

CITY OF PARKSVILLE
ADVISORY PLANNING COMMISSION

AGENDA

DATE: April 19, 2012
TIME: 8:00 A.M.
PLACE: THE FORUM, PCTC

1. Call to Order

2. Introductions

Introduction of Council representative Peter Morrison and new member Martin Fereday

3. Election/Appointment of Chairperson

4. Adoption of Minutes

Minutes of October 20, 2011

5. OCP & Zoning Amendment Application (Lot B, C & I, District Lot 13, Nanoose District, Plan VIP66463)

Legal: Lot B, C & I, District Lot 13, Nanoose District, Plan VIP66463

Civic: N/A

Registered Owner: Rushen Development Corporation, Inc. NO. 517157

Applicant: MacDonald Gray Consultants, Nigel Gray

File: 3360-11-01

6. General Update (time permitting)

7. Adjournment

NEXT REGULARLY SCHEDULED MEETING MAY 17, 2012
PCTC, COMMITTEE ROOM 100 (SUBJECT TO CHANGE)

/sh

April 12, 2012

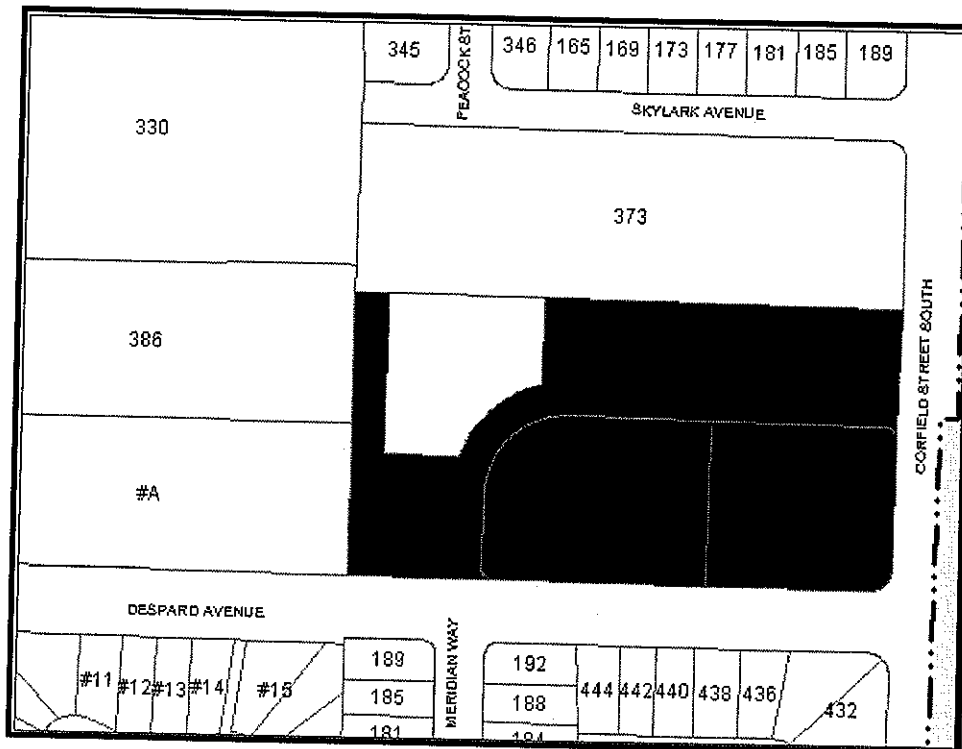
REPORT TO: ADVISORY PLANNING COMMISSION

FROM: B. C. RUSSELL, DIRECTOR OF COMMUNITY PLANNING

SUBJECT: CONSIDERATION OF AN OFFICIAL COMMUNITY PLAN (OCP) AND ZONING BYLAW AMENDMENT APPLICATION TO FACILITATE A SMALL-LOT RESIDENTIAL SUBDIVISION ON LOTS B, C, AND I, DISTRICT LOT 13, NANOOSE DISTRICT, PLAN VIP66463 (NO ASSIGNED ADDRESS) FILE NO: 3360-11-01

Issue:

Consideration of an Official Community Plan (OCP) and Zoning Bylaw amendment application to facilitate a small-lot subdivision.



**OFFICIAL COMMUNITY PLAN AND ZONING BYLAW
AMENDMENT APPLICATION FOR A SMALL-LOT RESIDENTIAL
SUBDIVISION ON LOTS B, C, AND I OF PLAN VIP66463**

References

Concept Plan - prepared by MacDonald-Gray Consultants, received March 1, 2012;
Site Plan Concept- prepared by MacDonald-Gray Consultant, received March 1, 2012;
Sustainable Community Builder Checklist - received July 27, 2011;
Draft Small-Lot Residential Zone;
Check List - Evaluation of zoning amendment applications;
Sample Resolutions.

