

City of Parksville

PO Box 1390, 100 Jensen Avenue East
Parksville, BC V9P 2H3
Telephone: 250 248-6144 Fax: 250 248-6650
www.parksville.ca

COMMITTEE OF THE WHOLE AGENDA

MONDAY, DECEMBER 7, 2009 - 6:00 P.M.

1. ADOPTION OF MINUTES

- a) of the November 16, 2009 minutes of the Committee of the Whole meeting - Pages 1 to 2
- b) of the November 25, 2009 minutes of the Special Committee of the Whole meeting - Page 3
- c) of the November 30, 2009 minutes of the Special Committee of the Whole meeting - Page 4

2. PUBLIC PRESENTATIONS

- a) Marianne McLennan - Vancouver Island Health Authority - Falls Prevention Project - Page 5
To cover the results of the UBCM funded Oceanside Falls Prevention Project undertaken in partnership with VIHA.
- b) Charna Macfie - Transportation Plan - Page 6
Commentary of Parksville's Master Transportation Plan. A number of local residents desire to offer input and ideas to Council regarding transportation and development plans currently under consideration at City Hall.
- c) Harald Moeller - Petition for Traffic Light at Shelly Road and Highway 19A - Pages 7 to 8
Petition represents about 200 residents in the Pioneer Crescent, Shelly Road, Turner Road and Martindale Road area that were directly affected with the traffic pattern change at the Martindale and Highway 19A intersection.
- d) Deborah Gogela and Joe Newell - CitySpaces Consulting and Joe Newell Architect - Development Permit Application [205 Jensen Avenue East] - Page 9
As part of one PowerPoint presentation, Deborah Gogela will present a brief summary of the project: i.e. proposed use, target population, background of the Society as well as rationale for the requested variances. Joe Newell will speak briefly to the design as it related to the requested variances.

3. CORRESPONDENCE

4. DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE

5. STAFF PRESENTATIONS

a) Director of Community Planning - Development Permit Application [205 Jensen Avenue East] - Pages 10 to 32

On October 21, 2009, the City received a development permit application from CitySpaces Consulting Ltd. on behalf of the owners of the property. The applicant requests the issuance of a development permit to permit a four storey wood frame building of 33 one-bedroom units on the upper three floors and commercial retail units and common amenity/office space for the Lions Senior Citizens Housing Society and tenants on the main floor and overall site plan. A height variance of 1.9 metres is requested.

**Recommendation: THAT the report from the Director of Community Planning dated November 18, 2009 for the issuance of a development permit at 205 Jensen Avenue East be received;
AND THAT a development permit be issued to Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231) to permit a four storey wood frame building of 33 one-bedroom units on the upper three floors and commercial retail units and common amenity/office space for the Lions Senior Citizens Housing Society and tenants on the main floor and overall site plan with a requested variance to relax the C-3 zone maximum height of the principal building from 11 metres to 12.9 metres on Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East);
AND FURTHER THAT a landscaping letter of credit in the amount of \$77,151.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping;
AND FURTHER THAT proof of lot consolidation be received prior to the issuance of the permit.**

b) Director of Community Planning - Development Permit Application [100 Resort Drive] - Pages 33 to 45

On October 28, 2009 the City received a development permit application from Riptide Lagoon Adventure Golf Ltd., as owners of the property. The applicant requests the issuance of a development permit to permit construction of a building and track for electric bumper cars.

**Recommendation: THAT the report from the Director of Community Planning dated November 19, 2009 for the issuance of a development permit at 1000 Resort Drive be received;
AND THAT a development permit be issued to Riptide Lagoon Adventure Golf Ltd., (Inc. No. 438383) to permit construction of a building and track for electric bumper cars on Lot A, District Lot 123, Nanoose District, Plan VIP75416 (1000 Resort Drive).**

- c) Director of Community Planning - Technical Information for Locating the Community Garden at Parksville Civic and Technology Centre Park - Pages 46 to 56

Staff has been directed to review the technical aspects of relocating the Community Garden to the Parksville Civic and Technology Centre Park site.

Recommendation: THAT the report from the Director of Community Planning dated November 26, 2009 titled "Consideration of Technical Information for Locating the Community Garden at the Parksville Civic and Technology Centre Park" be received;

AND THAT Option 2 (preparing the site to a level that is 'ready to use') contained in the report from the Director of Community Planning dated November 26, 2009 is accepted in principle, subject to review of screening requirements by the Advisory Design Panel;

AND FURTHER THAT Staff be directed to prepare a policy to administer the operations of the Community Garden program at the Parksville Civic and Technology Centre Park.

- d) Director of Community Planning - Official Community Plan Review - Pages 57 to 61

The purpose of this report is to advise Council that Staff is preparing to commence the Official Community Plan update and to reveal some overall information regarding process and content.

Recommendation: THAT the report from the Director of Community Planning dated November 26, 2009 entitled "Consideration of an Official Community Plan Review" be received;

AND THAT Council accept the general approach to a work program for the Official Community Plan Review as outlined in the report from the Director of Community Planning dated November 26, 2009;

AND THAT Staff be directed to prepare formal Terms of Reference for the Official Community Plan review;

AND FURTHER THAT Staff be directed to prepare Terms of Reference for the establishment of an Official Community Plan Advisory Committee.

- e) Manager of Operations - Access to Businesses on the South Side of Highway 19A Immediately West of the Englishman River Bridge - Pages 62 to 64

Staff was directed by Council to review the technical issues of the signage and traffic configuration currently restricting access to the businesses on the south side of Highway 19A immediately west of the Englishman River Bridge and provide Council with alternatives and a recommended course of action.

Recommendation: THAT the report from the Manager of Operations dated December 1, 2009 entitled "Access to Businesses on the South Side of the Highway 19A Immediately West of the Englishman River Bridge" be received;

AND THAT Staff be directed to remove the existing right turn only signage at the driveways accessing 762 Island Highway East prohibiting the left turn out movement.

6. ADJOURNMENT

TO BE ADOPTED



CITY OF PARKSVILLE

November 16, 2009

Minutes of the Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, November 16, 2009 at 6:05 p.m.

PRESENT: His Worship Acting Mayor C. R. Burger

Councillors: A. R. Greir
M. Lefebvre
C. J. Powell-Davidson

Staff: G. Jackson, A/Corporate Officer
L. Kitchen, Deputy Corporate Administrator
L. Butterworth, Director of Finance
D. Banks, Fire Chief
A. Metcalf, Manager of Operations
B. Russell, Manager of Current Planning

1. **MINUTES**

Lefebvre - Powell-Davidson

THAT the minutes of the Committee of the Whole meeting held November 2, 2009 be adopted.

CARRIED.

2. **PUBLIC PRESENTATIONS**

a) David Shaver from the Oceanside Hospice Society informed Council of new programs and services being offered at the Parksville 451 Aurora Street facility.

3. **CORRESPONDENCE** - Nil

4. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE** - Nil

5. **STAFF PRESENTATIONS**

Mayor Mayne noted that all recommendations adopted by the Committee at this meeting will be forwarded to Council for consideration at their December 7, 2009 meeting.

a) **Staff Sgt. Brian Hunter - RCMP Quarterly Report**

Staff Sgt. Brian Hunter gave the RCMP Quarterly Report for the period July, August and September 2009.

RECOMMENDATIONS:

b) **Deputy Corporate Administrator - Community Park Concession Policy No. 3.18**

Powell-Davidson - Lefebvre

THAT the report from the Deputy Corporate Administrator dated October 30, 2009 entitled "Community Park Concession Policy", be received;

AND THAT "Food Concessions in the Community Park Policy No. 3.18" be amended by approving the draft policy attached to the Deputy Corporate Administrator's report dated October 30, 2009, allowing for other food concessions in the Community Park, not specifically named in the policy.

CARRIED.

c) **Deputy Corporate Administrator - Filming Guidelines and Policy**

Lefebvre - Greir

THAT the draft "Filming Policy" attached to the Deputy Corporate Administrator's report dated November 2, 2009, be approved;

AND THAT the Vancouver Island North Film Commission, Greater Victoria Film Commission and BC Film Commission be advised of the City's Filming Policy.

CARRIED.

d) **Chief Administrative Officer - Parksville & District Chamber of Commerce 2010 Fee for Services Agreement**

Greir - Lefebvre

THAT the Mayor and Corporate Officer be authorized to sign the 2010 Fee for Services Agreement with the Parksville and District Chamber of Commerce for the annual amount of \$40,000.00.

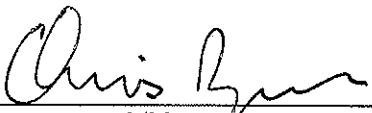
CARRIED.

6. **ADJOURNMENT**

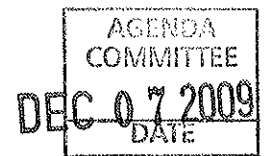
Lefebvre - Powell-Davidson

Rise and Report to Council at their December 7, 2009 meeting.

The meeting ended at 6:53 p.m.


A/Mayor

TO BE ADOPTED



CITY OF PARKSVILLE

November 25, 2009

Minutes of the Special Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Wednesday, November 25, 2009 at 9:00 a.m.

PRESENT: Her Worship Acting Mayor T. C. Patterson

Councillors: C. R Burger
A. R. Greir
M. Lefebvre
C. J. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer
G. Jackson, Director of Community Planning
L. Butterworth, Director of Finance
D. Banks, Fire Chief
P. Lovegrove, Manager of Budgets and Special Projects
A. Metcalf, Manager of Operations

1. **2010 BUDGET – OVERVIEW PRESENTATION**

The Manager of Budgets and Special Projects gave a PowerPoint presentation of an overview of the 2010 budget.

Next budget meeting will be held November 30, 2009.

2. **ADJOURNMENT**

The meeting ended at 11:50 a.m.

A handwritten signature in cursive script, reading 'T. C. Patterson'.

A/ Mayor

TO BE ADOPTED



CITY OF PARKSVILLE

November 30, 2009

Minutes of the Special Committee of the Whole meeting held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, November 30, 2009 at 6:00 p.m.

PRESENT: His Worship Mayor E. F. Mayne

Councillors: C. R Burger
A. R. Greir
M. Lefebvre
T. C. Patterson
S. E. Powell
C. J. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer
L. Butterworth, Director of Finance
D. Banks, Fire Chief
P. Lovegrove, Manager of Budgets and Special Projects
A. Metcalf, Manager of Operations

1. BUDGET

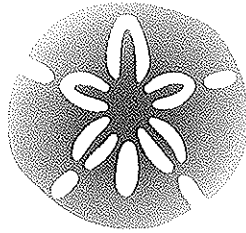
Powell-Davidson - Lefebvre

THAT Staff be directed to prepare the 2009 - 2013 Revised Financial Plan Bylaw reflecting the changes presented to Council at the November 25 and November 30, 2009 Special Committee of the Whole Meetings by the Manager of Budgets and Special Projects.
CARRIED.

2. ADJOURNMENT

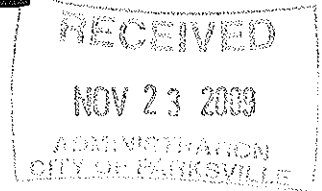
The meeting ended at 6:58 p.m.

A handwritten signature in black ink, appearing to be 'E. F. Mayne', written over a horizontal line. Below the line, the word 'Mayor' is printed.



City of Parksville

AGENDA
COMMITTEE
DEC 07 2009
DATE



REQUEST TO APPEAR AS A DELEGATION

TO BE HELD 7 - December, 2009 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: Marianne McLennan, Director
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: _____
[Please print]

NAME OF ORGANIZATION [if applicable]: Vancouver Island Health Authority

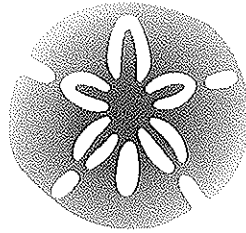
Mailing address: Aulds Road, Nanaimo, BC

Phone: (250) 740-6971 - _____ Fax: _____
[Business] [Home]

DETAILS: [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

This presentation will cover the results of the UBCM funded Oceanside Falls Prevention Project undertaken in partnership with the Vancouver Island Health Authority

NOTE: Any personal information on this form is collected for the purpose of administering the meetings of Council as noted in Section 26(c) of the *Freedom of Information and Protection of Privacy Act*.



City of Parksville

AGENDA
COMMITTEE
DEC 07 2009
DATE

REQUEST TO APPEAR AS A DELEGATION

TO BE HELD Monday - December 7, 2009 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: Charna Macfie
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: _____
[Please print]

NAME OF ORGANIZATION [if applicable]: _____

Mailing address: 166 Pheasant Place, Parksville BC V9P 1M5

Phone: _____ - 250 954-0090 Fax: _____
[Business] [Home]

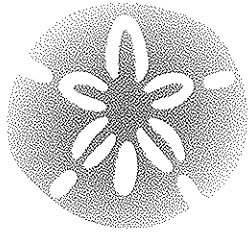
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Commentary of Parksville's Master Transportation Plan. A number of local residents desire to offer input and ideas to Council regarding transportation and development plans currently under consideration at City Hall.

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PAGE

6



City of Parksville

AGENDA
COMMITTEE
DEC 07 2009
DATE

REQUEST TO APPEAR AS A DELEGATION

RECEIVED
NOV 23 2009
ADMINISTRATION
CITY OF PARKSVILLE

TO BE HELD 7th - December, 2009 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: HARALD MOELLER
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: _____
[Please print]

NAME OF ORGANIZATION [if applicable]: Pioneer Cres/Shelly Road/Turner Road
& Martindale Road Neighbourhood

Mailing address: #17-493 PIONEER CRES PARKSVILLE BC

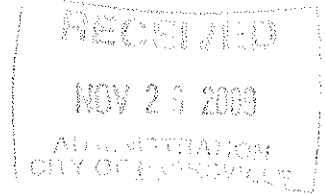
Phone: _____ - (250) 248-0391 Fax: _____
[Business] [Home]

DETAILS: [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

See attached copy of covering letter and
copies of Petition.

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To the Mayor, Ed Mayne And Parksville Council
November, 2009



The attached petition represents about 200 residents in the Pioneer Crescent/ Shelly Road/Turner Road and Martindale Road area.

This area was directly affected when the change of traffic pattern occurred at the Martindale intersection when the residents could no longer make a left hand turn from North Martindale to 19A east. The residents were forced to go to either Shelly Road or else where to execute a left turn onto 19A.

This increase in traffic at Shelly Road makes the intersection extremely hazardous especially at peak traffic times with not only a blind spot to the left due to a bend on 19A but also no pedestrian crosswalk to cross the 5 lanes of traffic.

With no other traffic light and/or crosswalks for four city blocks between Martindale and McVickers on 19A we the undersigned residents and businesses on this petition urgently request a traffic light at the intersection of Shelly Road and 19A.

We also feel that having a light at this intersection would have a calming effect on the traffic in the Martindale to Shelly Road area.

SHELLY ROAD HIGHWAY 19A EAST INTERSECTION

We, the undersigned, petition the City of Parksville to construct immediately traffic control lights at the above noted intersection rather than the slated time in 2014. As a result of the traffic pattern change at Martindale Road and the Island Highway, traffic volumes have increased making left hand turns from Shelly Road north and south, extremely hazardous.

Also, there is no crosswalk for pedestrians, wheel chairs or scooters to cross four lanes of traffic at this intersection going north and south on Shelly Road.



REQUEST TO APPEAR

TO BE HELD 07 - DECEMBER, 2009 AT 6:00 P.M.
Day Date

NAME OF PERSON MAKING PRESENTATION: Deborah Gogela (and Joe Newell)
[Please print]

NAME OF APPLICANT IF OTHER THAN ABOVE: _____
[Please print]

NAME OF ORGANIZATION [if applicable]: CitySpaces Consulting and Joe Newell Architect

Mailing address: 844 Courtney Street, 5th Floor, Victoria BC, V8W 1C4

Phone: (250) 383 – 0304 x 31 (250) 588-0538 Fax: (250) 383-7273
[Business] [Mobile]

DETAILS: [Please provide complete information on the nature of your presentation. If applicable, provide one set of submission documents in letter sized format for photocopying purposes. All requests and documentation must be received by the Administration Department by twelve noon on the Tuesday prior to the meeting date for consideration. Delegation requests that do not meet the criteria of *Delegations and/or Presentations to Council or Committee Policy 2.22* will not be processed.]

As part of one Powerpoint presentation, Deborah Gogela will present a brief summary of the project; i.e., proposed use, target population, background of the Society (Owner/Operator), as well as a rationale for the requested variances (in the DP & DVP applications). Joe Newell will speak briefly to the design as it relates to the requested variances.

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COMMITTEE OF THE WHOLE REPORT

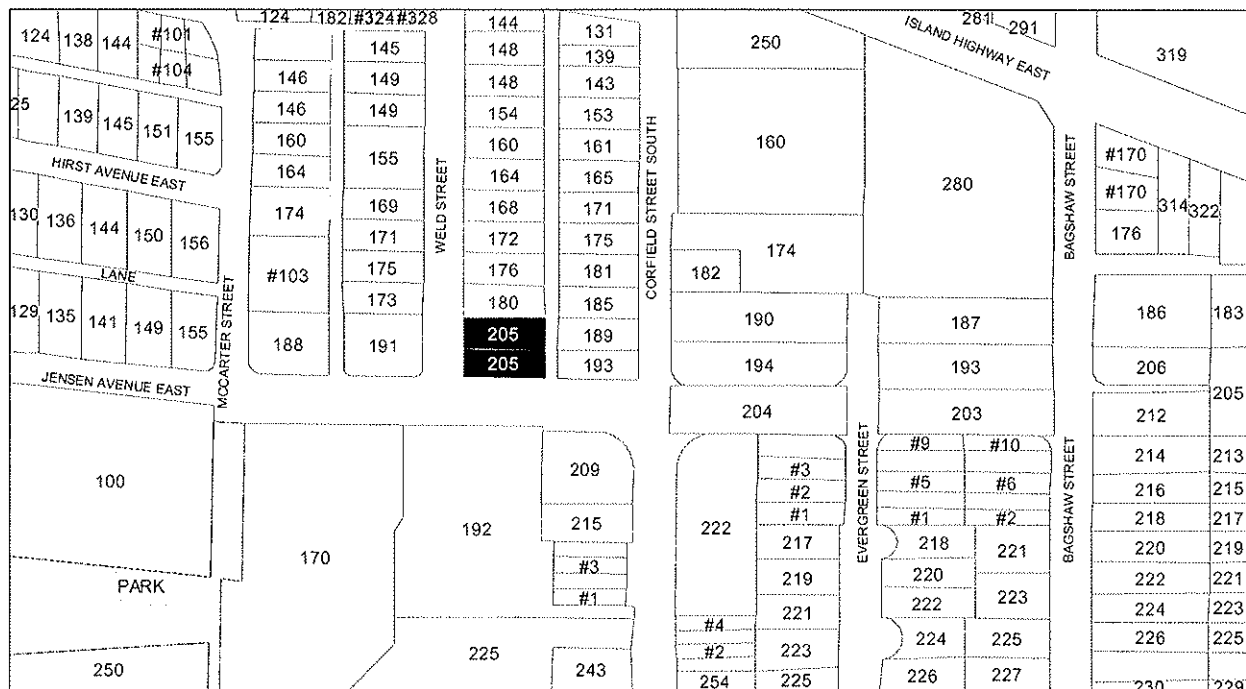


November 18, 2009

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

FROM: G. A. JACKSON, DIRECTOR OF PLANNING

SUBJECT: DEVELOPMENT PERMIT APPLICATION FOR LOTS 29 AND 30, DISTRICT LOT 13, NANOOSE DISTRICT, PLAN 1565 (205 JENSEN AVENUE EAST)
REGISTERED OWNER: PARKSVILLE LIONS SENIOR CITIZENS HOUSING SOCIETY, (INC. NO. S11231)
APPLICANT: CITYSPACES CONSULTING LTD.
FILE: 3060-09-06



Issue:

Consideration of development permit

.../2

**DEVELOPMENT PERMIT APPLICATION FOR
LOTS 29 AND 30, DISTRICT LOT 13, NANOOSE
DISTRICT, PLAN 1565**

References:

Official Community Plan Bylaw 2002, No. 1370 excerpt – Development Permit Area No. 1 (Downtown Zone IV, Downtown Master Plan and Development Guidelines – Amendment Bylaw No. 1050.4).

