

To: Port Alberni Advisory Planning Commission

Ed Francoeur (Chair)	Ken Watts (E.C.C., Tseshah First Nation)
TBD (Vice-Chair)	Chris Washington - (SD #70)
Joe McQuaid	
Jolleen Dick (Hupačasath Nation)	Sgt. Peter Dionne, (R.C.M.P. Liaison)
Stefanie Weber	Derrin Fines (P.A.F.D. Liaison)
Callan Noye	Councillor Dustin Dame (Council Liaison)
Dan Holder	TBD (Parks Operations Liaison)
Sandy McRuer	

From: Marianne Wade, Manager of Planning

Copy: Larry Ransom - (Alternate - School District #70)
Harley Wylie (Alternate - Tseshah (č išaa?ath) First Nation)
TBD (Alternate - Hupačasath Nation)
S/Sgt Mike Thompson – (Alternate - R.C.M.P.)
Councillor Deb Haggard - (Alternate - Council Liaison)
Corporate Services: D. Leurebourg, S. Darling, T. Feltrin, A. O'Connor
City Staff: S. Smith, B. McLoughlin, H. Stevenson, C. Foden

Date: February 8, 2023

Re: Advisory Planning Commission Meeting - Thursday, February 16, 2023 at 12:00 pm

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, February 16, 2023 at 12:00 pm** in the **Committee Room (note change from Council Chambers this month) at City Hall** (4850 Argyle St.). Masking is encouraged though not required. If you have questions please contact Marianne Wade (Tel: 250-720-2811 / email: Marianne_wade@portalberni.ca or Cara Foden (Tel: 250.720.2850 / email: cara_foden@portalberni.ca).

APC AGENDA

- 1. Acknowledgements and Introductions-** This APC meeting is being held within the unceded traditional territories of the Hupačasath and the Tseshah/č išaa?ath First Nations.
- 2. Minutes** of the December 15, 2022 meeting of the Advisory Planning Commission.
- 3. Welcome new members and APC Orientation Package (2023)**
- 4. Election of Chair and Vice-Chair for 2023**
- 5. DEVELOPMENT APPLICATION – Official Community Plan bylaw and Zoning bylaw 2846 4th Avenue – Lot 6, Block 57, District Lot 1, Alberni District, Plan VIP197B PID: 000-845-795**
APPLICANT: Joe Sopp dba Le Fevre Group
- 6. Draft City of Port Alberni Zoning Bylaw No.5074 -report by Manager of Planning**
- 7. Updates - Manager of Planning**

8. Other business

9. Adjournment - The next regular APC meeting is scheduled for **March 16, 2023**.



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on December 15, 2022 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ed Francoeur (Chair)
Ken McRae (Vice-Chair)
Harley Wylie (Alt. – Tseshahṭ (č̣ iṣaaʔaṭḥ) F.N)
Jolleen Dick, Councillor, Hupačasath F.N
Christine Washington, SD70
Amy Anaka
Callan Noye
Joe McQuaid
Stefanie Weber
Derrin Fines, P.A.F.D. Liaison

Regrets

Ken Watts, ECC, Tseshahṭ (č̣ iṣaaʔaṭḥ) F.N
Scott Smith, Dir. of Dev. Services/Deputy CAO
Peter Dionne, R.C.M.P. Liaison
Councillor Deb Haggard, Council Liaison

Staff

Marianne Wade, Manager of Planning
Brian McLoughlin, Planner II
Cara Foden, Planning Technician

Guests

Applicant: W. Hoogland
Public: 0

Alternates (not in attendance)

Councillor TBD, Council Liaison
S./Sgt. Mike Thompson (Alt.– RCMP)
Larry Ransom (Alt.– S.D.70)



1. Acknowledgements and Introductions:

The Chair acknowledged that this Advisory Planning Commission (APC) meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the č̣ iṣaaʔaṭḥ (Tseshahṭ) First Nation. Welcome and introductions.