Background

The City has received an application to concurrently amend the Official Community Plan (OCP) and Zoning and Development Bylaw from Nigel Gray of MacDonald Gray Consultants on behalf of the property owner, Rushen Development Corporation.

The applicant is requesting that the Official Community Plan Future Land Use Map be amended from 'multi-family residential' to 'single family residential' and that the Zoning and Development Bylaw be amended from the current Comprehensive Development - CD16B zone to a new zone in order to facilitate a small-lot residential development. The zoning proposed is based on a slightly modified version of the City's template small-lot residential zone and is similar to the single family portion of the existing comprehensive zone.

The 1.716 hectare (4.23 acres) site is composed of three undeveloped lots covered with transitional vegetation and 2nd growth trees.

The subject property is in proximity to the following:

- To the north is a ten lot single family subdivision that is presently vacant;
- To the northwest is City Park that features an active eagle nesting tree;
- To the south is Despard Avenue across from which is the Bridgewater Lane small lot strata development;
- To the east is Corfield Street across from which is land located within the Regional District of Nanaimo and the Agricultural Land Reserve;
- To the west are two manufactured home parks;
- 350 metres from Parksville Elementary (at its closest point);
- 540 metres from downtown (at its closest point);
- Directly adjacent bus route number 88.

The subject properties form the remainder of a mixed density residential project zoned CD-16B dating back to 2004. The existing zone allocates a total of 80 single family dwellings on small-lots and a maximum of 120 residential apartment units or units used for care. The small-lots were fully developed and now forms part of Bridgewater Lane, Day Place and Meridian Way neighbourhood. The remaining undeveloped allocation under the current zoning would allow for 120 apartment or care units. The proposal is for a small-lot zone intended to facilitate a subdivision of approximately 25 parcels with typical lots ranging in size from 330 m² (3552 sq. ft.) to 420 m² (4521 sq. ft.).

It should be noted that the proposed change in land use, if approved, will not lock-in a specific subdivision layout as this is part of a separate subdivision approval process. What is principally under consideration is the appropriateness of the proposed use of the land use given the location of the subject properties.

**OFFICIAL COMMUNITY PLAN AND ZONING BYLAW
AMENDMENT APPLICATION FOR A SMALL-LOT RESIDENTIAL
SUBDIVISION ON LOTS B, C, AND I OF PLAN VIP66463**

The subject properties are located within the Urban Containment Boundary as designated within the Regional Growth Strategy.

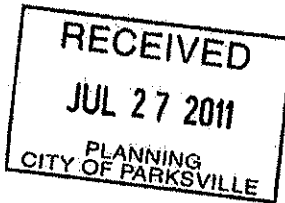
The Engineering and Operations Department and the Parksville Volunteer Fire Department have completed preliminary technical reviews of this application. While some minor details may require further review at the time of subdivision, no significant Engineering or Fire Department issues have been identified as a result of the proposed change in land use.



B. C. RUSSELL


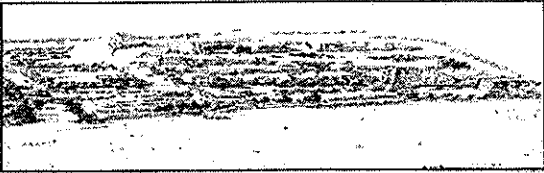
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Attachments

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City of Parksville

SUSTAINABLE COMMUNITY BUILDER CHECKLIST

	<ul style="list-style-type: none"> • Residential • Commercial • Institutional 	<ul style="list-style-type: none"> • Industrial 	
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Environmental Protection and Enhancement

Please explain how the development protects and/or enhances the natural environment.

1.	Conserve, restore, or improve native habitat?	yes	EXPLANATION A park site located as a function of the original 22.25-acre masterplanned neighborhood (since abandoned) has been expanded from 2660.0 sq.m. to 5603.8 sq.m. The proposed park expansion is to accommodate a 45m setback from an eagle tree 28% of the site is retained in a forested condition condition.
2.	Remove invasive species?	yes	
3.	Involve innovative ways to reduce waste, and protect the air quality?	yes	
4.	Include an ecological inventory?	n/a	

Please explain how the development contributes to the more efficient use of energy.