Plan reductions (attached).

Applicant letter, dated October 16, 2009, as prepared by CitySpaces Consulting Ltd. (attached).

Sustainable Community Builder Checklist, dated (attached).

Executive Summary:

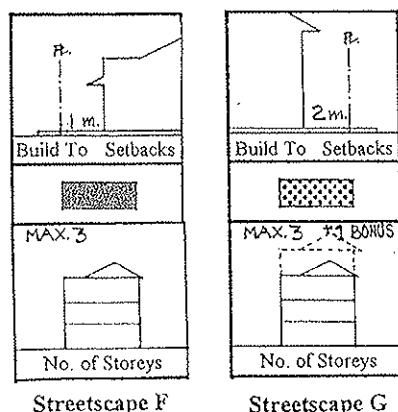
On October 21, 2009, the City received a development permit application from CitySpaces Consulting Ltd. on behalf of the owners of the property. The applicant requests the issuance of a development permit to permit a four storey wood frame building of 33 one-bedroom units on the upper three floors and commercial retail units and common amenity/office space for the Lions Senior Citizens Housing Society and tenants on the main floor and overall site plan. A height variance of 1.9 metres is requested.

Background:

The proponent is seeking approval to construct a four storey building at the northeast corner of Weld Street and Jensen Avenue. The building as proposed will contain 33 seniors oriented affordable housing units on the upper three floors. The ground floor is oriented toward Jensen Avenue and will accommodate commercial retail units and common amenity/office space for the Lions Housing Society. Surface parking is proposed under the first floor of the building.

The subject property is within Development Permit Area No. 1 DOWNTOWN CORE. The development permit designation is under the 'Revitalization and Form and Character, categories. The area is subject to the Downtown Master Plan and Development Guidelines.

The technical review of the proposal is complete. A height variance of 1.9m has been requested which is necessary to accommodate a fourth floor. This height variance is supported under Section 2. a) of the Downtown Master Plan and Development Guidelines:



"Locating 3 and 4 storey midrise streetwall building faces to create a framed view corridor for upper floors to the park and waterfront and to provide a sense of downtown and district enclosures"

The subject property falls into the area designated as Streetscape F, and the architectural and landscape design reflect Streetscape F in plan. The building façade treatment and height relationship to the street reflects the adjacent Streetscape G approach. Applying Streetscape G to the Jensen Avenue façade will mirror the proposed building relationship to the street for the development permit issued to the owners of the combined properties of 170 Jensen Avenue East, 192

**DEVELOPMENT PERMIT APPLICATION FOR
LOTS 29 AND 30, DISTRICT LOT 13, NANOOSE
DISTRICT, PLAN 1565**

Jensen Avenue East and 225 Corfield Street (Maclean Homes Site).

A parking variance is requested through the accompanying development variance permit application. Please refer to the report on today's meeting agenda for specific details of the variance request. This development permit will include terms and conditions requiring that the development variance permit is completed prior to development permit issuance.

The proposal was reviewed by the Advisory Design Panel on November 12, 2009. The Advisory Design Panel recommendation to Council is as follows:

"THAT Council accept the design proposal which includes a requested variance to reduce the parking requirement by 12 stalls and a variance to increase the maximum building height from 11 metres to 12.9 metres to accommodate a fourth floor, as presented at the Advisory Design Panel meeting, on November 12, 2009 for Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565. **CARRIED"**

Upon further staff technical review, a Development Variance Permit is required to accommodate the parking variance. The parking variance request is the subject of a separate Development Variance Permit Report to Council.

Options:

Council may:

1. Authorize Staff to issue a development permit for the proposed development.
2. Deny the development permit application.

Analysis:

The site has been identified in the Downtown Master Plan and Development Guidelines as District II – Urban Residential. This site may be seen as being of paramount importance in establishing the edge of the downtown precinct. This location combined with other recent development permit applications in the Downtown Core area may serve as both a model and catalyst for future downtown infill and revitalization projects.

1. Implementation of this option will achieve a complete streetscape and complimentary building envelope along the Jensen Avenue frontage. The proposed design is anticipated to create additional affordable housing units for seniors as well as additional street level retail and office commercial opportunities. Proposed pedestrian streetscape improvements are in keeping with the Downtown Master Plan and Development Guidelines.

The project architect has made a competent and informed effort to adhere to the development guidelines. In addition, exterior site hardscaping and soft landscape materials are proposed to include the use of integrated storm water management techniques including pervious paving and a rain garden feature. The proposed form and character of the building and related site treatments has been endorsed by the Advisory Design Panel fulfilling this goal. For these reasons, Staff believes it is appropriate to issue a development permit for the proposed Lions Senior Citizen Housing Society

**DEVELOPMENT PERMIT APPLICATION FOR
LOTS 29 AND 30, DISTRICT LOT 13, NANOOSE
DISTRICT, PLAN 1565**

project. For a detailed analysis of the development permit guidelines, please refer to applicant letter.

2. Council can deny a development permit based only on the application not meeting the development permit guidelines or that insufficient information has been provided for Council to make an informed decision. Application deficiencies in meeting the guidelines would have to be clearly communicated to the applicant so that they may be addressed and made satisfactory. The **Local Government Act** does not provide Council with the discretionary ability to ultimately deny permit issuance.

Sustainability/Environmental Analysis:

The Sustainable Community Builder Checklist (see attached) has been completed in detail. It illustrates that the developer was mindful of including sustainability features and concepts within the development. Exterior site hard and soft landscape materials are proposed to include native plants, the use of integrated storm water management techniques including pervious paving, and a rain garden feature.

Financial Implications:

There are no financial implications other than the cost of processing this permit.

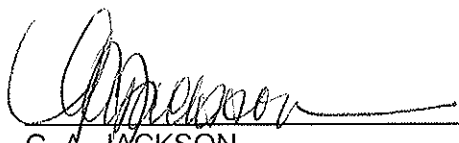
Recommendation:

That the report from the Director of Community Planning dated November 18, 2009 for the issuance of a development permit at 205 Jensen Avenue East be received;

And That a development permit be issued to Parksville Lions Senior Citizens Housing Society, (Inc. No. S11231) to permit a four storey wood frame building of 33 one-bedroom units on the upper three floors and commercial retail units and common amenity/office space for the Lions Senior Citizens Housing Society and tenants on the main floor and overall site plan with a requested variance to relax the C-3 zone maximum height of the principal building from 11 metres to 12.9 metres on Lots 29 and 30, District Lot 13, Nanoose District, Plan 1565 (205 Jensen Avenue East);

And Further That a landscaping letter of credit in the amount of \$77,151.00 be received prior to the issuance of the permit, for the purpose of assuring the completion of site landscaping;

And Further That proof of lot consolidation be received prior to the issuance of the permit.

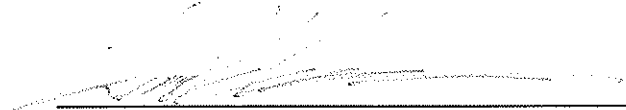

G. A. JACKSON

NG/sh
Attachments

**DEVELOPMENT PERMIT APPLICATION FOR
LOTS 29 AND 30, DISTRICT LOT 13, NANOOSE
DISTRICT, PLAN 1565**

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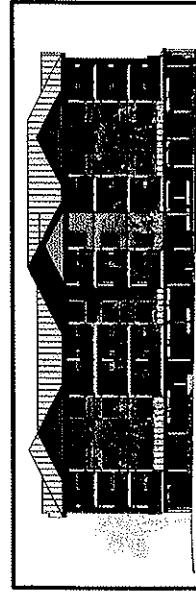
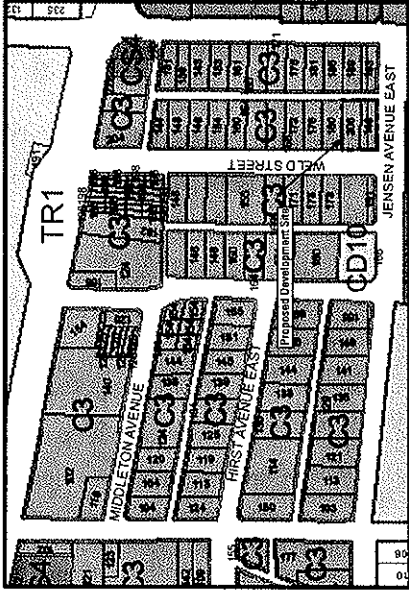
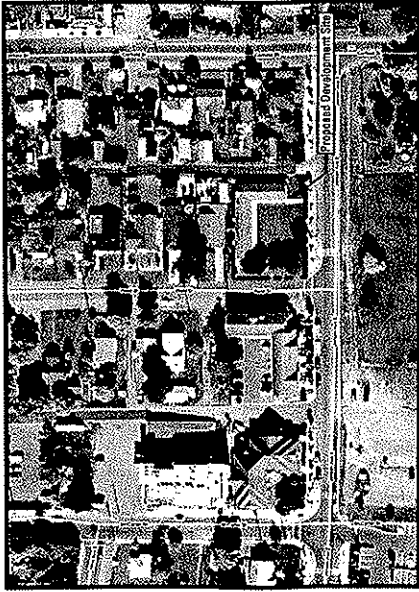
CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



F. MANSON, C.G.A.

Owner: Parkville Lions Housing Society
Owner's Agent: Darne Strangthorn MCIIP
 CitySpaces Consulting Ltd., 3rd Floor, 844 Courtney Street, Victoria, BC
 Telephone: 250-382-5004 ext. 22 Fax: 250-382-7273
Architect: Joseph R. Newell, MAIBC, B. Arch, B.E.S.
 Joe Newell Architect Inc., 817 Yates Street, Victoria, B.C.
 Telephone: 250-382-4240 Fax: 250-382-5733 Email: jnewell@jna.ca
Civic Address of Property: 205 Jensen Avenue East, Parkville.
Legal Description: Lnt 20 & 30, District Lot 13, Nanaimo District, Plan 1965
Zoning: C-3 Downtown Commercial

Site Area:	1,161.1 m ²	12,719 s.f.
Project Description:	33 units of Seniors Housing w/ Amenity Space and 7 Commercial/Retail Units	
Building Area:	701.1 m ²	7,597 s.f.
Lot Coverage:	85.0% 89.3%	
Floor Area:	433.8 m ² 842.8 m ² 842.8 m ² 842.8 m ² Total: 2,962.2 m ²	4,697 s.f. 9,119 s.f. 9,119 s.f. 9,119 s.f. 31,934 s.f.
Floor Space Ratio:	2.00 : 1.00 2.00 : 1.00	
Building Height:	11.00 m 12.00 m	36.09' 42.22'
Setbacks:	Front Yard Jensen Avenue Side Yard (West): Weld Street Side Yard (East): Lane Rear Yard:	0.00 m 1.20 m 0.00 m 0.15 m 0.00 m 0.29 m 4.00 m 7.60 m
Vehicle Parking:	Residential: Commercial/Retail: Total: Total:	1 space per Residential Seniors Housing Unit (1.0 x 53) = 53 Spaces 1 space for every 30m ² floor area (307 / 30) = 10.2 = 11 spaces 44 spaces x 50% = 22 spaces (5% max. surface parking) 10 spaces (Under Building)
Project Summary:	33 Seniors Housing Units and 7 Commercial/Retail Units 1-Bedroom Apartment Units Amenity Spaces ENR's Total:	33 1 7 41



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PLANNING
CITY OF PARKSVILLE

A1

CITY SPACES

04/04/2009 10:14



We Serve

Proposed Residential/Commercial Development
33 Units of Supportive Living for Seniors
205 Jensen Avenue East, Parkville, BC
Parkville Lions Housing Society

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PLANNING
CITY OF PARKSVILLE

NEW PLANTING AND LANDSCAPE
FOR SEASONAL INTEREST

DRIVE AISLE c/w PERMEABLE
PAVING.

BROOM FINISHED CONCRETE

EXPOSED AGGREGATE
TO MATCH EXISTING ON
JENSEN AVE.

IN GARDEN FEATURE AREA
c/w SMALL ORNAMENTAL
TREES AND BIOSWALE
PLANTINGS

BOULDER PLACEMENT
AROUND DRY STREAM

BOLLARD LIGHTS X3

NEW STREET TREES IN
DECORATIVE TREE GRATES

EXISTING STREET LIGHT

BENCH INTEGRATED
WITH NEW PLANTERS
FOR SEASONAL INTEREST

COMBINATION STAR
AND LEVEL ACCESS
AT CROSSING

PARAPET AND
PEDESTRIAN
CROSSING

NOTE: IRRIGATION SYSTEM TO BE
A WATERWISE MICRO-SPRAY SYSTEM

EXISTING STREET LIGHT

EXISTING STREET LIGHT

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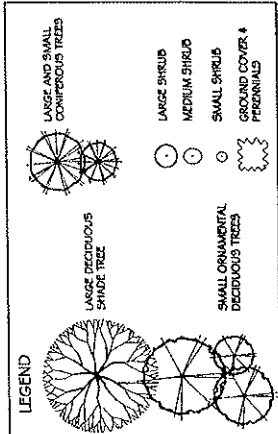
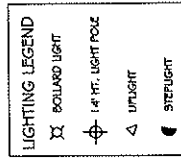
EXISTING STREET LIGHT

EXISTING STREET LIGHT

EXISTING STREET LIGHT

EXISTING STREET LIGHT

Plant List	Plant Name	Size
1	Abies concolor	12-15'
2	Abies balsamea	12-15'
3	Abies grandis	12-15'
4	Abies procumbens	12-15'
5	Abies speciosa	12-15'
6	Abies veitchii	12-15'
7	Abies virginiana	12-15'
8	Abies x milleriana	12-15'
9	Abies x procumbens	12-15'
10	Abies x speciosa	12-15'
11	Abies x veitchii	12-15'
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13	Abies x milleriana	12-15'
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84	Abies x procumbens	12-15'
85	Abies x speciosa	12-15'
86	Abies x veitchii	12-15'
87	Abies x virginiana	12-15'
88	Abies x milleriana	12-15'
89	Abies x procumbens	12-15'
90	Abies x speciosa	12-15'
91	Abies x veitchii	12-15'
92	Abies x virginiana	12-15'
93	Abies x milleriana	12-15'
94	Abies x procumbens	12-15'
95	Abies x speciosa	12-15'
96	Abies x veitchii	12-15'
97	Abies x virginiana	12-15'
98	Abies x milleriana	12-15'
99	Abies x procumbens	12-15'
100	Abies x speciosa	12-15'

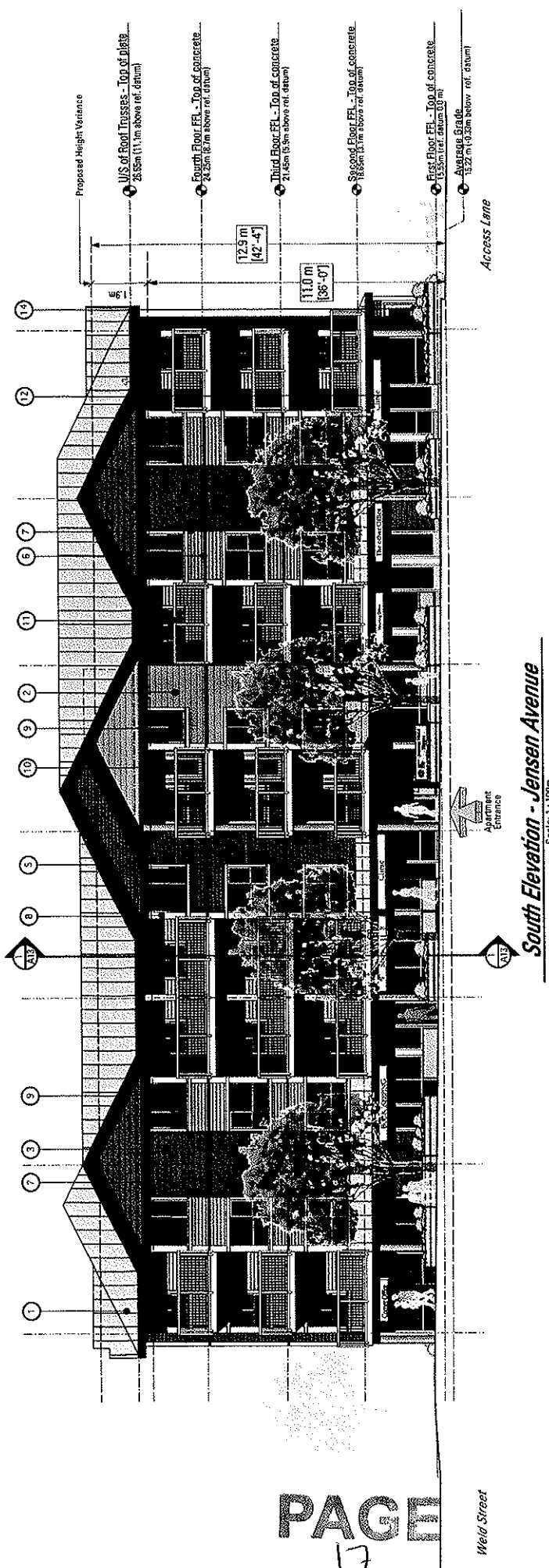


REV 1 OCT 19, 2009
REV 1 OCT 16, 2009
OCTOBER 7, 2009

PARKSVILLE LIONS RENTAL APTS.