2. Minutes: Adoption of October 20, 2022 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the October 20, 2022 regular meeting.

(J. Dick / C. Washington) CARRIED

3. DEVELOPMENT APPLICATION – Development Variance Permit (DVP 115)

4210 Cedarwood Street – Lot 1, District Lot 1, Alberni District, Plan EPP117819

PID: 031-660-266

APPLICANT: Walter Hoogland for Citaapi Mahtii Housing Society

- The Planner summarized the report to the APC dated December 8, 2022.
- APC discussed the development application with respect to the following:
 - The R.C.M.P. provided a written statement to the APC indicating they had no objections or concerns regarding the application.
 - APC asked and it was clarified that there were no plans to develop the soccer field behind the proposed development.
 - Parking was discussed and the M.O.P. indicated that the development for 35 units would have 11 units that did not have assigned parking. Research data was statistically supportive of the proposed parking Variance.

Motion:

That the Advisory Planning Commission recommends to City Council that Council support the application.

(K. McRae / C. Washington) CARRIED

4. Status Updates:

OCP Vision and Touchstones

- The Manager of Planning (M.O.P.) presented “What we Heard”. Document will be emailed to APC members.
- APC asked if developers/contractors had been engaged. Some contractors chose not to participate in the public engagement opportunities however the Port Authority and San Group had both been represented. It is hoped that contractors will participate in upcoming public engagement opportunities when the draft OCP is prepared.
- 272 responses was considered a respectable response rate when considered in conjunction with initial survey results and subsequent discussion sessions. Demographically all age groups were represented in varying degrees.
- Public engagement will continue and an internal technical review will precede upcoming engagement.
- Island Health and social sectors provided input.
- The City did advertise the engagement opportunities and used social media platforms as well. Poster, bookmarks and pop-ups were also used. It was noted that it would be helpful to increase engagement with indigenous populations in future by advertising in the Ha-Shilth-Sa newspaper (local Nuu-chah-nulth news sources).

Zoning Bylaw

The M.O.P. provided a high-level overview of the Zoning Bylaw project that is underway in conjunction with the OCP project and was presented to Council at their regular meeting on December 12. Topics included:

- Accessory Dwelling Units (Suites, Carriage homes, Garden Suites)
- Density Bonusing
- Density Calculations
- Day Care
- Lot frontage, coverage
- Legislation updates

The APC was interested in technical aspects of the Zoning Bylaw that would remove current impediments to development and encourage “gentle infill”. There was agreement that new Day Care provisions for child care in all zones were a positive direction. The M.O.P. also informed the APC that a new Development Procedures bylaw had been drafted and would likely come to Council in the January. The new bylaw would allow for Council to delegate some permit approvals to staff to reduce processing times.

5. APC status update – Manager of Planning

- Outgoing APC members (A. Ananka, K. McRae) were recognized and thanked for their service on the Commission.
- APC members were updated regarding new APC members and Liaisons who have been appointed for 2023.

6. **Other Business** – None at this time

7. **ADJOURNMENT:** The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **January 19, 2023.**

(E. Francoeur / K. McRae) CARRIED

Ed Francoeur (Chair)

DRAFT



— CITY OF —
PORT ALBERNI

ORIENTATION PACKAGE

ADVISORY PLANNING COMMISSION

JANUARY 2023



Planning the City of PORT ALBERNI

INTRODUCTION

This document has been prepared to provide information to assist the City of Port Alberni's Advisory Planning Commission (APC). This information should be used in conjunction with the Advisory Planning Commission Bylaw, and as a companion document to City and Provincial land use legislation. The overarching goal of an APC member is to engage in dialogue and debate about the community and its issues, while advising Council on specific planning matters that will help shape the future of the city.

PLANNING OVERVIEW

Planning is the scientific, aesthetic, and orderly disposition of land, resources, facilities and services. Planning aims to secure the physical, economic and social well-being of urban and rural communities primarily by regulating development and land use.