5.	Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?	yes	EXPLANATION The majority of lots are situated in a north south configuration in a grid pattern which is optimal for passive solar gain. Solar Heating and Geothermal would add a substantial premium to small lot homes, reducing affordability. Green building techniques may be incorporated where economically viable
6.	Provide on-site renewable energy generation such as solar energy or geothermal heating?	n/a	
7.	Propose buildings constructed in accordance with LEED, and the accepted green building standards?	no	

Please explain how the development facilitates good environmentally friendly practices.

8.	Provide on-site composting facilities?	yes	EXPLANATION Individual residential lots have sufficient space for composting and food gardens. Off-Roadway greenways are proposed as multi-use car free circulation routes
9.	Provide an area for a community garden?	yes	
10.	Include a car free zone?	yes	
11.	Include a car share program?	n/a	

Please explain how the development contributes to the more efficient use of water.

12.	Use drought tolerant plants?	yes	EXPLANATION Drought tolerant street trees have been selected from City Standards. Turf boulevards are required.
13.	Use rocks and other materials in the landscaping design that are not water dependant?	n/a	

14.	Recycle water and wastewater?	n/a		It is not possible to recycle water and waste water, or to reduce stormwater run-off under current City engineering standards for city streets, where there is potential for these approaches to occur as a part of this development.
15.	Provide for zero stormwater run-off?	no		
16.	Utilize natural systems for sewage disposal and storm water?	n/a		
17.	Use low flush toilets?	yes		This is a code requirement
Please explain how the development protects, enhances or minimizes its impact on the local natural environment.				
18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?	yes		EXPLANATION Eagle tree protection within expanded park dedication
19.	Cluster the housing to save remaining land from development and disturbance?	yes		clustered small lot housing units will allow dwellings to be built close together on the subject property, so as to preserve a greater area of open space for passive recreation and environmental protection.
20.	Protect groundwater from contamination?	yes		
Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting.				
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?	yes		EXPLANATION Street lighting will be full cut-off luminaires per the City Engineering Standards.
Please explain how the project will be constructed sustainably.				
22.	Reduce construction waste?	no		EXPLANATION Recycled materials cannot be used under BC Building Code Trucking is reduced in small lot residential construction when
23.	Utilize recycled materials?	n/a		
24.	Utilize on-site materials / reduce trucking?	yes		
25.	Avoid contamination?	n/a		
Environmental Score Total Number of "Yes"		14/18	125 / 22	% = 77.8% Many Items do not apply to this rezoning application and will be considered under future permitting processes

Community Character and Design				
Does the development proposal provide for a more "complete community" within designated nodal centres?				
1.	Improve the mix of compatible uses within an area?	yes		EXPLANATION Refer to Applicant letter
2.	Provide services, or an amenity in close proximity to a residential area?	yes		
3.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?	yes		

Please explain how the development increased the mix of housing types and options in the community.				
4.	Provide a housing type other than single family dwellings?	yes		EXPLANATION Small lot residential communities offer increased residential densities while maintaining the form and character of adjacent single-family neighborhoods. The increase in housing choice, in turn improves social sustainability for median income families.
5.	Include rental housing?	no		
6.	Include seniors housing?	no		
7.	Include cooperative housing?	no		
Please explain how the development addresses the need for attainable housing in Parksville.				
8.	Include the provisioning of Affordable Housing units?	no		EXPLANATION
Please explain how the development makes for a safe place to live.				
9.	Have fire protection, or include fire prevention measures such as removal of dead fall, on-site pumps, etc?	yes		EXPLANATION Refer to Applicant letter
10.	Help prevent crime through the site design?	yes		
11.	Slow traffic through the design of the road?	yes		
Please explain how the development facilitates and promotes pedestrian movement.				
12.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?	yes		EXPLANATION Refer to applicant letter
13.	Promote, or improve trails and pedestrian amenities?	yes		
14.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)	yes		
Please explain how the development facilitates community social interaction and promotes community values.				
15.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)	no		EXPLANATION
16.	Use colour and public art to add vibrancy and promote community values?	no		
17.	Preserve heritage features?	n/a		
Community Character Score Total Number of "Yes"		10/16		% = 62.5%
		17	17	

Economic Development

Does the development proposal infill an existing developed area, as opposed to opening up a new area to development?

1.	Fill in pre-existing vacant parcels of land?	yes		EXPLANATION The site is not contaminated.
2.	Utilize pre-existing roads and services?	yes		
3.	Revitalize a previously contaminated area?	n/a		

Please explain how the development strengthens the local economy.

