of Engineering & Operations

c Director of Community Planning
 Manager of Engineering
 Manager of Operations

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AHVIS
2632 Northwest Bay Road
Nanoose Bay, B.C., V9P 9R7
250-468-7970

September 2, 2008

City of Parksville
Box 1390, 100 E. Jensen Avenue
Parksville, B.C., V9P 2H3

Attention: Gayle Jackson, Director of Community Planning

Dear Ms. Jackson

Subject: Proposal to construct and operate approximately 50 unit rental Affordable Housing Project on the south side of Parksville at Industrial Way

Further to our letter of July 8th, 2008, we have now confirmed that 95% financing for an affordable housing project is available, either directly through CMHC or as an assured loan through a conventional lender. AHVIS would have to provide the equity of approximately \$161,000.00.

We have also confirmed the site can be serviced for \$250,000.00, provided we can access sanitary sewer and water services at the intersection of Tuan Road and Industrial Way and there is no special upgrading required. An exfiltration system could dispose of storm water on-site. The site would be accessed via Industrial Way, which would remain a one-way street with an exit at the intersection of Franklin's Gull Road and the Island Highway.

The site in question consists of 7 acres. Four acres can be built on without any major geotechnical work. We have presently optioned one acre with the right to buy the whole site at a very reasonable price. The project would be designed with further expansion in mind and could probably accommodate as many as 200 units.

At last years forum on affordable housing, staff housing was identified as the area with the greatest shortfall. It was estimated projects planned and under construction would create a need for as many as 1200 units. Projects such as the Beach Club, Sunrise Ridge and the Seniors Complex are now partially operating while not a single staff housing unit has been added to the City inventory.

The site in question is within easy walking distance of most of the major resorts. Shopping facilities are also within walking distance and for people who find the walk into town too demanding a regular mini-bus service could be provided at a reasonable fee.

Under current CMHC guidelines 51% of the units have to be rented for no more than \$625.00 per month, the balance can be rented at a higher rate. We are proposing to rent the 51% (or more if possible), directly to employers, with the balance at market rates. Since all units have a living room and a separate bedroom, the units can be shared by two people, which will make them quite affordable.

To meet our budget projections, the City and the Regional District would have to wave Development Cost Charges and any major off-site servicing costs.

CMHC will fund a feasibility study if we can provide them with a letter indicating the City of Parksville is prepared to support the project and rezone the property for the intended purpose, if the study provides the necessary support.

I am personally prepared to devote time and lend my expertise to a project that could greatly alleviate the affordable housing shortage in Parksville. I can also rely on the services of Mr. Kenneth Hole who has extensive experience in the construction and management of senior and staff housing projects

Yours truly

Egon Kuhn, Director

**Projected Operating Profit and Loss Statement
 South Parksville AHVIS, in Accordance with CMHC Lending Requirements
 for Affordable Housing**

Revenue

26 Units @ \$625.00 per month	16,250.00
24 units at \$725.00 per month	17,400.00
Parking Stall Revenue (20 Units at \$25)	500.00
Misc. Revenue (Laundry, Transit, Storage)	1,000.00
Monthly Revenue	<u>35,150.00</u>
Less 2% Vacancy	<u>703.00</u>
Total Revenue	34,447.00

Expences

Caretaker and Managers Suite	2,225.00
Utilities Common Areas	1,000.00
Repairs and Maintenance	500.00
Insurance	1,000.00
Legal, Accounting	500.00
Bank Charges, Advertising, Promotion	500.00
Consulting Fees and Expenses	3,000.00
Water, Sewer Garbage	100.00
Estimated Taxes at 50%	2,000.00
Misc. Expenses	500.00
Expences	<u>11,325.00</u>

First Mortgage @ 5.25%, 30 year amortization	17,382.00
Total Expenses	28,707.00
Reserve Fund 3%	1,033.41
Net Profit before Depreciation, Contingency and Future Requirements	4,706.59

Gayle Jackson

From: Doug Banks
Sent: September 3, 2008 03:44 PM
To: Gayle Jackson; Fred Manson; Gary O'Rourke; Laurie Taylor; Lucky Butterworth; Blaine Russell
Cc: Susan Harbottle
Subject: RE: Affordable Housing Project

Until such time as we have more information regarding the proposal, we cannot make any specific comments on this proposal. In general, the concerns that this department would have are to do with the following:

1. Site Access – How will the site be accessed? A secondary access point to the site will be required should the primary access become obstructed. How are the internal roads laid out and to what standard are they built too?
2. Water Supply – We will be requesting that there is sufficient water supply available to meet the requirements of the Fire Underwriters Survey. This can only be determined once the size and construction type of the buildings are known.
3. Hydrant Location – Without knowing the layout of the complex, we cannot make any comments on the appropriate hydrant locations.
4. Type and size of structures – The type and size of structures will have an impact on the department. There is a big difference for us in dealing with a typical SFD vs. a large Multi-family type apartment. The amount of resources required to deal with an incident in a typical SFD are a lot less than the resources required to handle an incident in a multi-family apartment type building.

If the proponent is able to supply any type of site layout and building details, we will be able to provide further comments at that time.

Doug Banks
 Fire Chief
 Parksville Fire Department

250 954-4671
 250 248-3925 (Fax)

From: Gayle Jackson
Sent: September 3, 2008 11:35
To: Fred Manson; Gary O'Rourke; Laurie Taylor; Doug Banks; Lucky Butterworth; Blaine Russell
Cc: Susan Harbottle
Subject: FW: Affordable Housing Project

This is the proposal we were talking about today in Sr. Staff. Would each of you please comment on the proposal, from the perspective of your Department. I will coordinate the comments and ultimately the response to applicant and/or report to Council.

Thanks.
 Gayle

P.S. I have asked them if they have a layout plan.

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01/10/2008