LANDSCAPE CONCEPT PLAN

SCALE: 1:100 (metric)



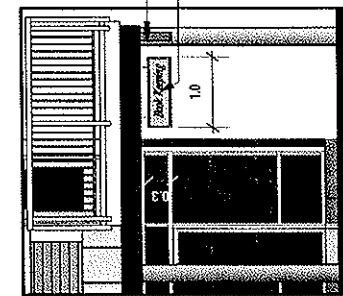
PAGE 17

Materials Key

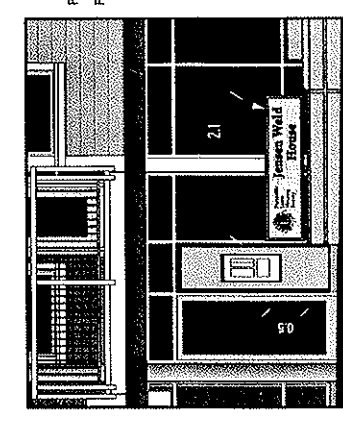
1	Sloped Roofing	Standing Seam Metal Roofing	13	Finish	White
2	Exterior Siding	Flat plank siding w/ 6" x 7" exposure, painted	14	Finish	White
3	Exterior Siding	Flat plank siding w/ 6" x 7" exposure, painted	15	Finish	White
4	Soft	Very perforated soft	16	Finish	White
5	Finish	2x8 and 2x10 cedar, painted	17	Finish	White
6	Finish	2x8 and 2x10 cedar, painted	18	Finish	White
7	Finish	Pre-finished aluminum	19	Finish	White
8	Finish	1x4 cedar, painted	20	Finish	White
9	Finish	1x4 and 1x10 cedar, painted	21	Finish	White
10	Finish	Thermally broken vinyl frame windows	22	Finish	White
11	Finish	Included, metal clad wood door, painted	23	Finish	White
12	Finish	Pre-finished aluminum	24	Finish	White
13	Finish	Clear finished aluminum w/ colored panels	25	Finish	White
14	Finish	Wood, vertical slats, painted	26	Finish	White
15	Finish	Wood, vertical slats, painted	27	Finish	White
16	Finish	Wood, vertical slats, painted	28	Finish	White
17	Finish	Wood, vertical slats, painted	29	Finish	White
18	Finish	Wood, vertical slats, painted	30	Finish	White
19	Finish	Wood, vertical slats, painted	31	Finish	White
20	Finish	Wood, vertical slats, painted	32	Finish	White
21	Finish	Wood, vertical slats, painted	33	Finish	White
22	Finish	Wood, vertical slats, painted	34	Finish	White
23	Finish	Wood, vertical slats, painted	35	Finish	White
24	Finish	Wood, vertical slats, painted	36	Finish	White
25	Finish	Wood, vertical slats, painted	37	Finish	White
26	Finish	Wood, vertical slats, painted	38	Finish	White
27	Finish	Wood, vertical slats, painted	39	Finish	White
28	Finish	Wood, vertical slats, painted	40	Finish	White
29	Finish	Wood, vertical slats, painted	41	Finish	White
30	Finish	Wood, vertical slats, painted	42	Finish	White
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42	Finish	Wood, vertical slats, painted	54	Finish	White
43	Finish	Wood, vertical slats, painted	55	Finish	White
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47	Finish	Wood, vertical slats, painted	59	Finish	White
48	Finish	Wood, vertical slats, painted	60	Finish	White
49	Finish	Wood, vertical slats, painted	61	Finish	White
50	Finish	Wood, vertical slats, painted	62	Finish	White
51	Finish	Wood, vertical slats, painted	63	Finish	White
52	Finish	Wood, vertical slats, painted	64	Finish	White
53	Finish	Wood, vertical slats, painted	65	Finish	White
54	Finish	Wood, vertical slats, painted	66	Finish	White
55	Finish	Wood, vertical slats, painted	67	Finish	White
56	Finish	Wood, vertical slats, painted	68	Finish	White
57	Finish	Wood, vertical slats, painted	69	Finish	White
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59	Finish	Wood, vertical slats, painted	71	Finish	White
60	Finish	Wood, vertical slats, painted	72	Finish	White
61	Finish	Wood, vertical slats, painted	73	Finish	White
62	Finish	Wood, vertical slats, painted	74	Finish	White
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69	Finish	Wood, vertical slats, painted	81	Finish	White
70	Finish	Wood, vertical slats, painted	82	Finish	White
71	Finish	Wood, vertical slats, painted	83	Finish	White
72	Finish	Wood, vertical slats, painted	84	Finish	White
73	Finish	Wood, vertical slats, painted	85	Finish	White
74	Finish	Wood, vertical slats, painted	86	Finish	White
75	Finish	Wood, vertical slats, painted	87	Finish	White
76	Finish	Wood, vertical slats, painted	88	Finish	White
77	Finish	Wood, vertical slats, painted	89	Finish	White
78	Finish	Wood, vertical slats, painted	90	Finish	White
79	Finish	Wood, vertical slats, painted	91	Finish	White
80	Finish	Wood, vertical slats, painted	92	Finish	White
81	Finish	Wood, vertical slats, painted	93	Finish	White
82	Finish	Wood, vertical slats, painted	94	Finish	White
83	Finish	Wood, vertical slats, painted	95	Finish	White
84	Finish	Wood, vertical slats, painted	96	Finish	White
85	Finish	Wood, vertical slats, painted	97	Finish	White
86	Finish	Wood, vertical slats, painted	98	Finish	White
87	Finish	Wood, vertical slats, painted	99	Finish	White
88	Finish	Wood, vertical slats, painted	100	Finish	White



Typical CRU Signage:
 From Street Front (Jensen)
 Above storefront sidewalk
 • Metal framed sand blasted cedar backing, with solid colour stain.
 • Individual aluminum letters powder coated black.
 • Standard or Italic Times Roman Font.



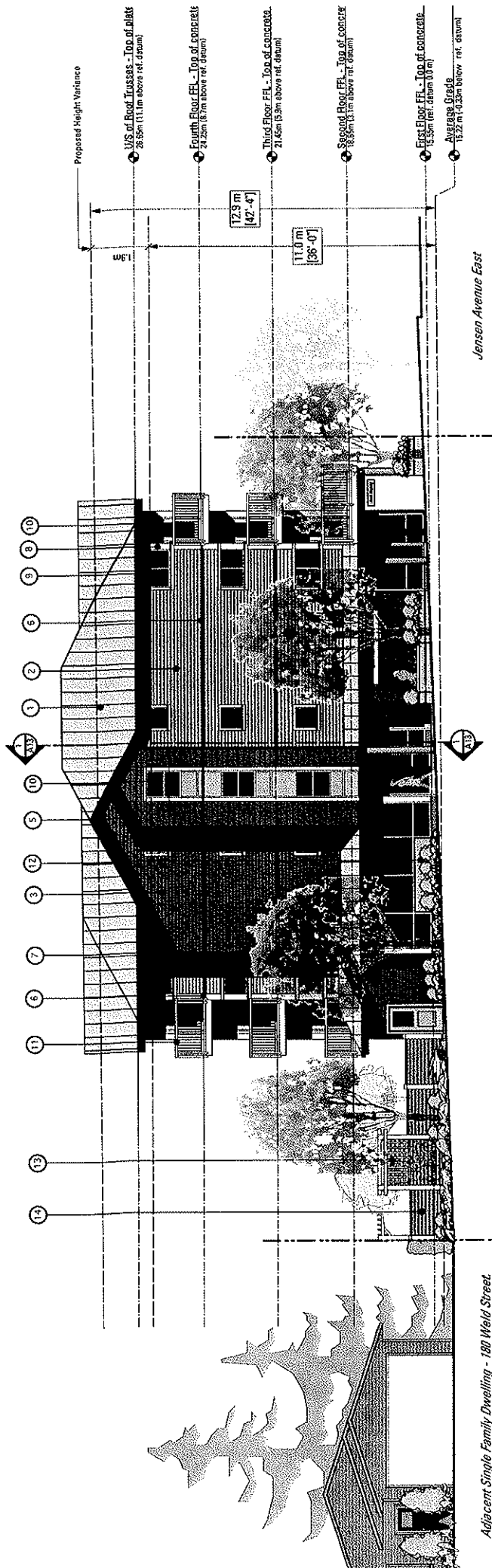
Project Signage:
 From Street Front (Jensen)
 • Metal framed, sand blasted cedar backing, with solid colour stain.
 • Society Logo applied to masked area on sandblasted backing
 • Individual aluminum letters powder coated black.
 • Standard or Italic Times Roman Font.



Sign Details RECEIVED
 Scale: 1:50m
 OCT 2 1 2009
 PLANNING
 CITY OF PARKSVILLE

Proposed Residential/Commercial Development
 33 Units of Supportive Living for Seniors
 205 Jensen Avenue E., Parksville, BC
 Parksville Lions Housing Society





West Elevation (Weld Street)

Scale: 1:100m

Adjacent Single Family Dwelling - 180 Weld Street.

PAGE
18

Materials Key ①

1	Sloped Roofing	Standing Seam Metal Roofing	Galvalume®
2	Fiber-Cement Siding	Flat plank lap siding w/ 4" or 7" exposure, painted	BM CC-270 "Bath Island"
3	Fiber-Cement Siding	Flat plank lap siding w/ 4" or 7" exposure, painted	BM CC-280 "Rocky Hill"
4	Soft	Very perforated soft	Cemtek Unref
5	Fascia & Bargeboards	2x8 and 2x10 order, painted	BM HC-166 "Kendall Chance"
6	Flashing	Pre-finished aluminum	Cemtek "Sill"
7	Corner Trim	1x4 order, painted	BM HC-165 "Kendall Chance"
8	Corner, Window & Door Trim	1x4 and 1x10 order, painted	BM OC-132 "Grand Iron White"
9	Windows	Thermally broken vinyl frame windows	White
10	Exterior Doors (incl. landings)	Insulated, metal clad wood door, painted	BM HC-142 "Station Blue"
11	Deck Balustrade and Fencing	Pre-finished aluminum	White
12	Stairtreads and Panels	Clear anodized aluminum w/ colored panels	BM HC-142 "Station Blue"
13	Fence posts and rails	Wood, various sizes, painted	BM OC-132 "Grand Iron White"
14	Fence panels	Ru-ram order panels, stained	BM "Natural Cypress"

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CITY OF PARKSVILLE



Proposed Residential/Commercial Development
33 Units of Supportive Living for Seniors
205 Jensen Avenue E., Parksville, BC
Parksville Lions Housing Society

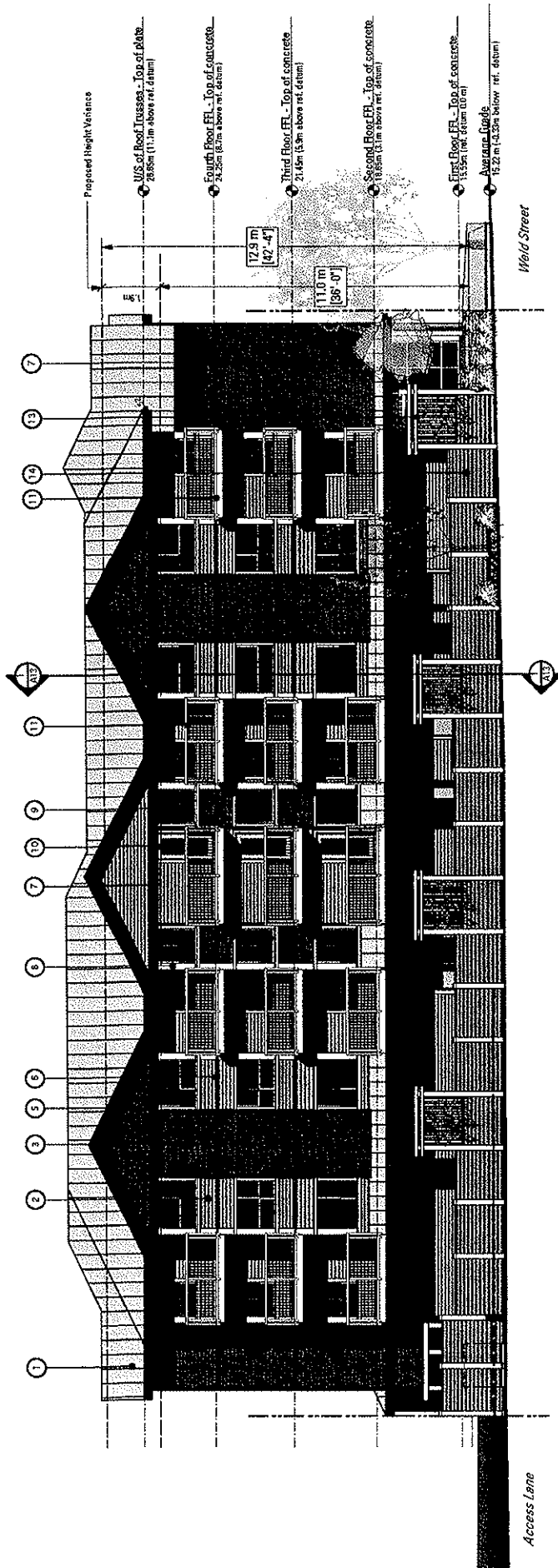
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CITY SPACES

A10

OWN: 2009/12/16





North Elevation
Scale: 1:100m

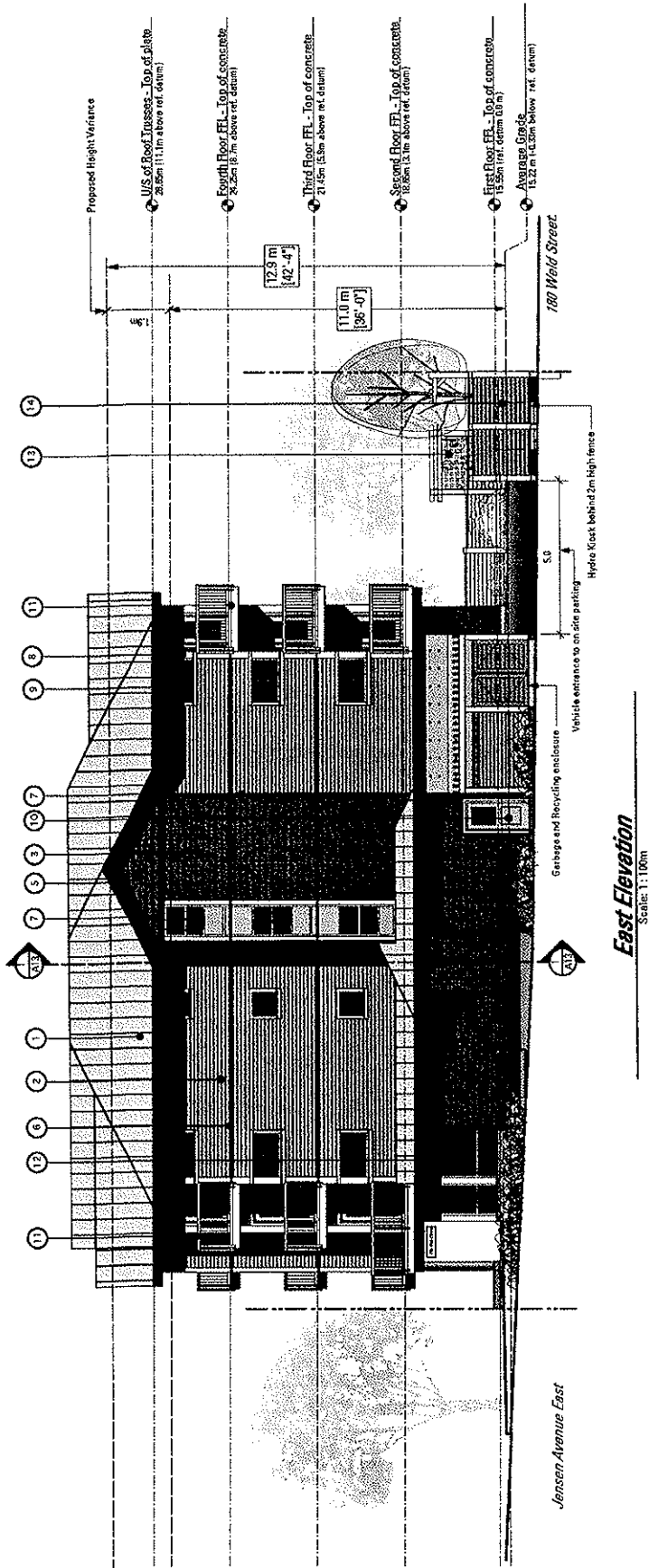
Materials Key ①

1	Exterior Siding	Standing Seam Metal Roofing	Trim	BA CO-270 8" x 11" x 1/2" (20' x 28' x 1/2")
2	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
3	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
4	Trim	Vinyl (see schedule for color)	Vinyl (see schedule for color)	BA CO-300 Rustic Oak
5	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
6	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
7	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
8	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
9	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
10	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
11	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
12	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
13	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak
14	Roof Cement Siding	Painted (see schedule for color)	Painted (see schedule for color)	BA CO-300 Rustic Oak

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Proposed Residential/Commercial Development
33 Units of Supportive Living for Seniors
205 Jensen Avenue E., Parksville, BC
Parksville Lions Housing Society





East Elevation

Scale: 1:100m

Materials Key

1	Shingle Roofing	Shingles: Seven Metal Roofing	'Voluntary'
2	Flint-Cement Siding	Flint paint the siding w/ 4" or 7" exposure, painted	BM OC-270 'Bath Island'
3	Flint-Cement Siding	Flint paint the siding w/ 4" or 7" exposure, painted	BM OC-300 'Rusty Nail'
4	Soft	Very porous soft	Cork's 1.1' leaf
5	Facade & Balconies	200 and 2010 cedar, painted	BM HC-168 'Kendall Cherry'
6	Flashing	Pre-finished aluminum	Generic 'Star'
7	Corner Trim	1/4" cedar, painted	BM OC-132 'Grand Train White'
8	Corner Windows & Door Trim	1/4" cedar, painted	White
9	Windows	Thermal 5/8" broken vinyl frame windows	BM HC-142 'Station Blue'
10	Exterior Doors (incl. dormers)	Insulated, metal clad wood door, painted	White
11	Deck Sills and Fascias	Pre-finished aluminum	BM HC-142 'Station Blue'
12	Shutters and panels	Clear anodized aluminum w/ colored panels	BM OC-132 'Grand Train White'
13	Fence posts and rails	Wood, various sizes, painted	BM Natural Cypress
14	Fence panels	Re-sawn cedar panels, ashed	