4.	Create permanent employment opportunities?	n/a		EXPLANATION This project will create a precedent for and create market opportunities for future ground oriented medium density housing on infill / redevelopment and vacant lands within the municipality. Local contractors and labour will be used where feasible, who are one of the main groups that contribute to the overall economic well being of the City. There is no commercial zoning under this proposal.	
5.	Promote diversification of the local economy via business type and size appropriate for the area?	n/a			
6.	Increase community opportunities for training, education, entertainment, or recreation?	n/a			
7.	Use local materials?	yes			
8.	Use local labour?	yes			
9.	Improve opportunities for new and existing businesses?	yes			
Economic Development Score Total Number of "Yes"		5/5			% = 100%
		19	19		

TOTAL	29/39		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.
	154	138	
% TOTAL	74%		

Other sustainable features?

PROPOSED TEMPLATE MODIFICATIONS.

Schedule 'A'

Small Lot Residential	SLR-1
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This zone is intended to designate land solely for the purpose of accommodating modest single family dwellings on small lots or single family dwellings with secondary suites on conventional lots.

—.1 Permitted Land Uses Minimum Lot Size

Single Family Dwelling	300 m ²
Home Occupation	N/A
Single Family Dwelling with inclusion of a mandatory Secondary Suite (a) CARRIAGE HOUSE	560 m ²

CARRIAGE HOUSE AND,
(a) Secondary Suites must be in accordance with Section 613 of this Bylaw.

—.2 Buildings and Structures

Single Family Dwelling	1 per lot
Combined total Floor Area of all Accessory Buildings and Structures	30 m ²

—.3 Maximum Height:

Single Family Dwelling	7.5 m
Accessory Building or Structure	4.0 m

—.4 Maximum Density:

Lots 400 m ² or less <i>450</i>	Maximum Floor Area Ratio*	0.55
	Maximum Lot Coverage*	50%
Lots greater that 400 m ²	Maximum Floor Area Ratio*	0.50
	Maximum Lot Coverage*	33%

* includes accessory buildings

Schedule 'A' (continued)

---5 Minimum Building and Structure Setbacks

Permitted Use	Minimum Building Setback			
	Front	Rear	Ext. Side	Int. Side
Single Family Dwelling	4.5 m	3.0 m	3.5 m	1.0 m
Accessory Building	6.0 m	1.2 m	4.5 m	1.5 m

1.0m ON LANE

↳ 2.5m ON LANE

---6 Off-Street Parking and Loading

Off-street parking and loading shall be provided in accordance with Division 400 of this Bylaw.

---7 Screening and Landscaping:

Screening and Landscaping shall comply with the requirements contained in Division 500 of this Bylaw as applied in the RS-1 zone.

---8 Minimum lot Dimensions

Despite section 618 (a) in the case of this zone no lot shall be created having dimensions less than the following:

- i) Width: 15 metres*
16 metres for corner lots*

On curved street or cul-de-sacs the minimum width shall be measured at a point 7.5 metres back from the front lot line radial from the street centre of curvature.

- ii) Depth: 18 metres

- iii) Frontage: 15.0 metres or 9.0 metres on curved streets or cul-de-sacs.

**CHECK LIST
EVALUATION OF ZONING AMENDMENT APPLICATIONS**

	<p>Does the proposal comply with the OCP?</p> <p>If not, is it because the OCP policy is weak/in need of revision?</p>	
	<p>Does the proposal offer an attribute (from a planning perspective) that warrants an OCP change (to facilitate the application)?</p>	
	<p>What would the impact of this proposal be:</p> <ol style="list-style-type: none"> 1. On the community? 2. On the neighbourhood? 3. On the abutting properties? <p>* From a planning perspective</p>	
	<p>Does the proposal offer a use that:</p> <ol style="list-style-type: none"> 1. Is in short supply? 2. Needed? 	
	<p>Would a modification of the proposal offer more benefit?</p>	
	<p>What is the quality of the specific proposal?</p> <p>Does it consider sustainability?</p>	
	<p>If approved, would variances (from the proposed zone) be required?</p>	
	<p>Are there other uses in the zone that should be limited?</p>	
	<p>Can you be assured that, the proposal, if approved will be constructed as represented?</p>	
	<p>Are the features of the development that cause you to support it guaranteed?</p>	
	<p>Has the quality of the presentation influenced your opinion?</p>	
	<p>Have things other than land use influenced you?</p>	