City Planners play a critical role in addressing municipal issues. Not only do planners deal with land use, but they also influence:

- social and community services
- local economic capacity
- transportation and infrastructure

Planning decisions effect the day to day lives of individuals and families. Development may result in positive or negative impacts to a community. For example, if development contributes to the degradation of air or water quality, the health and quality of life of a community may be impacted.

PLANNING OVERVIEW CONTINUED

A City Planner's work is guided by Council approved policy. Well defined and thoughtful planning objectives and policies provide the public, business owners, and other stakeholders a high degree of certainty for the future. The Local Government Act has established legislation that provides for Official Community Plans (OCP) and zoning bylaws to be established to guide and regulate development.

The **Official Community Plan** is a legal document containing objectives and policies to guide decisions on planning and land use management. It establishes land use, environmental, social and economic policy directions to support the community's objectives. A **Zoning Bylaw** is used to implement the policies of an OCP by establishing and regulating specific uses of land. Where a zoning bylaw is in effect, its regulations apply to all lands, including the surface of water and to all uses, buildings and structures. Together, the OCP and Zoning Bylaw help coordinate land uses and prevent incompatible uses.

The OCP also outlines **Development Permit Areas** (DPA), which are specific areas that require for a Development Permit to be obtained in advance of a Building Permit being issued. While zoning bylaws deal primarily with issues of uses and siting, development permits can address more specifically a wider range of issues, such as form and character, landscaping, environmental protection and greenhouse gas emission reduction.

The OCP, Development Permit Areas, and Zoning Bylaw are developed in consultation with the community to ensure that these guiding policies reflect the public interest. These policies should be reviewed and updated by staff and Council every 5 to 10 years.

The APC plays an important role in the planning and land use management process by making recommendations to City Council, and by ensuring that land use changes are suitable for the community. In reviewing development applications, the commission has the responsibility of giving advice and acting as the citizens' voice in the process.

While the level of formal planning skills, and/or training of members of the Commission will vary, it is their individual skills and experiences relating to the community that make the Commission an effective conduit for public participation in the City's planning programs. The information and analysis that the APC generates are a special combination of subjective and objective observations that only community members could bring to the discussion.

APC OVERVIEW

Consistent with the Local Government Act and the Community Charter, the Advisory Planning Commission receives its authorities, responsibilities and instructions from City Council. By way of Bylaw No. 4738 the Commission is empowered to advise Council on all matters respecting land use, community planning or proposed bylaws and permits.

The majority of items presented to the APC involve applications to amend bylaws such as the Official Community Plan Bylaw or Zoning Bylaw, or Development Variance Permits.

FUNCTIONS

The core functions of the APC include:

- Respond to issues referred to them by Council and staff
- Listen to and report on the community's views and consider what is good for the public,
- Gather relevant facts, information and opinions
- Educate and raise awareness of Council and staff on specific issues
- Offer long term insight relating to the evolution of the community
- Provide advice and recommendations to Council and staff

The APC and its members have an important responsibility to the community. The matters for consideration have direct influence on the liveability of the community. The level of understanding and analysis is important as it will inform recommendations being made on these items. The quality of APC's advice improves when there has been reflection upon the goals of the community and established public policy, discipline in the processes of deliberation, and selection of a course of action that can be effectively and efficiently implemented.

The Commission's POWERS

The APC has no decision-making responsibility, and does not have any authority beyond what has been delegated by Council. The APC only provides recommendations to Council, it does not establish policy.

MEMBERSHIP

The APC provides a central and ongoing opportunity for citizens to become actively involved in their community and provide in-depth consideration of planning issues. While APC candidates self-nominate themselves for consideration by Council, as part of their consideration Council endeavours to include citizens that are broadly reflective of the different parts of the community. This helps ensure that the APC is as broadly representative of the community as possible. Specific appointments may reflect experience, knowledge and expertise to provide the APC with necessary skills. No one set of skills should be considered more valuable than another.