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CITY OF PARKSVILLE

Proposed Residential/Commercial Development
33 Units of Supportive Living for Seniors
205 Jensen Avenue E., Parksville, BC
Parksville Lions Housing Society



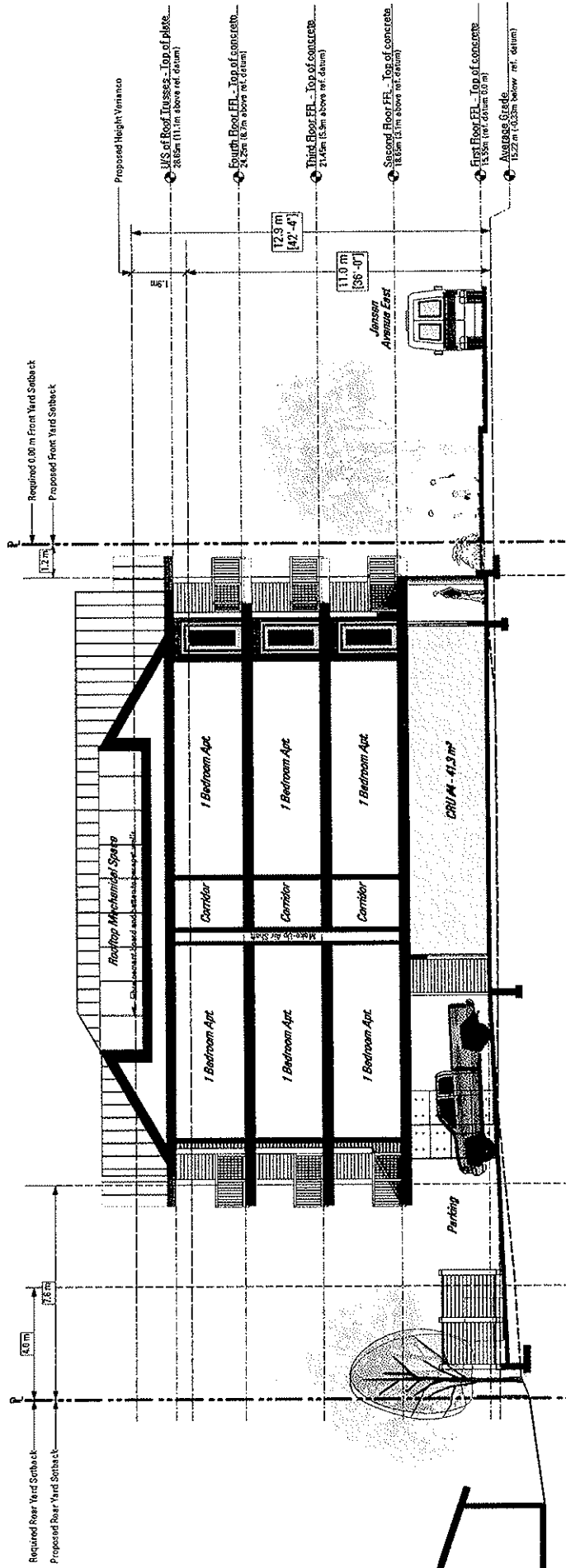
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CITY SPACES

A12

DATE: 2009-10-19





PAGE 21

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CITY SPACES

Proposed Residential/Commercial Development
33 Units of Supportive Living for Seniors
205 Jensen Avenue East, Parksville, BC
Parksville Lions Housing Society



We Serve

A13



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PLANNING
CITY OF PARKSVILLE

City of Dallas
 3400 Maple Avenue
 Dallas, Texas 75219-3000
 Phone: 214/671-2000
 Fax: 214/671-2000
 E-mail: info@cityofdallas.com
 Website: www.cityofdallas.com

Proposed Residential/Commercial Development

**33 Units of Supportive Living for Seniors
205 Jensen Avenue East, Parksville, BC**

Parksville Lions Housing Society



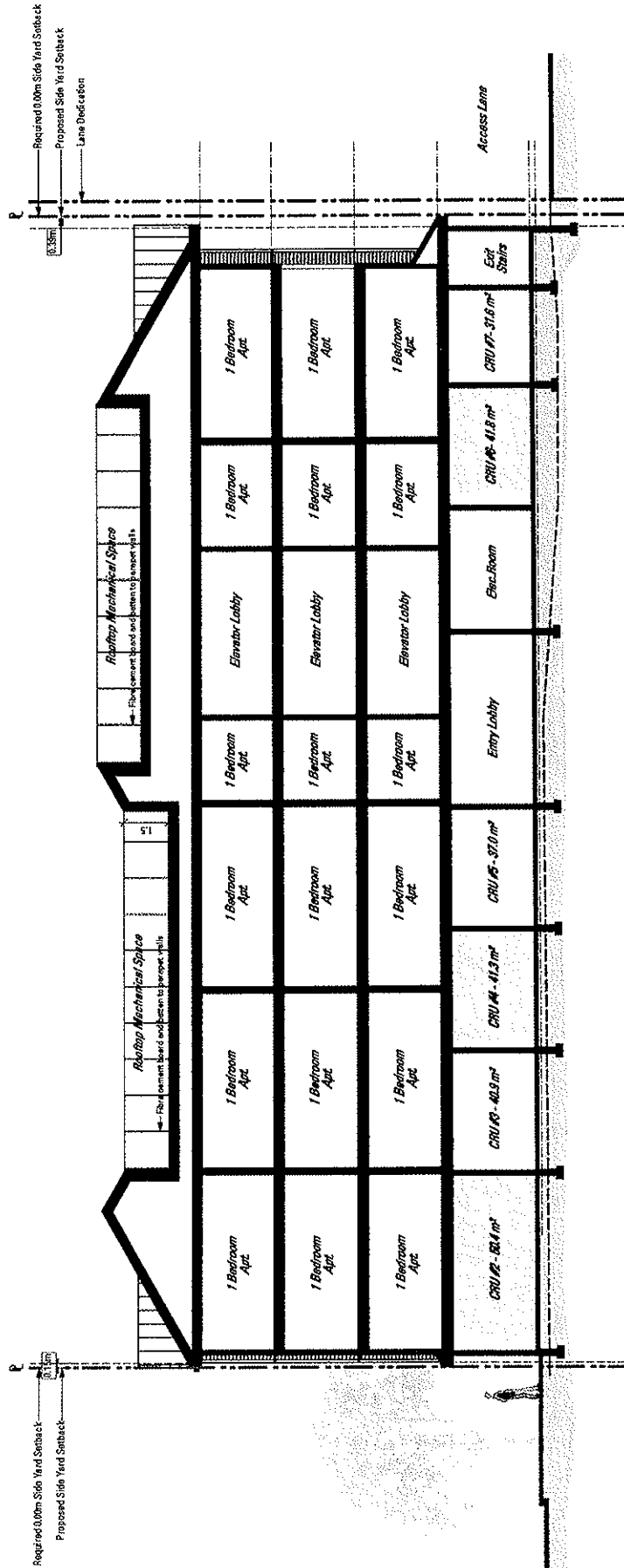
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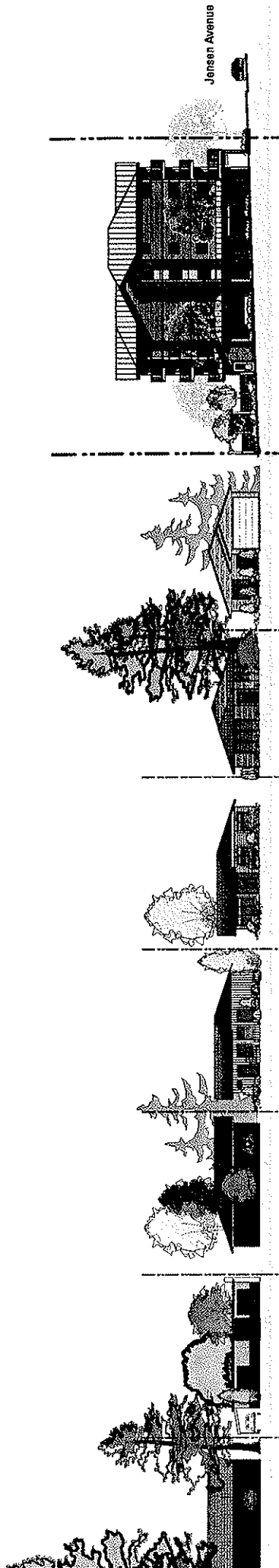
PAGE

Wald Street

Site Section 2

Scale: 1:100m



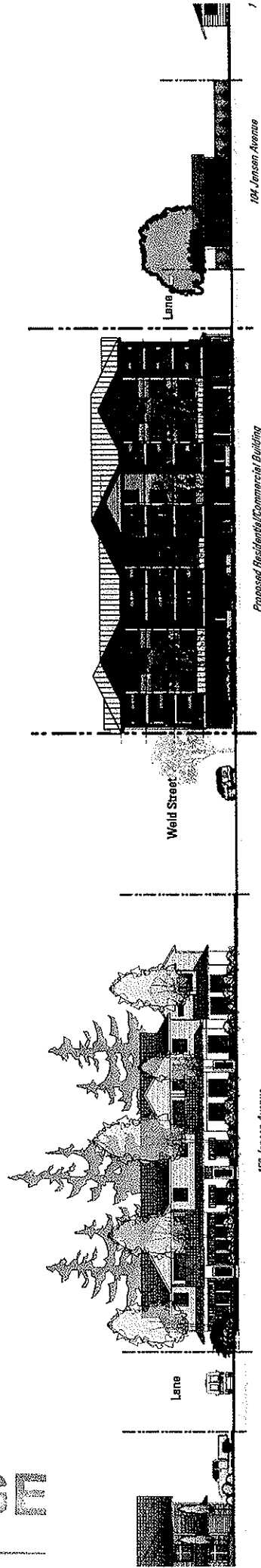


Street Elevations from Weld Street
Scale: 1" = 100m

Proposed Residential/Commercial Building

Jensen Avenue

PAGE
23



Street Elevations from Jensen Avenue
Scale: 1" = 200m

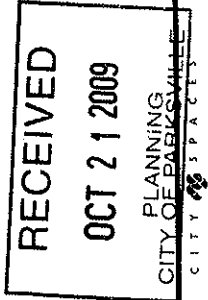
Proposed Residential/Commercial Building

Weld Street

Lane

150 Jensen Avenue

104 Jensen Avenue



A15

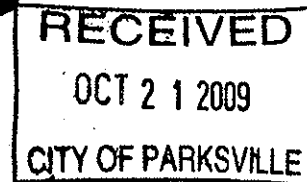
Proposed Residential/Commercial Development
33 Units of Supportive Living for Seniors
Address, Parksville, BC
Parksville Lions Housing Society



A15

2009-2010 TO 16





Friday, October 16, 2009

City of Parksville
100 Jensen Avenue East
Parksville BC V9P 2H3
Attention: Nigel Gray, Planner

**Re: Development Permit Application for a Proposed Redevelopment
Project at 205 Jensen Avenue East**

Dear Mr. Gray:

CitySpaces Consulting Ltd., acting as agent on behalf of the Parksville Lions Housing Society, is pleased to submit the attached Development Permit application for the 205 Jensen Avenue East site.

The following letter provides an overview of the project, an explanation of how the Development Permit Guidelines are being met, a summary and rationale of the two variances requested, and identifies the building value.

We have reviewed the Development Permit Submission Requirements and confirm that the attached Development Permit Application package is complete, with the exception of the Servicing Report and Plan, prepared by Timberlake-Jones Engineering. This was sent directly to Mike Squire, Manager of Engineering, on October 2, 2009.

Project Overview

The Society owns outright the subject property at 205 Jensen Avenue East in Parksville, which currently contains six older single storey affordable housing units for independent seniors. The tenants have temporarily relocated to other housing, and the building is now unoccupied, and will be sold and relocated for reuse. These tenants will return to the new development, once it is complete.

The site is zoned C-3, Downtown Commercial, which permits commercial on the main floor and residential on the upper floors.

Having recently obtained funding approval to advance this project, with BC Housing as the funding agency, the Society proposes redeveloping the site with a rental housing project for low and moderate income seniors.

CitySpaces
Consulting Ltd.

5th Floor
844 Courtney St.
Victoria BC
V8W 1C4
250.383.0304 Tel
250.383.7273 Fax
866.383.0304 Toll-free
www.cityspaces.ca



Victoria

Vancouver

The four storey wood frame building will consist of 33 one-bedroom units on the upper three floors, and commercial retail units and common amenity/office space for the Society and tenants on the main floor. The commercial retail units are geared primarily for use by health-related practitioners, serving the seniors residing in the building, as well as seniors in the community.

The Society has engaged Joe Newell Architect Inc. as the architect, Timberlake Jones Engineering as the civil consultant, and Forth Land Planning as the landscape architect.

Development Permit Guidelines

The subject property is located in Development Permit Area 1, which relates to the categories of: a) Form and Character, and b) Revitalization.

The following describes how the Downtown Masterplan and Development Permit Guidelines are being met:

- **2.0 Urban Design Principles** – The proposed design strives to meet the objectives outlined in this section.
- **2.3 District II – Urban Residential** – The proposed design meets the land uses identified in this section. The streetscape and street front building face is addressed in section 3.14.
- **3.1 Siting** – The building is set back 1.2 metres from the front yard property line.
- **3.2 Low and Mid-rise Buildings** – Grade level entrances have been provided at each of the commercial retail units, and the main entrance to the residential units above has been set back to create an inviting front entry area.
- **3.3 Build to Setbacks** – The architectural and landscape plans have been designed as encouraged in the guidelines.
- **3.4 Views to Water** – The building design does not impact the view corridor to the water on Weld Street.
- **3.5 Architectural Components** – The architectural plans address each of the components identified in this section.
- **3.6 Residential Livability and Security** – The architectural and landscape architectural plans address each of the considerations identified in this section.
- **3.7 Urban Landscape** – The landscape plan will retain all the elements of the existing streetscape on Jensen Avenue, and elements will extend into the private pedestrian space, where appropriate. Along Weld Street, the streetscape will be installed to match that of the existing.
- **3.8 Disabled Access** – The pedestrian system and principal entrances have been designed to be accessible to the disabled. In two areas, stairs are necessary to address grade differences from the public sidewalk to the grade level of the building.



- **3.9 Public Art** – Given this is a publicly funded affordable housing project, on-site public art is not proposed. However, every effort will be made to incorporate well-designed elements, including signage and site furnishings, within the approved project budget.
- **3.10 Surface Parking Lots** – This is not applicable.
- **3.11 Parking Access** – The parking entrance will be behind the building, accessed from the lane.
- **3.12 Bus Shelters** – This is not applicable.
- **3.13 Garbage and Recycling** – The garbage and recycling is located behind the building, and will be screened.
- **3.14 Streetscape and Street Front Building Faces** – The subject property falls into the area designated as Streetscape F, and the architectural and landscape design reflects Streetscape F in plan view. However, the facade elevation (and four storey building height) reflects that of Streetscape G, which is adjacent to the site.
- **4.0 Typical Condition Streetscapes** – See section 3.14.

Variances Requested

Under the Zoning and Development By-Law, two variances are required for this application – parking and height. A summary and rationale for these requested variances are provided below.

Parking Variance

The following calculations for the 22 required parking spaces are based on the Parking Requirements (Division 400) in the Zoning and Development By-law:

Residential:	1 space for each seniors housing unit $1.0 \times 33 \text{ units} = 33 \text{ spaces}$
Commercial/Retail:	1 space for every 30 sq.m. floor area $307 \text{ sq.m.} / 30 = 10.23 = 11 \text{ spaces}$
Total Required Parking:	$33 + 11 = 44 \text{ spaces}$
Downtown Core:	$44 \times 50\% \text{ of required} = 22 \text{ required spaces}$

The number of proposed parking spaces for this project is 10. Therefore, a variance is requested to reduce the number of required parking spaces by 12.

This requested variance is based on the following rationale:

- In its downtown location, the site is within walking or scooter distance of a wide range of amenities;
- The residential tenants will be primarily low to moderate income seniors, and are not expected to own vehicles;
- A scooter garage has been provided on the main floor for the tenants;

- For any tenants who do own vehicles, the intention would be to house them in the Parksville Lions Lodge on Moilliet Street, and tenants who do not own vehicles would be housed in the 205 Jensen Avenue East building;
- The parking spaces will be designated primarily for use by the commercial tenants;
- The intended use for the majority of the commercial retail units on the main floor is health-related, serving the residential tenants (as well as seniors in the community), and will reduce in part local vehicular traffic; and
- The subject property is within one block of the downtown core area where a variance may be granted to reduce parking up to 100%, per Amendment Bylaw No. 1370.5.

The 10 parking spaces are located behind the building, with access from the lane. A rain garden feature area is proposed in the area between the public sidewalk on Weld Street and the parking, providing a visual screen of the parking from the sidewalk.

Height Variance

The permitted building height is 11.0 metres (36.1 feet), and the proposed building height is 12.9 metres (42.3 feet) — a difference of 1.9 metres (6.2 feet).

A pitched roof is proposed for the building to enhance the architectural interest and reflect the West Coast style identified for the downtown area. As required, the pitched roof will also mitigate from view the mechanical components housed on the roof.

Estimated Building Value

The estimated building value for this project is \$4.4 million.

Conclusion

We trust you will find the attached Development Permit application package to be complete. However, please do not hesitate to contact the undersigned, or Deane Strongitharm (extension 22), to discuss this application. We look forward to working with you on this project.

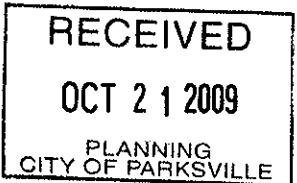
Yours sincerely,



Deborah Gogela
CitySpaces Consulting Ltd.