Advisory Planning Commission

-- Sample Resolutions --

Approved as is

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be approved subject to technical review by the Community Planning and Building Department and the Engineering and Operations Department. CARRIED

[or]

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be approved. CARRIED

Denied

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be approved subject to technical review by the Community Planning and Building Department and the Engineering and Operations Department. DEFEATED

[and/or]

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be denied. CARRIED

Approved subject to consideration of

That the Advisory Planning Commission recommend to Council that the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be approved, subject to:

- Technical review by the Community Planning and Building Department and the Engineering and Operations Department.
- Consideration of the providing of a public parking area in the vicinity of the X as part of an amenity;
- Reworking of walkways on site so as to improve connections;

CARRIED

.../2

**-- Sample Resolutions -
(continued)**

Further review delayed to the future / next meeting

That the Advisory Planning Commission's further review of the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be deferred to (a future meeting / the next available meeting) meeting. CARRIED

Request for additional info from applicant

That the Advisory Planning Commission's further review of the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be deferred to (a future meeting / the next available meeting) meeting.

And that the applicant, in consultation with Community Planning and Building Department, provide additional information to the Advisory Planning Commission on the X. CARRIED

Refer back to Staff for info or clarification

That the Advisory Planning Commission's further review of the zoning amendment application for Mr. & Ms. No-name to rezone Lot X (123 ABC Street) from Zone Z-1 to Zone Z-2 to permit X be deferred to (a future meeting / the next available meeting) meeting.

And that the applicant be referred back to staff for (additional information on / clarification of) the X. CARRIED

TO BE ADOPTED

CITY OF PARKSVILLE
ADVISORY PLANNING COMMISSION

MINUTES OF MEETING

Date: October 20, 2011
Time: 8:00 am
Place: PCTC, The Forum
Chair: D. Luke

Members Present:

<u> X </u>	J. S. Baldwin	<u> X </u>	E. Chabot
<u> X </u>	D. Luke	<u> X </u>	K. Paskin
<u> X </u>	L. Taylor	<u> X </u>	R. Thompson
<u> X </u>	K. Jacobs		

Others:

T. C. Patterson, Council Representative
G. A. Jackson, Director of Community Planning
B. Russell, Manager of Current Planning
S. Harbottle, City of Parksville
R. de Beeld, Architect
B. Alexander, Owner
P. Stewart, P. Eng., Project Engineer, Koers & Associates Engineering Ltd.
M. Jacobson, M.Sc., EIT, Transportation Engineer, Boulevard Transportation
One Member of the public

1. Call to Order:

The meeting was called to order at 8:03 am.

2. Adoption of Amended Minutes:

Moved by S. J. Baldwin Seconded by K. Paskin

That the amended minutes of the meeting of September 15, 2011 be approved. CARRIED

3. **Official Community Plan and Zoning Amendment Application (560 Island Highway East and 539 Stanford Avenue)**

Legal: That part of Lot 18, District Lot 4, Nanoose District, Plan 6523, lying to the north of a boundary parallel to and perpendicularly distant 120 feet from the southerly boundary of said lot; and That part of Lot 18, District Lot 4, Nanoose District, Plan 6523, lying to the south of a boundary parallel to and perpendicularly distant 120 feet from the southerly boundary of said lot.

Civics: 560 Island Highway East and 539 Stanford Avenue

Applicant: Raymond de Beeld Architect Inc.

Owner: Caley Holdings Ltd., Inc. No. 639928

File: 3360-10-05

The Chair handed the presentation to Mr. Raymond de Beeld, Architect for the proposal. Mr. de Beeld provided a brief overview and presentation slides of the proposal while noting the following:

- The proposal is for a mixed use function with a sustainable and energy efficient use development.
- The applicant is proposing a reduction in the number of parking spaces required and advised there will be underground and above ground parking.
- The applicant is proposing a reduction in the open space requirement.
- The applicant is looking at an older clientele and considering low rental units.
- The applicant advised this property is an entry into the City and they are proposing a more efficient use of the land with lots of pedestrian interconnection. They are proposing separate buildings to create a more urban character.
- The residential component of the development is more of a passive solar design, further from the Island Highway noise, with solar orientation. They are proposing a more public pedestrian environment.
- The commercial retail units need more flexibility in use as they are more expensive to build/modify; hence the physically separate residential component.
- The buildings will be facing inward and there will be underground parking, 1 for each of the residential units. They are proposing less parking than the standard that the City requires in recognition of the goal of creating affordable units and that the hours of use is complimentary to commercial parking needs.
- The owner advises they are proposing 27 units but there may be as many as 33 units depending on if agreement is reached on more affordable units.
- The owner advises the units are easy to adapt at this stage for accessibility issues.
- Signage on the highway side will be larger while the signage for the residential component and internal to the site will be smaller.
- The owner believes that security will be better because residents and tenants will be able to view the courtyard and see activity.