Attach.

cc: Laurie Nickerson, Parksville Lions Housing Society



THE SUSTAINABLE COMMUNITY BUILDER CHECKLIST



The Sustainable Community Builder Checklist

Environmental Protection and Enhancement			
Please explain how the development protects and/or enhances the natural environment. For example does your development:			
	YES	NO	EXPLANATION
1. Conserve, restore, or improve native habitat?		N	No native habitat on the site
2. Remove invasive species?	Y		Where they are present
3. Involve innovative ways to reduce waste, and protect the air quality?	Y		Reduce parking and vehicular traffic. Existing building is being sold and <i>relocated for reuse.</i>
4. Include an ecological inventory?		N	<i>N/A - developed site.</i>
Please explain how the development contributes to the more efficient use of energy. For example does your development:			
	YES	NO	EXPLANATION
5. Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?	Y		Roof overhangs minimize impact of wind and rain. Overhangs provide shading in summer, allow sunlight in winter All doors protected by overhangs.
6. Provide onsite renewable energy generation such as solar energy or geothermal heating?		N	
7. Propose buildings constructed in accordance with LEED, and the accepted green building standards?		N	

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

		YES	NO	EXPLANATION
8.	Provide onsite composting facilities?		N	
9.	Provide an area for a community garden?		N	
10.	Include a car free zone?		N	
11.	Include a car share program?		N	

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

		YES	NO	EXPLANATION
12.	Use drought tolerant plants?	Y		Where possible. Will be combined with a water-wise irrigation system.
13.	Use rocks and other materials in the landscaping design that are not water dependant?	Y		Rain garden feature area with boulder/dry stream and bioswale planting
14.	Recycle water and wastewater?		N	
15.	Provide for zero stormwater run-off?		N	
16.	Utilize natural systems for sewage disposal and storm water?		N	See item 13.
17.	Use low flush toilets?	Y		Intend to specify low flush toilets and low flow fixtures.

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

		YES	NO	EXPLANATION
18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?		N	
19.	Cluster the housing to save remaining land from development and disturbance?		N	
20.	Protect groundwater from contamination?		N	Portion of parking area proposed to be aquapave, budget permit

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:

		YES	NO	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?	Y		All exterior fixtures will be shielded. Intention will be to shield single storey dwellings from light pollution. Lighting will be combination of ceiling mounted fixtures over covered parking, pole mounted fixtures in maneuvering aisle. Potlights will be used in soffits over pedestrian walkways. City mandated street lights will be used along sidewalk.

Community Character and Design

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

		YES	NO	EXPLANATION
22.	Improve the mix of compatible uses within an area?	Y		Seniors and special needs housing provided in close proximity to Community Center. CRU's will be leased to businesses providing services oriented to the population of the residences.
23.	Provide services, or an amenity in close proximity to a residential area?	Y		See above regarding CRU's
24.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?	Y		Housing provided for seniors and adults with disabilities

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

		YES	NO	EXPLANATION
25.	Provide a housing type other than single family dwellings?	Y		one bedroom apartments provided in both accessible and adaptable configurations
26.	Include rental housing?	Y		All apartments are rental, with rental rates subsidized
27.	Include seniors housing?	Y		
28.	Include cooperative housing?		N	

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

		YES	NO	EXPLANATION
29.	Include the provisioning of Affordable Housing units?	Y		All units are affordable with a percentage being subsidized.

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

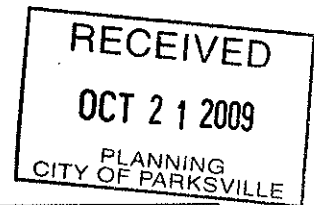
	YES	NO	EXPLANATION
30. Have fire protection, or include fire prevention measures such as removal of dead fall, onsite pumps, etc?	Y		Fire prevention measures include all mandated by Building Code including sprinklers to NFPA 13R, standpipes, siamese connections Fire alarms, smoke alarms and heat detectors. Metal roofing and <i>non-combustible cladding to prevent fire spread b/w buildings</i>
31. Help prevent crime through the site design?	Y		CPTED principles observed in the layout of the site and landscaping
32. Slow traffic through the design of the road?	Y		Traffic aisle is dead end, reducing speeds on site. Vehicle access is from lane reducing conflict at intersection of Weld and Jensen.

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

	YES	NO	EXPLANATION
33. Create green spaces or strong connections to adjacent natural features, parks and open spaces?	Y		Rain garden feature area proposed on Weld with small ornamental trees, boulder placement around dry stream and bioswale plantings.
34. Promote, or improve trails and pedestrian amenities?	Y		Pedestrian oriented street improvements and connections to site
35. Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)	Y		Crosswalk on Jensen connected to pedestrian routes on site, to connect to facilities on Jensen. Pedestrian connections down Weld to facilities on Weld, Jensen and the nearby commercial zone on Highway 19A. Community Center / library, 5 minutes; coffee shop, 1 minute; Beach and park, 8 minutes; bus stops (both ways) on Jensen, 1 minute.

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

	YES	NO	EXPLANATION
36. Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)	Y		Amenity space on ground floor intended for gatherings of building residents with small training or common kitchen available. Pedestrian area on site, along Jensen intended as an inviting, informal, social space with southern exposure, shade trees, bench seating and proximity to the front entrance to the residence.
37. Use colour and public art to add vibrancy and promote community values	Y		Colourful colour scheme to carry on the theme of vibrant urban facades along Jensen
38. Preserve heritage features?		N	No existing heritage features or structures. Existing building is being sold and moved to new site <i>for reuse</i> .



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:

	YES	NO	EXPLANATION
39. Fill in pre-existing vacant parcels of land?		N	Not Vacant, but under utilized. existing residents will be provided for in new project as well as 27 others.
40. Utilize pre-existing roads and services?	Y		
41. Revitalize a previously contaminated area?		N	Site not contaminated

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

	YES	NO	EXPLANATION
42. Create permanent employment opportunities?	Y		Commercial spaces provided for new businesses or for existing businesses to expand or relocate to the downtown core
43. Promote diversification of the local economy via business type and size appropriate for the area?	Y		Fitted out CRU's in the building for small local businesses. Could be used by an existing business to expand to additional locations.
44. Increase community opportunities for training, education, entertainment, or recreation?	Y		CRU's in the building might allow the employment of the residents to some extent. They might also provide training for disabled persons residential units. Amenity space and kitchen intended for social events training and education of residents.
45. Use local materials and labour?	Y		During construction, local trades and suppliers will be engaged as much as possible.
46. Improve opportunities for new and existing businesses?	Y		Finished, serviced, CRU spaces of 400 - 500 s.f +/- permit the establishment of small local businesses. Intention is to encourage services geared towards the population in the suites above.
B O N U S Please explain if there is something unique or innovative about your project that has not been addressed?	Y		Project incorporates leased CRU spaces as a means to subsidize the residential units above. Reduced parking and increased pedestrian facilities including a mobility scooter garage, service providers and suppliers in the building to reduce local vehicle traffic.

Total Number of "Yes"	29/46		Disclaimer: Please note that Staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.
	SCORE	63 %	

COMMITTEE OF THE WHOLE REPORT

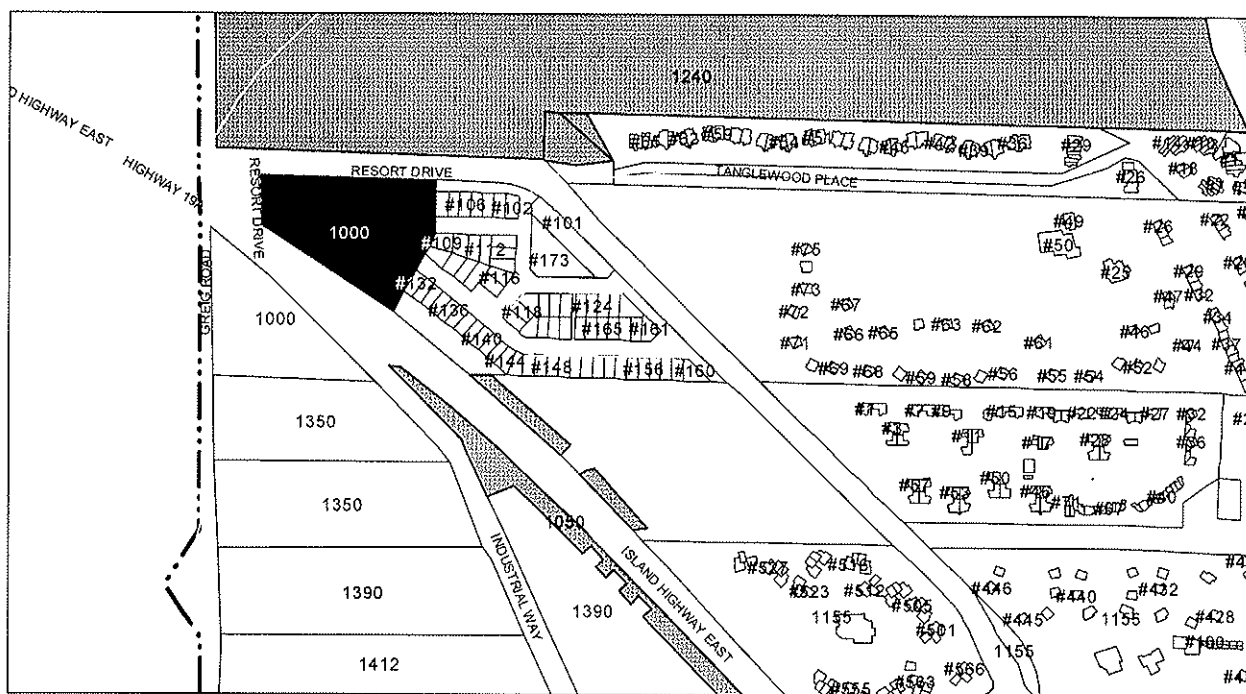
AGENDA
COMMITTEE
DEC 07 2009
DATE

November 19, 2009

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

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

SUBJECT: DEVELOPMENT PERMIT APPLICATION FOR LOT A, DISTRICT LOT
123, NANOOSE DISTRICT, PLAN VIP75416 [1000 RESORT DRIVE]
REGISTERED OWNER AND APPLICANT: RIPTIDE LAGOON
ADVENTURE GOLF LTD., INC. NO. 438383
FILE: 3060-30-09-07



Issue:

Consideration of development permit to permit construction of a building and track for electric bumper cars.

.../2

**DEVELOPMENT PERMIT APPLICATION
FOR LOT A, DISTRICT LOT 123, NANOOSE
DISTRICT, PLAN VIP75416 [1000 RESORT DRIVE]**

Executive Summary:

On October 28, 2009 the City received a development permit application from Riptide Lagoon Adventure Golf Ltd., as owners of the property. The applicant requests the issuance of a development permit to permit construction of a building and track for electric bumper cars.

References:

Official Community Plan Bylaw 2002, No. 1370 excerpt – Development Permit Area No. 22 – RATHTREVOR;
Applicant Letter, dated October 28, 2009, as prepared by Robert Hill, Riptide Lagoon Adventure Golf Ltd;
Sustainable Community Builder Checklist, dated October 28, 2009, as prepared by Robert Hill, Riptide Lagoon Adventure Golf Ltd;
Site Plan, dated October 28, 2009 as prepared by Timberlake-Jones Engineering;
Grading Plan, dated October 28, 2009 as prepared by Timberlake-Jones Engineering;
Building Plan / Elevation / Section, dated October 28, 2009, as prepared by Diron Design & Drafting Services.

Background:

The subject property is within Development Permit Area No. 22 - RATHTREVOR. The development permit designation is under the Protection of the Natural Environment, Form and Character of Commercial Development categories.

At the rezoning stage (file 3360-09-01), the applicant's engineer provided information with the application that indicated that there would be no additional water, sanitary sewer, or storm drainage servicing required for the initially-proposed uses (bumper cars and games room). While a traffic impact analysis was not included with the application, significant increased traffic impacts from the requested zoning uses, as compared to the currently-permitted uses, are not immediately apparent. No further engineering requirements are identified for the upcoming building permit application.

The applicant indicates that the current landscaping screens the adjacent properties and on the resort side there is currently a six foot cedar fence with cedar trees planted every four feet. The exterior of the proposed building will look similar to the existing building. The new building is intended to screen the proposed bumper car area from the adjacent properties. Additionally, the bumper car track is proposed to have a cedar fence surrounding it. The applicant has indicated that the proposed bumper car area is intended to be illuminated similar to the mini golf operation.

The Planning Department's technical review of the proposal is complete. The current proposal meets the requirements and guidelines of both the Zoning and Development Bylaw, 1994, No. 2000 and the Official Community Plan, 2002, No. 1370. The proposal was reviewed by the Advisory Design Panel, on November 12, 2009. The Advisory Design Panel recommendation to Council is as follows:

"That Council should accept the design proposal based on drawings and presentations provided to the Advisory Design Panel for Lot A, District Lot 123, Nanoose District, Plan VIP75416 (1000 Resort Drive) **CARRIED."**

**DEVELOPMENT PERMIT APPLICATION
FOR LOT A, DISTRIC LOT 123, NANOOSE
DISTRICT, PLAN VIP75416 [1000 RESORT DRIVE]**

Options:

Council may:

1. Authorize Staff to issue a development permit for the proposed development.
2. Deny the development permit application.

Analysis:

The proposed development site is currently developed as Riptide Lagoon Mini Golf. A small cleared area southeast of the mini golf courses and amenity building is the proposed location for the bumper car facilities.

The area had been cleared under a previous permit. Two existing trees may be affected by the proposed layout. Those trees lie outside of the required 20 metre Highway 19A vegetated buffer already in place.

1. The proposed development is a continuation of the form and character of the adjacent Riptide Lagoon aesthetic. Building treatments, paving materials, lighting, fencing and paving will all match the current design standard in place at the site. The development permit application meets the technical requirements of the zoning.
2. Should a development permit be denied by Council, the decision must be based on the application not meeting the development permit guidelines or that insufficient information has been provided for Council to make an informed decision. Application deficiencies in meeting the guidelines would have to be clearly communicated to the applicant, so that they may be addressed and made satisfactory. The **Local Government Act** does not provide Council with the discretionary ability to deny permit issuance. Denial may keep the location in its present state for a longer duration.

Sustainability/Environmental Analysis:

The attached Sustainable Community Builder Checklist has been completed in detail. It illustrates that the developer was mindful of including sustainability features and concepts within this small development proposal.

Financial Implications:

There are no financial implications other than the cost of processing this permit.

Recommendation:

That the report from the Director of Community Planning dated November 19, 2009 for the issuance of a development permit at 1000 Resort Drive be received;

**DEVELOPMENT PERMIT APPLICATION
FOR LOT A, DISTRICT LOT 123, NANOOSE
DISTRICT, PLAN VIP75416 [1000 RESORT DRIVE]**

And That a development permit be issued to Riptide Lagoon Adventure Golf Ltd., (Inc. No. 438383) to permit construction of a building and track for electric bumper cars on Lot A, District Lot 123, Nanoose District, Plan VIP75416 (1000 Resort Drive).




G. A. JACKSON

NG/sh
Attachments

Planning/Dpermit/2009/09-07/Agenda/Report-1.

MANAGER OF ENGINEERING COMMENTS:



M. SQUIRE, ASCT

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

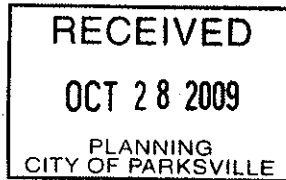


F. MANSON, C.G.A.



Riptide Lagoon Adventure Golf
PO Box 855
Parksville BC, V9P 2G9

October 26, 2009



The City of Parksville
Planning Department
PO Box 1390
Parksville, BC V9P 2H3
Attention: Nigel Grey

RE: Development Permit Amendment at 1000 Resort Drive

Dear Sir,

Our Mini Golf site currently has third reading on the rezoning that will allow for an expansion of attractions offered to tourists and locals in the Oceanside area.

This Development Permit Amendment Application is for the construction of a building and track for Electric Bumper Cars. The proposed new building follows the current design guidelines of the existing building approved under Development Permit Number 3060-30-03-07.

The main entrance feature to the attraction has been designed by Sawatzky's Imagination Corporation. This is to continue with the existing design features of the Mini Golf. The existing cedar fence will be moved to enclose the new attraction with the Mini Golf. Due to the substantial existing landscaping there is no need for additional planting.

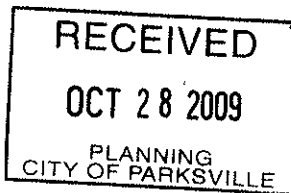
As featured on our materials board the concrete walkways will be stamped and coloured to match the existing. The new parking area will be chipped blue rock to reduce the need of water retention. The actual bumper car track shall be smooth concrete with drainage supplied by a rock pit.

At this time we do not anticipate the need for additional signage. The value of the building construction is budgeted at \$100,000.00 dollars.

Yours truly,

Robert Hill
Riptide Lagoon

THE SUSTAINABLE COMMUNITY BUILDER CHECKLIST



The Sustainable Community Builder Checklist

Environmental Protection and Enhancement

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

	YES	NO	EXPLANATION
1. Conserve, restore, or improve native habitat?	✓		There is a 20m tree buffer along Hwy 19A
2. Remove invasive species?	✓		Some of these species have previously been removed
3. Involve innovative ways to reduce waste, and protect the air quality?	✓		The Bumper cars are electric
4. Include an ecological inventory?	N/A		

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

	YES	NO	EXPLANATION
5. Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?	✓		Electric Bumper cars gravel parking area rock pits
6. Provide onsite 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:

		YES	NO	EXPLANATION
8.	Provide onsite composting facilities?		✓	
9.	Provide an area for a community garden?	N/A		
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:

		YES	NO	EXPLANATION
12.	Use drought tolerant plants?		✓	
13.	Use rocks and other materials in the landscaping design that are not water dependant?	✓		we are not including any additional Landscaping
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?	N/A		

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

		YES	NO	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?	N/A		
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:

	YES	NO	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?	✓		Lighting is similar to the existing design

Community Character and Design

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

	YES	NO	EXPLANATION
22. Improve the mix of compatible uses within an area?	✓		
23. Provide services, or an amenity in close proximity to a residential area?		✓	This is a resort area development
24. Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?	N/A		

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

	YES	NO	EXPLANATION
25. Provide a housing type other than single family dwellings?	N/A		
26. Include rental housing?	N/A		
27. Include seniors housing?	N/A		
28. Include cooperative housing?	N/A		

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

	YES	NO	EXPLANATION
29. Include the provisioning of Affordable Housing units?	N/A		

Please explain how the development makes for a safe place to live. For example does your development:				
		YES	NO	EXPLANATION
30.	Have fire protection, or include fire prevention measures such as removal of dead fall, onsite pumps, etc?		✓	
31.	Help prevent crime through the site design?	✓		includes onsite cameras
32.	Slow traffic through the design of the road?	N/A		
Please explain how the development facilitates and promotes pedestrian movement. For example does your development:				
		YES	NO	EXPLANATION
33.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?	N/A		
34.	Promote, or improve trails and pedestrian amenities?	✓		adds attractions for the resort area within walking distance
35.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)	N/A		
Please explain how the development facilitates community social interaction and promotes community values. For example does your development:				
		YES	NO	EXPLANATION
36.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)	✓		youth and senior attractions
37.	Use colour and public art to add vibrancy and promote community values	✓		The building colour scheme is bright
38.	Preserve heritage features?		✓	

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:

		YES	NO	EXPLANATION
39.	Fill in pre-existing vacant parcels of land?	✓		
40.	Utilize pre-existing roads and services?	✓		
41.	Revitalize a previously contaminated area?		✓	

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

		YES	NO	EXPLANATION
42.	Create permanent employment opportunities?	✓		
43.	Promote diversification of the local economy via business type and size appropriate for the area?	✓		
44.	Increase community opportunities for training, education, entertainment, or recreation?	✓		
45.	Use local materials and labour?	✓		
46.	Improve opportunities for new and existing businesses?	✓		
B O N U S	Please explain if there is something unique or innovative about your project that has not been addressed?			

Total Number of "Yes"

22
/46

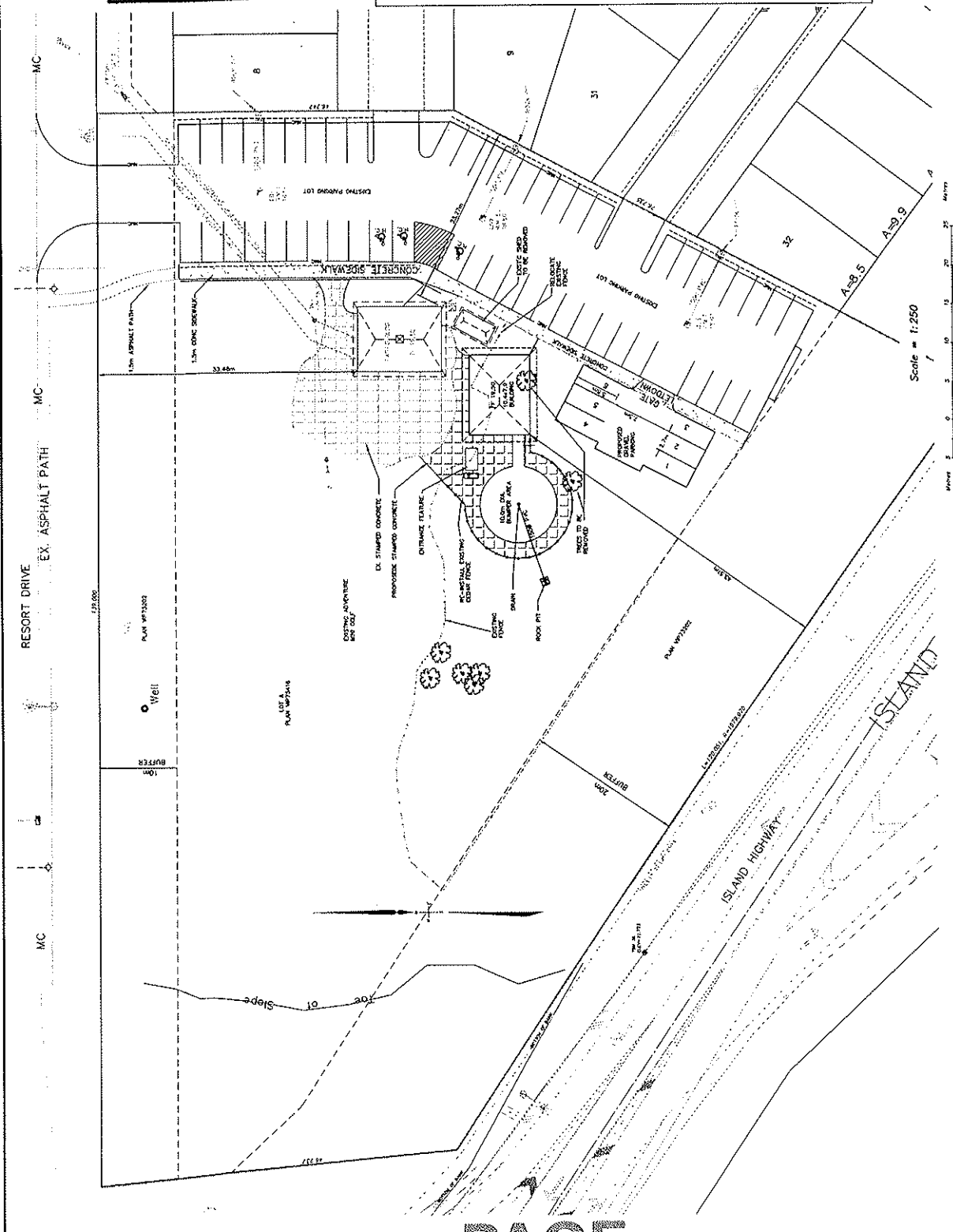
SCORE

48 %

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.

RECEIVED
OCT 28 2009
PLANNING
CITY OF PARKSVILLE

Site Information	
Registered Owner	Riptide Lagoon Adventure Golf Ltd. P.O. Box 89 Parkville, BC V8P 2G9
Civic address	1000 Resort Drive Parkville BC
Legal Description	Lot A, DL 122, Nanoose District Plan VP75716
Zoning Information Analysis	
Current zoning	RA-2A Resort Area Tourist Accommodation
Required	Proposed
Minimum Lot Size	2000 m ² 1.08 ha
Lot Coverage	30% maximum Existing Bldg: 117 m ² Proposed Bldg: 119 m ² Total 236 m ² = 3%
Floor Area	Existing Bldg: 92.5 m ² Proposed Bldg: 82.1 m ² Total 174.6 m ²
FAR	0.5 0.02
Building Height	N/A 4.15m
Setbacks	Front (Resort Drive) 10m 33.48m Rear (Island Highway) 23m 24.51m Interior 5m 23.27m
Parking	Existing 53 spaces New 6 spaces Total 59 spaces



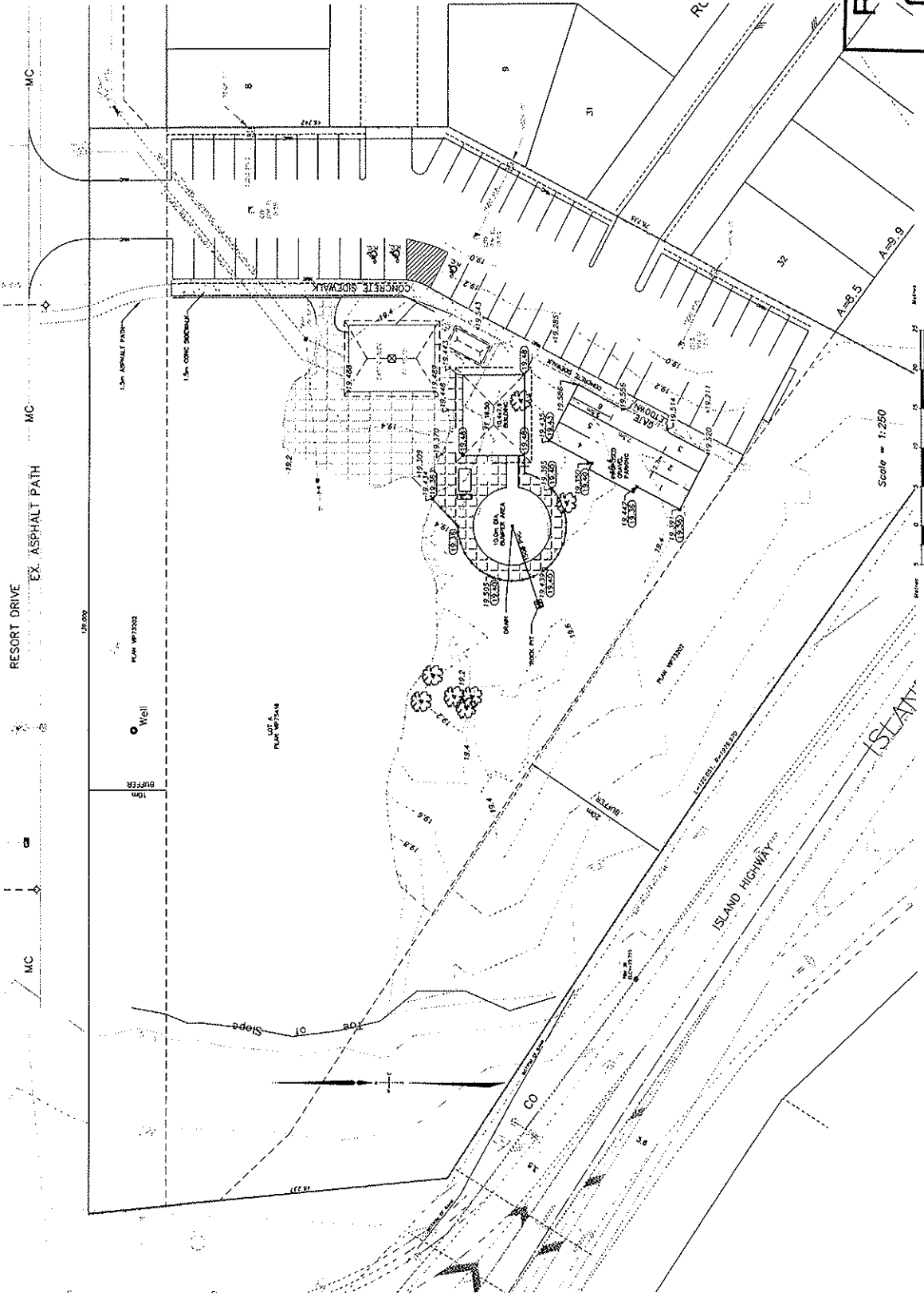
PROJECT: DEVELOPMENT PERMIT APPLICATION - SITE PLAN
CLIENT: RIPTIDE LAGOON ADVENTURE GOLF LTD.
Drawn by: JF **Date:** OCT 2009 **Drawing No.:** 0003-8-1 **Rev.No.:** C

Suite 320 - 198 E. Island Highway
 Seaside Centre
 PO Box 89
 Parkville, BC V8P 2G9
 Phone: 250-248-9001
 Fax: 250-248-2533
 email: m@sljeng.ca

Timberlake-Jones
engineering

RECEIVED
OCT 28 2009

PLANNING
CITY OF PARKSVILLE



PROJECT: DEVELOPMENT PERMIT APPLICATION - GRADING PLAN

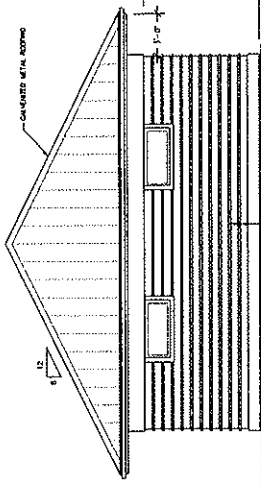
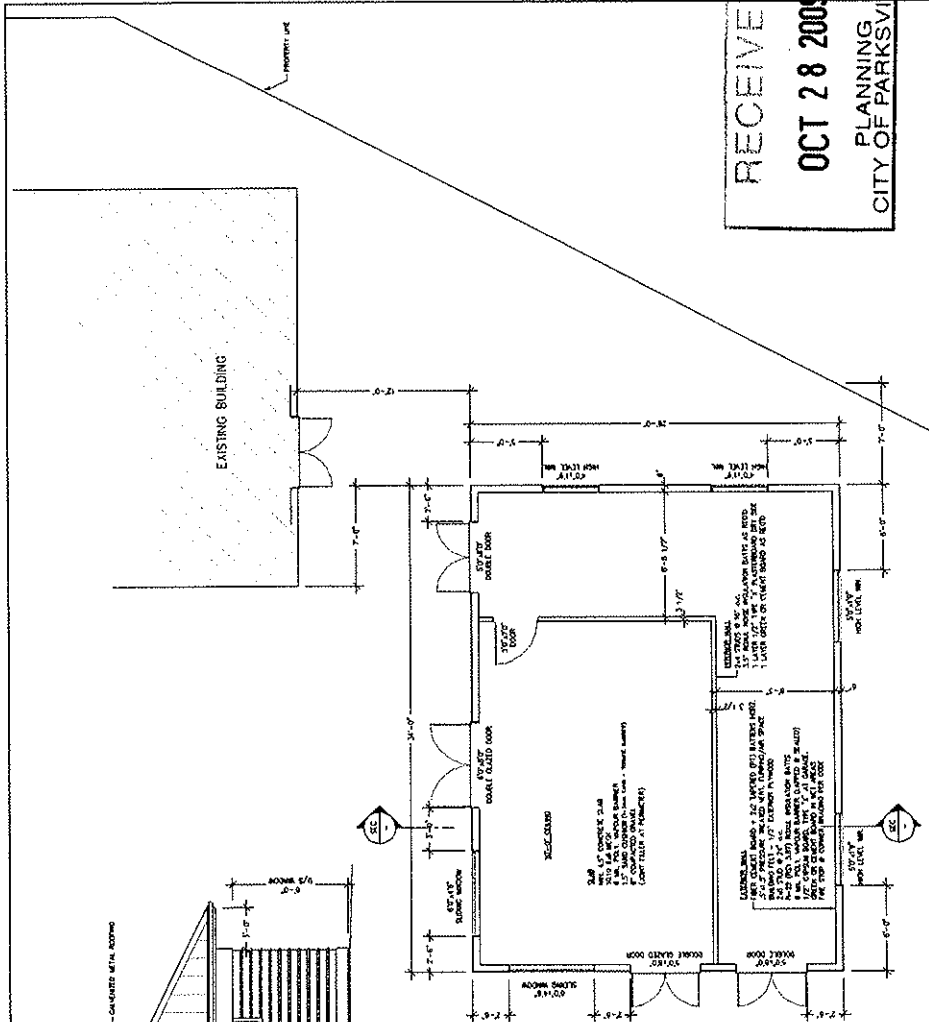
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Drawn by: JF Date: OCT 2009 Drawing No.: 0003-8-2 Rev No.: A

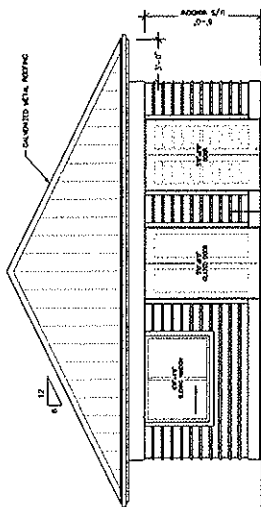
Suite 320 - 190 E. Third Highway
Savannah, GA 31406
Phone: 252-240-2001
Fax: 252-240-2553
Email: info@tjeng.com

Timberlake-Jones
Engineering

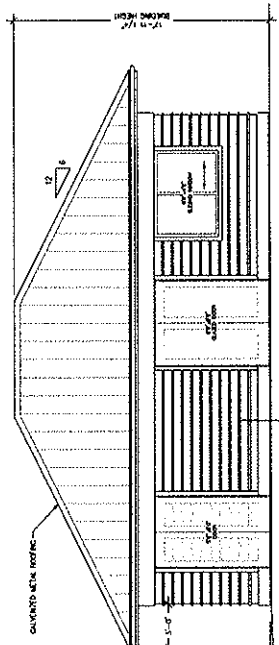
PLANNING
CITY OF PARKSVILLE



LEFT ELEVATION
SCALE 1/4" = 1'-0"



RIGHT ELEVATION
SCALE 1/4" = 1'-0"



FRONT ELEVATION
SCALE 1/4" = 1'-0"

COMMITTEE OF THE WHOLE REPORT



November 26, 2009

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

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

**SUBJECT: CONSIDERATION OF TECHNICAL INFORMATION FOR LOCATING THE
COMMUNITY GARDEN AT THE PARKSVILLE CIVIC AND TECHNOLOGY
CENTRE PARK**

Issue:

Consideration of technical information with respect to relocating the Community Garden to the Parksville Civic and Technology Centre site.

Executive Summary:

Staff has been directed to review the technical aspects of relocating the Community Garden to the Parksville Civic and Technology Centre Park site.

References:

Schedule "A" – Prototype rudimentary community garden site plan
Schedule "B" – Prototype fully equipped community garden site plan
Schedule "C" - Option # 1 - Rudimentary Site Preparation Cost Estimate
Schedule "D" - Option # 2 – Ready to Use Cost Estimate
Schedule "E" - Option # 3 – Ready to Use with Parking Cost Estimate
Attachment "1" - Community Garden Wish List, submitted August 14, 2009 by Annette Dexter, Parksville Garden and Parkland Society;

Background:

With the increasing densification of residential development within the City there has been a perception that there is a need to provide an opportunity for participation in local food production for those without access to land. The Community Garden, in its current form, was envisioned to provide this opportunity.

The task is subject to the following Council resolutions:

"09-099 THAT staff be directed to identify a portion of land on City owned property suitable for a food garden to be operated and maintained by the Parksville Community Garden and Parkland Society;
 AND THAT the City provide suitable soil and water availability only.
 CARRIED."

**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

"09-255 THAT Council support in principle the request to relocate the Community Garden to a portion of the Parksville Civic and Technology Park subject to the submission of a detailed development plan that outlines specific requirements for the Community Garden and potential obligations and costs to the city;
AND THAT a technical review of the development plan be completed prior to Council's final acceptance of the relocation;
AND THAT Council direct staff to report back the findings of the technical review;
AND FURTHER THAT Staff prepare a policy strategy for the ongoing establishment of a Community Garden program, with the longer term goal of facilitating multiple sites throughout the Community. CARRIED."

In reviewing the location a number of items were considered; these include but are not limited to the following: Topography and grade, existing site conditions, suitability of soil, solar orientation, site drainage, available servicing and utilities, accessibility, site security and visual impact. The technical review involved establishing the existing grade and identifying infrastructure through survey and preparing a prototype community garden layout design. Required site modifications and materials were then established based on the prototype.

In preparing the technical review it is assumed that new materials will be used. While an attempt could be made to reuse material from the existing Community Garden, the dismantling, collection and recovery of existing materials by the City would be labour intensive and too cost prohibitive and the materials may not be of appropriate quality for a high profile site. In preparing the technical review it is assumed that most of the work will be undertaken by private contractor due to the type of work involved and available resources.

For the purposes of the technical review the east end of the park located near the Parksville Community and Conference Centre parking lot was selected. This portion of the park coincides with the preference of the Garden Society, does not interfere with activities surrounding the cenotaph, requires less removal of earth, and is significantly less visible from the street. The east end of the park rises approximately 2.0 metres above the grade of the adjacent parking lot. The top of the grade forms a plateau with a number of berm formations that will require removal for the area to be suitable for a Community Garden space. In addition, as the land has been developed as park the site features a number of landscaping improvements that will require removal and or relocation. The site can provide a community garden space of 2200m² that will facilitate the creation of 28 planting beds with some room for future amenities or garden.