- The owner advises they wish to encourage people to walk the site and he believes the design encourages pedestrian oriented activities.

Member Discussion:

Q. What zone is being proposed for this site?

A. We are in discussions with Staff and are still looking to the City for advice. It could be a CD (comprehensive development) or other.

Q. The design appears to be open only to CD. Are you okay with that?

A. We are fine with the CD zone designation; we look to accomplish a residential use/zoning for that portion of the site for the proposed residences.

Q. How many trees will be retained on the site for this development?

A. Probably all the trees will have to be removed. We are proposing a more passive design with lots of re-working of the site and replanting of trees as part of the landscape scheme.

Q. If the front lot zone CS-1 remains as CS-1 you would need to tie down the lot fronting Stanford by rezoning from CS-3 to multifamily residential.

A. The owner advised he was okay with that.

Q. Will this development be done in phases?

A. Mr. de Beeld advised that financing and market conditions will possibly dictate the development.

A. Mr. Alexander advised that he would probably start the commercial construction first and then the residential but it is his intention to try to do all the work concurrently.

Q. How does this proposal consider the City's Transportation Plan? Does it fit in with it?

[B. Russell, Manager of Current Planning]

Advised that the proposal has been reviewed by the City's Engineering Department and their comment to date has been that they are looking at a light at the Island Highway and the possibility of street up grades but that no conflict with the Transportation Plan has been indicated. He also advised that the increase of traffic on Shelly and the light has all been calculated into the plan.

Q. The proposed residential portion of the proposal fronts on to the Agricultural Land Reserve (ALR). Is the Agricultural Land Commission (ALC) okay with this proposal?

A. The ALC only deals with property that touches the ALR. There is nothing about dealing with a property across from ALR lands and road distances and they believe there is no conflict; further they can design the building to be acoustically sound with triple glazed windows to deter noise from the highway.

[G. A. Jackson, Director of Community Planning]

Advised the members she felt that applicants are only presented to the Advisory Planning Commission when it has been established that they are "technically feasible".

A member of the commission stated he felt he had a conflict of interest with this proposal and advised he would abstain from voting.

Q. Will this proposal be going to the Advisory Design Panel? What is the history of this site, was it ever a service station?

A. No service station history.

[B. Russell, Manager of Current Planning]

Advised that this proposal if approved by Council would then have to apply for a Development Permit at which stage they would be required to go to the Advisory Design Panel.

Q. Is the site to be strata titled or free hold?

A. There are a number of different scenarios which could be possible but the mixed use will likely be a phased strata. Mr. Alexander advised it is his intent to keep the buildings, both the commercial and residential as rental. He would like to strata the properties initially for sales in the future but at this time he would be willing to put a covenant on the property to maintain the property as rental if the City wishes.

Q. What would the zoning of the property look like?

[B. Russell, Manager of Current Planning]

Advised the zoning would be very reflective of the proposal. While split zoning could be achieved it would likely be more practical with a CD zone to lock in the design footprint similar to the site plan.

Recommendation:

Moved by R. Thompson Seconded by L. Taylor

THAT the Advisory Planning Commission recommend to Council that the Zoning Amendment Application for Caley Holdings Ltd., Inc. No. 639928, on That part of Lot 18, District Lot 4, Nanoose District, Plan 6523, lying to the north of a boundary parallel to and perpendicularly distant 120 feet from the southerly boundary of said lot; and That part of Lot 18, District Lot 4, Nanoose District, Plan 6523, lying to the south of a boundary parallel to and perpendicularly distant 120 feet from the southerly boundary of said lot (560 Island Highway East and 539 Stanford Avenue) be approved as presented subject to technical review by City Departments;

AND THAT the proposal as presented be considered to be rezoned to a CD (Comprehensive Development) zone. CARRIED.

4. **General Update:**

B. Russell, Manager of Current Planning, advised the members of the commission of the zoning, development permit and subdivision applications being processed to date.

G. A. Jackson, Director of Community Planning, advised that an orientation meeting will be held in the near future to deal with procedural issues.

5. **Adjournment:**

Moved by E. Chabot Seconded by J. S. Baldwin

There being no further business, the meeting adjourned at 9:00 am.

Chair

/sh