Options:

Council may:

1. Indicate that it is prepared to authorize proceeding with preparing the site to a rudimentary level;
2. Indicate that it is prepared to authorize proceeding with preparing the site to a level that is 'ready to use';
3. Indicate that it is prepared to authorize proceeding with preparing the site to a level that is ready to use and includes the provisioning of additional parking;
4. Refer the topic back to Staff for further changes or additional information.

CONSIDERATION OF TECHNICAL INFORMATION FOR LOCATING THE COMMUNITY GARDEN AT THE PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Analysis:

This site, like all sites presents conditions that must be addressed in order to make it suitable as a location for a Community Garden. In this case the site conditions that need to be addressed are the grading of the land, provisioning of suitable soil, access to water and necessary changes to the existing park infrastructure. The present conditions of the site are not so extreme as to physically prohibit locating a Community Garden at the park, but there are upfront costs associated with its preparation that require Council consideration. Beyond the basic site preparations, it comes down to desired outcome and cost of implementation. It should be noted that there are no appreciable cost differences between using one end of the park versus the other.

1. Rudimentary site preparation

This option is the absolute minimum site preparation works that must be undertaken to ready the site for use as a Community Garden. This involves the removal of earth and regrading the site. It also requires the relocation of two memorial trees and benches as well as the removal of existing irrigation lines, 6 concrete pads and 14 trees. In addition, site preparation involves providing suitable soil for a growth medium and installation of water spigots. The minimum cost to undertake this option is estimated to be approximately \$38,250.00. The true cost considering the removal and relocation of existing assets (i.e. existing trees and irrigation lines) may be closer to \$45,450.00.

The base site preparations appear to be consistent with Council resolution #09-099.

This provides the bare minimum foundation necessary to locate a Community Garden at the site and will require the Parksville Garden and Parkland Society members to construct their own planter beds and provide fencing. This will likely involve the relocation of existing garden materials, including existing fencing and approximately 500 cinder blocks used for planting beds. It is anticipated that it will be an extremely difficult labour intensive effort for the society members to relocate the existing materials. It may also be questionable if the existing fencing will be suitable, given the site's highly visible nature. This option may be insufficient for a successful outcome to be achieved.

2. Ready to use level of site preparation

This option involves the City preparing the site to a level that is 'ready to use'. The option builds upon the basic site preparation requirements with the additional installation of planter beds, access paths and fencing. This option would appear to require Council to amend resolution #09-099 (which only prescribes soil and water as a contribution) and accept the provisioning of additional site works.

The Society has expressed a desire for the inclusion of fencing for the purposes of general security (i.e. limiting unwanted access to the site). Fencing is also necessary to keep unwanted animals out of the garden. In addition, fencing may dissuade some would be vandals from doing damage. For purely visual and aesthetic reasons the prominence of the site suggests that a screening type fence is needed. The existing Community Garden fence is of wire livestock type that is unsuitable for providing screening. This option represents an additional \$49,740.00 to the rudimentary site preparation costs with the screening fence contributing approximately \$31,750.00 to this value.

CONSIDERATION OF TECHNICAL INFORMATION FOR LOCATING THE COMMUNITY GARDEN AT THE PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Staff believes that the additional provisioning of planting beds, access paths and fencings are minimum requirements for the Community Garden to be successful at this site.

Staff recognize that fencing for the purpose of screening is a significant cost to the project and is ultimately a form and character consideration. It is therefore recommended that the matter of screening be referred to the Advisory Design Panel for review and recommendation on its necessity.

3. Inclusion of additional parking as part of a ready to use site

In order to not place increasing demands on the existing parking at the Parksville Community and Conference Centre the inclusion of 8 additional parking spaces adjacent to the proposed Community Garden site was investigated. The topography of the land is such that provision of 8 additional parking spaces is feasible with the inclusion of a 1.2 m (4') retaining wall. The costs of proving parking with pervious paving is \$56,310.00. It should be noted that the additional parking spaces are expected to be available to all as it is not practical to enforce exclusivity by any one group.

Should the screening fence be determined to be unnecessary it would then appear reasonable to consider including additional parking.

As an alternative (assuming they are willing) it may be possible for the Parksville Community and Conference Centre to coordinate via e-mail with the Community Garden membership so as to avoid use of the garden site during large gatherings. It is likely that the Society members would generally rather use the garden when it offers the greatest tranquility.

4. Refer topic back to Staff

Referring the topic back to Staff is appropriate if Council believes further changes 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:

The Community Garden contributes to local food production and provides a positive setting for social interaction and community involvement. It provides an opportunity for hands-on participation in the creation of sustenance and is inherently sustainable.

Financial Implications:

Financial implications will vary based on the option selected by Council. The costs required to facilitate the Community Garden are estimated to range anywhere from \$38,250.00 (rudimentary site) to an estimated maximum of \$144,300.00 ('ready to use' site with parking). If wish list items, as outlined in Attachment '1', were added it is estimated that the total cost would approach \$217,702.00. No existing budget item has been specifically allocated for this purpose.

**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

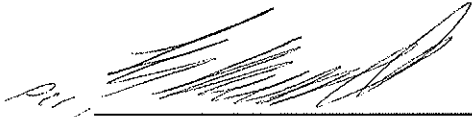
In addition, it is anticipated that given the 25 year life expectancy of waterlines, drainage pipes, planter bed hardware and fencing, annual maintenance costs should be anticipated. Given the current cost of construction and the anticipated life expectancy, a minimum of approximately \$2000.00 per annum would likely need to be allocated to off-set eventual replacement costs. The Society has received a Grant-in-Aid in the amount of \$325.00 and raised \$1010.28 at their September plant sale to help assist with some of the relocation expenses.

Recommendation:

That the report from the Director of Community Planning titled "Consideration of Technical Information for Locating the Community Garden at the Parksville Civic and Technology Centre Park" dated November 26, 2009 be received;

And that Option 2 (preparing the site to a level that is 'ready to use') is accepted in principle, subject to review of screening requirements by the Advisory Design Panel.

And Further That Staff prepare a policy to administer the operations of the Community Garden program at the Parksville Civic and Technology Centre Park.



GAYLE A. JACKSON

BR/sh
Attachments

I:/Users/Planning/0890-20-CG/2009/Agenda/Report-3.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

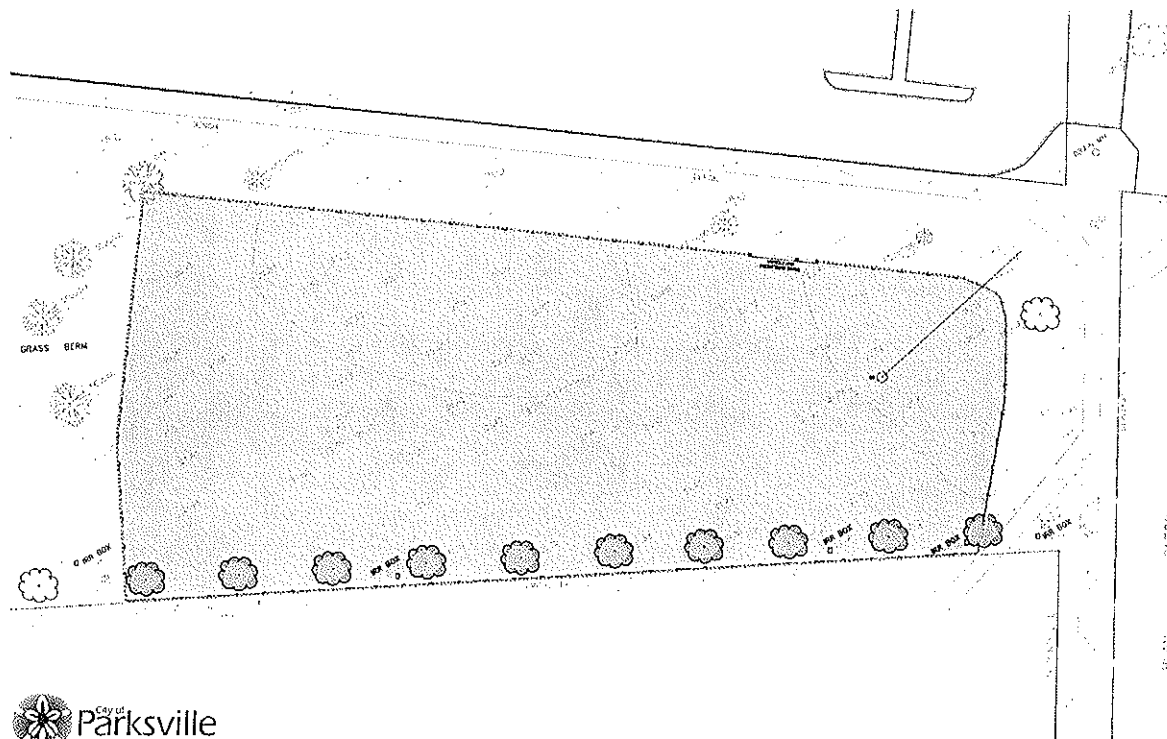


F. MANSON, C.G.A.

CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Schedule "A"

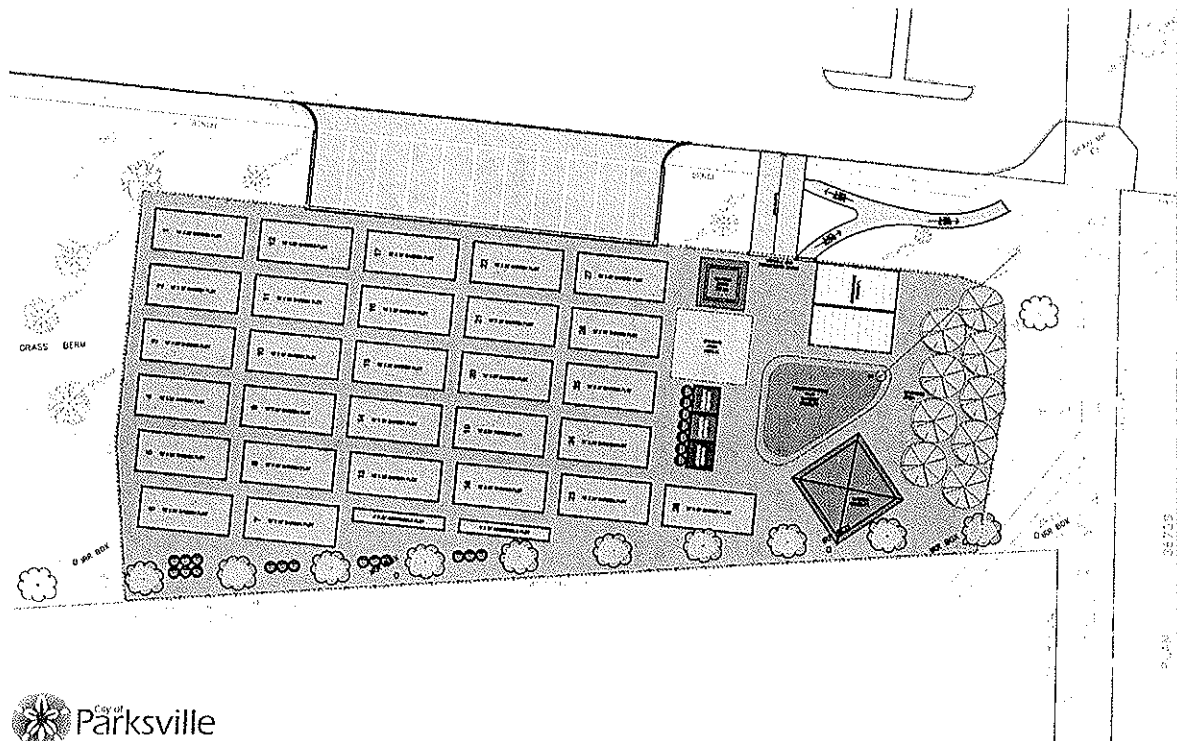
Prototype rudimentary community garden site plan



CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Schedule "B"

Prototype fully equipped community garden site plan



**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

Schedule "C"

Option # 1 - Rudimentary Site Preparation Cost Estimate

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
Removals				
Memorial Concrete Pads c/w Benches - Relocate	each	2	\$500.00	\$1,000.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$100.00	\$200.00
Excavation Off-Haul	cu.m.	140	\$30.00	\$4,200.00
Concrete Pads c/w Picnic Tables	each	4	\$150.00	\$600.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$150.00	\$300.00
Existing Trees **	each	14	\$150.00	\$2,100.00
Irrigation	sq.m.	2500	\$1.00	\$2,500.00
SUBTOTAL, Utilities				\$10,900.00
Utilities				
Drainage Swale	l.m.	25	\$25.00	\$625.00
Catch Basin - Rain Garden	allow	1	\$800.00	\$800.00
200mm PVC Drain Pipe - Rain Garden	l.m.	25	\$30.00	\$750.00
Irrigation Hose Bibs (Spigots)	each	4	\$500.00	\$2,000.00
Electrical Service Connection (to Gazebo)	allow	0	\$1,600.00	\$0.00
SUBTOTAL, Utilities				\$4,175.00
SOFT LANDSCAPE				
Growing Medium @ 300mm Depth	cu.m.	300	\$56.00	\$16,800.00
Blue-Pathway-Chip w/ fines - Accessible	cu.m.	0	\$54.00	\$0.00
Demonstration-Rain-Garden	sq.m.	0	\$110.00	\$0.00
SUB-TOTAL, SOFT LANDSCAPE				\$16,800.00
HARD LANDSCAPE				
Paved-Staging-Area	sq.m.	0	\$55.00	\$0.00
Pervious-Paving - Parking-Area/Ramp/Walk	sq.m.	0	\$100.00	\$0.00
Pavement-Marking - Parking-Area	allow	0	\$500.00	\$0.00
Retaining-Wall -150 x-150mm(6x6")-timber	l.m.	0	\$225.00	\$0.00
SUB-TOTAL, HARD LANDSCAPE				\$0.00
SITE FURNISHINGS				
Cedar-Entry-Gate (pedestrian /-vehicle)	Allow	0	500	\$0.00
2.4m(8')-Cedar-Screen-Fence	l.m.	0	150	\$0.00
12'x24'-Raised-Cedar-Timber-Beds	each	0	\$200.00	\$0.00
4'x24'-Accessible-Raised-Cedar-Timber-Beds	each	0	\$120.00	\$0.00
Gazebo-20 x20'	Allow	0	\$12,000.00	\$0.00
Garden-Shed-10 x-10'	Allow	0	\$2,000.00	\$0.00
Greenhouse-25 x-25'	Allow	0	\$25,000.00	\$0.00
SUB-TOTAL, SITE FURNISHINGS				\$0.00
SUB-TOTAL				\$31,875.00
Contingency 20%				\$6,375.00

ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)*

\$38,250.00

* Estimates are dependant on current market conditions

** Relocation of specimen trees will bring total coast to \$45,450.00

**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

Schedule "D"

Option # 2 – Ready to Use Cost Estimate

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
Removals				
Excavation Off-Haul	cu.m.	140	\$30.00	\$4,200.00
Concrete Pads c/w Picnic Tables	each	4	\$100.00	\$400.00
Memorial Concrete Pads c/w Benches - Relocate	each	2	\$500.00	\$1,000.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$100.00	\$200.00
Existing Trees	each	14	\$150.00	\$2,100.00
Irrigation	sq.m.	2500	\$1.00	\$2,500.00
SUBTOTAL, Utilities				\$10,400.00
Utilities				
Drainage Swale	l.m.	25	\$25.00	\$625.00
Catch Basin - Rain Garden	allow	1	\$800.00	\$800.00
200mm PVC Drain Pipe - Rain Garden	l.m.	25	\$30.00	\$750.00
Irrigation Hose Bibs (Spigots)	each	4	\$500.00	\$2,000.00
Electrical Service Connection (to Gazebo)	allow	0	\$1,600.00	\$0.00
SUBTOTAL, Utilities				\$4,175.00
SOFT LANDSCAPE				
Growing Medium @ 300mm Depth	cu.m.	300	\$56.00	\$16,800.00
Blue Pathway Chip w/ fines - Accessible	cu.m.	90	\$54.00	\$4,860.00
Demonstration Rain Garden	sq.m.	0	\$110.00	\$0.00
SUB-TOTAL, SOFT LANDSCAPE				\$21,660.00
HARD LANDSCAPE				
Paved Staging Area	sq.m.	0	\$55.00	\$0.00
Pervious Paving - Parking Area/Ramp/Walk	sq.m.	0	\$100.00	\$0.00
Pavement Marking - Parking Area	allow	0	\$500.00	\$0.00
Retaining Wall - 150 x 150mm (6x6") timber	l.m.	0	\$225.00	\$0.00
SUB-TOTAL, HARD LANDSCAPE				\$0.00
SITE FURNISHINGS				
Park Sign	Allow	0	\$3,000.00	\$0.00
Cedar Entry Gate (pedestrian / vehicle)	Allow	1	\$500.00	\$500.00
2.4m(8') Cedar Screen Fence	l.m.	205	\$150.00	\$30,750.00
12'x24' Raised Cedar Timber Beds	each	28	\$200.00	\$5,600.00
4'x24' Accessible Raised Cedar Timber Beds	each	2	\$120.00	\$240.00
Gazebo 20 x 20'	Allow	0	\$12,000.00	\$0.00
Garden Shed 10 x 10'	Allow	0	\$2,000.00	\$0.00
Greenhouse 25 x 25'	Allow	0	\$25,000.00	\$0.00
SUB-TOTAL, SITE FURNISHINGS				\$37,090.00
SUB-TOTAL				\$73,325.00
Contingency 20%				\$14,665.00

ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)*

\$87,990.00

* Estimates are dependant on current market conditions

**CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK**

Schedule "E"

Option # 3 – Ready to Use with Parking Cost Estimate

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
Removals				
Excavation Off-Haul	cu.m.	140	\$30.00	\$4,200.00
Concrete Pads c/w Picnic Tables	each	4	\$100.00	\$400.00
Memorial Concrete Pads c/w Benches - Relocate	each	2	\$500.00	\$1,000.00
Concrete Pads c/w Benches (Some Memorial)	each	2	\$100.00	\$200.00
Existing Trees	each	14	\$150.00	\$2,100.00
Irrigation	sq.m.	2500	\$1.00	\$2,500.00
SUBTOTAL, Utilities				\$10,400.00
Utilities				
Drainage Swale	l.m.	25	\$25.00	\$625.00
Catch Basin - Rain Garden	allow	1	\$800.00	\$800.00
200mm PVC Drain Pipe - Rain Garden	l.m.	25	\$30.00	\$750.00
Irrigation Hose Bibs (Spigots)	each	4	\$500.00	\$2,000.00
Electrical Service Connection (to Gazebo)	allow	0	\$1,600.00	\$0.00
SUBTOTAL, Utilities				\$4,175.00
SOFT LANDSCAPE				
Growing Medium @ 300mm Depth	cu.m.	300	\$56.00	\$16,800.00
Blue Pathway Chip w/ fines - Accessible	cu.m.	90	\$54.00	\$4,860.00
Demonstration Rain Garden	sq.m.	0	\$110.00	\$0.00
SUB-TOTAL, SOFT LANDSCAPE				\$21,660.00
HARD LANDSCAPE				
Paved Staging Area	sq.m.	40	\$55.00	\$2,200.00
Pervious Paving - Parking Area/Ramp/Walk **	sq.m.	341	\$100.00	\$34,100.00
Pavement Marking - Parking Area	allow	1	\$500.00	\$500.00
Retaining Wall - 150 x 150mm(6x6") timber	l.m.	45	\$225.00	\$10,125.00
SUB-TOTAL, HARD LANDSCAPE				\$46,925.00
SITE FURNISHINGS				
Park Sign	Allow	0	\$3,000.00	\$0.00
Cedar Entry Gate (pedestrian / vehicle)	Allow	1	\$500.00	\$500.00
2.4m(8') Cedar Screen Fence	l.m.	205	\$150.00	\$30,750.00
12'x24' Raised Cedar Timber Beds	each	28	\$200.00	\$5,600.00
4'x24' Accessible Raised Cedar Timber Beds	each	2	\$120.00	\$240.00
Gazebo 20 x 20'	Allow	0	\$12,000.00	\$0.00
Garden Shed 10 x 10'	Allow	0	\$2,000.00	\$0.00
Greenhouse 25 x 25'	Allow	0	\$25,000.00	\$0.00
SUB-TOTAL, SITE FURNISHINGS				\$37,090.00
SUB-TOTAL				\$120,250.00
Contingency 20%				\$24,050.00

ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)*	\$144,300.00
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* Estimates are dependant on current market conditions

** If concrete paving is used total costs may be reduced to **\$125,886.00**

CONSIDERATION OF TECHNICAL INFORMATION FOR
LOCATING THE COMMUNITY GARDEN AT THE
PARKSVILLE CIVIC AND TECHNOLOGY CENTRE PARK

Attachment '1'

Community Garden Wish List

Wishlist for the new showpiece garden:

- A 8 ft fence* around entire garden with one large and one small gate (we can reuse existing gates and use same padlocks and keys we have for current garden, just may have to have additional keys made)
- 28 12x24 ft plots, plus two 4x24 ft raised beds for wheelchair persons
- Concrete blocks for plots (reuse ones we already have, need additional blocks)
- Paths between plots wide enough for a wheelbarrow and wheelchair
- Woodchips, fine gravel, or sand (must be easy on wheelchairs) for pathways, placed over landscape cloth or (free) lumberwrap to keep paths weedfree
- Space for small orchard, berries (transplant what we have)
- A new shed (old one is not in good shape), either cedar or metal, large enough for at least two or three wheelbarrows, tools, storing hoses in winter, large bulletin board for notices, garden rules etc.
- Compost bins (move and install ones we have)
- Water outlets (taps) with hose holders and hoses each long enough to reach half a dozen plots (reuse hoses we have, will need additional hoses)
- Mixture of topsoil, compost and peat moss for all plots
- Some benches on perimeters with pergolas over benches for shade (could cover with kiwi, grape or flowering vines)
- Paved holding area for soil and other deliveries
- A gazebo and seating area for events, demonstrations, etc.
- A new sign (current 10 yr old sign is toast) showing *PARKSVILLE COMMUNITY GARDEN* and below that *Parksville Garden & Parkland Society*
- A washroom on site or nearby is considered important.
- At the McVickers garden, ploholders can use the washroom at the Shell station, so a washroom on or near the new site would be desirable.

NOTE: No lawn areas – ploholders do not want to have to cut grass

*If fence is chainlink, which means garden will be visible to the public, then a 3 ft wide bed around the perimeter of the garden for some ornamental grasses and low-maintenance small shrubs, large rocks and driftwood would set off the garden nicely if an irrigation system could be installed along the perimeter.
A cedar fence would be nice but public won't be able to see the garden if it is a solid wooden fence.

Dated: August, 2009

November 26, 2009

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

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

SUBJECT: CONSIDERATION OF AN OFFICIAL COMMUNITY PLAN REVIEW

Issue:

Consideration of status of Official Community Plan review and request for Council to establish an Official Community Plan Advisory Committee.

Executive Summary:

The purpose of this report is to advise Council that Staff is preparing to commence the Official Community Plan update and to reveal some overall information regarding process and content.

Reference:

Schedule "A" – Staff Evaluation prepared by G. A. Jackson, September 21, 2007

Background

The current City of Parksville Official Community Plan was adopted by Council on October 7, 2002. The Plan was originally started largely as a 'housekeeping' exercise of the previous 1994 Plan. The resultant Plan was however a significant re-organization of the document and established Downtown Waterfront policies for the first time.

Five years is an optimal horizon for an Official Community Plan review; although that is a target that most jurisdictions would be challenged to meet. In recognition of the need for a major review, Council has budgeted \$200,000.00 in 2010 for this purpose.

It is recognized that there a number of approaches that may be taken to update an Official Community Plan. They range from a Staff generated redraft to a wide spread community process resulting in a new Official Community Plan. From discussions to date it is believed that Council is seeking a review process with significant public participation and community involvement. Given this emphasis, it is expected this will be a major review project that will require the expertise of a lead consultant with a proven track record at public consultation facilitation. It is also anticipated that the review process will fully engage 3 staff members, including the Manager of Current Planning, a Planning Technician and a Planning Stenographer. As the review involves considerable communication with the public it is anticipated that substantial assistance from the City's Communications Officer will be required for consistent messaging and the development of a communications strategy. Council and City departments, such as Engineering and Operations including Information Technology, should also expect to being fully engaged throughout the Official Community Plan review process.

CONSIDERATION OF AN OFFICIAL COMMUNITY PLAN REVIEW

Some major planning issues to be addressed are:

- Review and update all content in accordance with the *Local Government Act* requirements including an in-depth evaluation of the amounts of land designated for future use in key categories;
- Reconcile downtown guidelines and policies with the Downtown Revitalization Strategies study;
- Validate and/or revise as necessary downtown waterfront policies;
- Updating existing multi-family, commercial and industrial area Development Permit guidelines to facilitate the inclusion of new green building, water conservation and accessibility guidelines; and generally to provide greater clarity;
- Implement new marine foreshore and natural environment protection guidelines;
- Establish greenhouse gas emission targets and policies to comply with Provincial requirements under the ***Local Government (Green Communities) Statutes Amendment Act***, formerly known as Bill 27, 2008.

It should be noted that the City is mandated to set greenhouse gas emission targets within the existing Official Community Plan by May 31, 2010. Therefore this work must be done in 2010 regardless of the scope of an Official Community Plan review.

Other items in need of updating within the Official Community Plan were identified by the Advisory Planning Commission and Staff in the extensive review of existing Official Community Plan that was conducted in the fall of 2007. The attached chart summarizes these findings.

Analysis:

In proceeding with the review, Staff believes that an Official Community Plan Advisory Committee should be established by Council to help guide the review process. It is anticipated that a significant amount of time will be required of prospective members. Therefore, it is recommended that a new Committee be established of those that are highly interested and able to make a significant time investment. It is anticipated that interested members of existing committees, such as the Advisory Planning Commission and Advisory Design Panel would be eligible to make application. The amount of time involved is expected to be significantly greater than which is experienced within the current committee structure therefore it is important that committee members are open to the necessary time commitment. It will take some time to establish an Official Community Plan Advisory Committee so this is an action that should commence soon. Staff envision that such a Committee would have work to do very early on in the process in terms of identifying and validating some of the key issues for review. If Council agrees with this approach Committee Terms of Reference will be prepared.

Staff is ready to proceed and is finalizing preparations for the consultant's Terms of Reference.

The formal Terms of Reference and process outline will be presented to Council for approval along with the Official Community Plan Advisory Committee Terms of Reference.

**CONSIDERATION OF AN
OFFICIAL COMMUNITY PLAN REVIEW**

Options:

Council may:

1. Direct Staff to prepare Term of Reference, establish an Official Community Plan Advisory Committee, and commence the Official Community Plan review process;
2. Modify the work program and direct Staff accordingly.

Sustainability Implications:

The current Official Community Plan predates consideration of sustainable development principles, greenhouse gas reductions and water conservation. A new or updated Plan will provide an opportunity to formalize policy and guidelines that work towards improving these topic areas, within the limits of current provincial legislation.

Financial Implications:

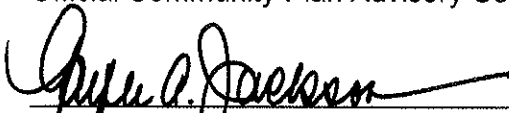
Council has allocated \$200,000.00 for the Official Community Plan review. This does not account for costs such as inventory work and data collection or the resources that other departments will provide which are funded through normal operating budgets.

Recommendation:

That the report from the Director of Community Planning entitled, "Consideration of an Official Community Plan Review" dated November 26, 2009 be received;

And That Council accept the general approach to a work program as outlined and direct Staff to prepare formal Terms of Reference for the Official Community Plan review;

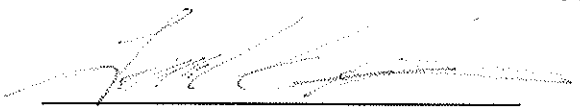
And Further That Council direct Staff to prepare Terms of Reference for the establishing of an Official Community Plan Advisory Committee.


G. A. JACKSON

BR/sh
Attachments

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CHIEF ADMINISTRATIVE OFFICER COMMENTS:


F. MANSON, C.G.A.

**CONSIDERATION OF AN
OFFICIAL COMMUNITY PLAN REVIEW**

Schedule "A"

STAFF EVALUATION

1.	Preface (pg. 5 – 8)	Content remains current
2.	City Overview (pg. 9 – 20)	Statistics require updating to the 2006 Census. Most content remains current. Some modernization could occur in discussion of development patterns. Transportation Discussion could be updated to reference studies occurring since plan adoption.
3.	Planning Framework (pg. 21 – 26)	Statistics require updating to the 2006 Census. Minor update necessary with respect to RGS references. Vision Statement should be validated or replaced. Descriptive verbiage around Land Use Overview could be revised; but is not inaccurate.
4.	The Plan (pg. 28 – 64)	The Community Objectives section content may still be valid; but may not be reflected on the ground.
4a.	Growth Management subsection	Objective appears to remain valid. Policies appear current/valid. General verbiage appears to be still applicable.
4b.	Economic Development subsection	Objectives and verbiage appear current. Policies appear current. Some studies referred to have now been updated; this could be reflected.
4c.	Social Development	Objectives and verbiage appear current. Policies appear current.
4d.	Parks, Recreations, Culture and Heritage	This section was updated on August 9 th 2006 and is valid.
4e.	The Natural Environment	Objective, verbiage and policies appear current. Additional content could be added to recognize 'sustainability' issues.
4f.	Residential Development	Verbiage, objectives and policies appear current.
4g.	Multiple Family Development	Verbiage, objectives, and policies appear current.
4h.	Affordable and Special Needs Housing	Verbiage, objectives, and policies appear current. 'Attainable' housing needs could be added.
4i.	Comprehensive Development	Verbiage, objectives, and policies appear current.
4j.	Public and Institutional Facilities	Verbiage and objectives appear current. Some policies may require review and revision.
4k.	Commercial Development	Verbiage, objectives, and policies appear current.
4l.	Parksville Bay Waterfront	A review is warranted in order to validate or change direction.
4m.	Waterfront Walkway	Policies appear current and valid. In that a design is now available it could be included. The intended method of policy implementation from McMillan to Bay could be included.
4n.	Access to Water	Content is current.
4o.	Community Park	This section could be expanded now that a Community Park Master Plan has been completed.
4p.	Restricted Recreation	Content is current.
4q.	Estuary – Environmentally Sensitive area	Content is valid, however, additional text to reflect current work and thinking could be added.
4r.	Resort Area	Content appears current and valid.
4s.	Industrial Development	Verbiage, objectives and policies appear current.
4t.	Agricultural Lands	Verbiage, objectives and policies appear current.

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4u.	Transportation	Verbiage, objectives and policies appear current, but, require additional content to recognize work completed since Plan adoption.
4v.	Municipal Services	Content appears valid, but additional content could be added to recognize work completed since Plan adoption.
4w.	Public Input	Verbiage, objective and policies appear current.
5.	Development Permit Areas	Exemption section requires minor revision. Individual Development Permit Area Guidelines could be revised to provide more prescriptive requirements.
6.	Context Statement	Minor revision required.
7.	Downtown Master Plan and Façade Recommendations	Content valid and acceptable. Some verbiage could be added to explain interface between these two documents.
8.	Maps	A road network plan should be added.

December 1, 2009



MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: ALAN METCALF, MANAGER OF OPERATIONS

**SUBJECT: ACCESS TO BUSINESSES ON THE SOUTH SIDE OF HIGHWAY 19A
IMMEDIATELY WEST OF THE ENGLISHMAN RIVER BRIDGE
OUR FILE NO: 5330-20-PED**

ISSUE:

Staff have been directed by Council to review the technical issues of the signage and traffic configuration currently restricting access to the businesses on the south side of Highway 19A immediately west of the Englishman River Bridge and provide Council with alternatives and a recommended course of action.

REFERENCE:

Council Resolution 09-189

BACKGROUND:

On July 21, 2008, Council authorized staff to award the contract for the construction of Highway 19A – Shelly Road to the Englishman River Bridge Pedestrian Facilities Upgrade. The project involved improving pedestrian safety and access along Highway 19A and formalizing the pedestrian crossing at Martindale Road. More specifically the project was comprised of:

- Installing a 1.8m wide concrete sidewalk from the Englishman River Bridge to Shelly Road;
- Upgrading the pedestrian crosswalk at Martindale with overhead solar-powered pedestrian activated warning lights; and
- Installing traffic medians for the purpose of pedestrian refuge, a dedicated left turn lane onto Martindale Road and a protected turning lane onto Highway 19A (westbound) from Martindale Road.

During the design stage for the project multiple options were reviewed and presented to the public at an open house held on November 27, 2007. The design that was constructed reflects the preferred option selected by those attending the open house.

Construction on the project began in August and was completed by October of 2008. During construction, as a result of a concern from the owner of the Englishman River Motel at 762 Island Highway East, the issues of the location of the raised median and property access were reviewed with the Engineer for the project. At that time it was identified that it was not desirable to eliminate the entire raised median and replace it with a painted median only. The

raised median is used to provide positive guidance to drivers. If it was to be removed there would be no way to control left in and outs from the adjacent properties. At this location the drivers decision making is increased due to the east bound merge from 2 lanes into 1 lane and due to the development of the Highway 19A westbound left turn lane at Martindale Road. Eliminating the median thus allowing the left in and out movements from the adjacent properties would further increase driver workload and would increase conflict points (i.e. the left out movement would cross the paths of the west bound vehicle entering the left turn lane). Both of these would have a negative affect on safety and therefore it is not desirable to remove the raised median at this location.

Further discussions resulted in a compromised solution where the curb was not eliminated but was shortened as much as possible without compromising the integrity of the remaining median and replaced with a painted median. The modified curb allowed enough room for vehicles to enter and exit the motel site. Signs were erected prohibiting left turn movements out of the driveways and the interior area of the traffic median was marked with diagonal hatch lines.

In light of the previous discussions with the Engineer and in response to the Council resolution, staff have reviewed the signage and traffic configuration at this location and offer the following options:

OPTIONS:

1. Do nothing.
2. Remove both the existing signage at the Englishman River Hotel's driveways prohibiting the left turn out movement.
3. Pursue the possibility of securing a road right of way through the properties to the west of the motel and provide an access to the motel via Martindale Road.

ANALYSIS:

1. Council could direct staff to do nothing and leave the situation status quo. This would have the least impact on traffic safety. However, it may not resolve the concerns expressed in the Council Resolution that the restriction has had a negative impact on the businesses along the south side of the highway.
2. Council could direct Staff to remove the existing right turn only signage prohibiting the left turn movement at one or both of the driveways at the Englishman River Motel. This would not necessarily allow the movement to legally occur but it would not further restrict it through additional signage and it results in the condition that was present prior to 2008. Council should be aware that along with the signage, the owners of the Motel have also expressed concerns regarding the marked diagonal hatch lines within the gored area and how, in their opinion, the markings further discourage northbound traffic on 19A from accessing the motel. In this situation the diagonal lines are intended to guide traffic away from the raised median, while these may be considered optional they do provide additional safety. The removal of the diagonal markings have

not been included as part of the current option, however Council may choose to direct staff to remove them as part of the recommendation.

3. Council could direct staff to pursue the possibility of securing a road right of way through the properties immediately to the west of the motel and provide an access to the motel to Martindale Road. This option may be a long term solution to providing access to and from the motel. However, it may not address the immediate concern regarding Highway access and would more than likely require both internal changes on the motel property and considerable staff time in negotiations.

FINANCIAL IMPLICATIONS:

Option 1 has no financial impact. Option 2 would have minimal financial impact and would be funded through operating accounts. Staff are unsure at this time of the financial implications of Option 3. If this is the preferred option staff will further investigate the requirements, enter into negotiations and, prior to finalizing the agreement, would bring forward a report in the future regarding costs.

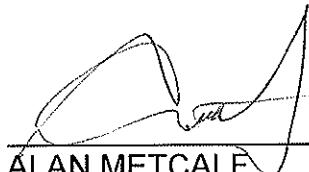
SUSTAINABILITY CONSIDERATIONS:

None

RECOMMENDATION:

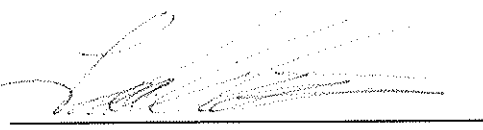
THAT the report from the Manager of Operations dated December 1, 2009 entitled "Access to Businesses on the South Side of the Highway 19A Immediately West of the Englishman River Bridge" be received;

AND THAT staff be directed to remove the existing right turn only signage at the driveways accessing 762 Island Highway East prohibiting the left turn out movement.



ALAN METCALF
Manager of Operations

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



FRED MANSON
Chief Administrative Officer