COMPOSITION

There are 9 Voting Members on the Advisory Planning Commission:

- Six members at large appointed by City Council
- One representative of the School Board of School District No. 70.
- One representative of the Tseshaht First Nation
- One representative of the Hupacasath First Nation.

There are also 4 Non-Voting Liaisons that make up the APC:

- City Council Liaison
- RCMP Liaison
- Port Alberni Fire Department Liaison
- Parks Operations Liaison.

ROLES AND RESPONSIBILITIES

Chair and Vice-Chair

Each year a Chair, and a Vice-Chair to act in the absence of the Chair, are chosen and appointed by the APC. In addition to being a member of the APC, the Chair is tasked with conducting meetings in a fair and effective manner. As the Chair of a public group, ethical standards must be followed so that discrimination and harassment do not occur.

Additionally, an effective Chair typically would:

- Have interest in the City and understand planning and land use management processes
- Exhibit leadership and develop collaborations in an open and fair manner
- Ensures that discussions at meetings focus on the issue at hand and the facts
- Seek out members who do not actively participate in meetings and encourage their participation
- Facilitate meetings in such a way that balances the input of all members



Working
TOGETHER

Secretary

The secretary role is not elected, and is typically filled by a City staff person. The Secretary is responsible for recording the minutes at each commission meeting. Minutes of APC meetings are public and posted on the City's website after they have been approved the APC at the subsequent meeting.

Planning Staff

Planning staff bring forward summary reports to the APC discussing development applications or other land use policy issues. These reports provide an assessment and a recommendation. Planning recommendations are made after reviewing the intention of the proposal in relation to the existing zoning, the strategic direction for the community provided in the OCP, benefits to the community, impacts to the environment, best planning practices, and other issues that may affect the public interest.

MEETINGS

The APC typically meets once a month for an hour. The meetings are scheduled for the 3rd Thursday of every month at 12:00 pm and are held in the City Hall Committee Room. An agenda will be emailed to each member approximately one week before the scheduled meeting, and are also made available on the City's website. If requested a printed copy of the agenda will be provided at the meeting. A typical meeting includes: a call to order; acknowledgement the APC meeting is being held within the un-ceded traditional territories of the Hupačasath and the Tseshahť/Ć išaaʔatł First Nations, confirmation of quorum; approval of previous minutes; discussion of reports on the agenda including having a delegation present; recommended motions; updates on current projects, and adjournment. Meetings are run using 'Robert's Rules of Order' to facilitate discussion, as it allows everyone to be heard and to make decisions fairly without confusion.

MEETINGS CONTINUED

Public Attendance

APC meetings are open to the public and meeting agendas are posted on the website and on the Bulletin Board in the Lobby at City Hall. Any member of the public is allowed to attend. The Chair may or may not allow audience members to speak. The APC meeting not to be confused with a public hearing meeting, which is when members of public can provide comment directly to City Council regarding rezoning or OCP amendments.

Staff Attendance

Planning staff generally attend the APC meeting. If it is felt that an agenda item is complex and requires other staff to provide further information and clarification, they will be in attendance. The Chair of an APC may request staff attend a meeting once they see the agenda, if they feel it is useful for the APC.

Voting and Quorum

In order for APC to meet and make recommendations there must be a quorum of the voting members. 5 voting members are needed for quorum to be achieved. If there is not a quorum within 15 minutes after the fixed time of the meeting, that meeting shall be adjourned. It is important to attend meetings regularly or else quorum may be lost, resulting in projects being delayed.

All voting members of the APC must vote on all recommendations unless they have declared a conflict of interest and left the room. Any member who abstains from voting will be deemed to have voted in the affirmative and a tie on a vote shall be considered defeated.

MAKING RECOMMENDATIONS

The APC is tasked with considering planning and land use matters and making recommendations to City Council on those matters. The commission is most effective when the recommendations made are clear and can be easily acted upon by Council.

Options and a suggested recommendation is provided by the Planner in their report, however these recommendations may be changed by the APC during a meeting. Options and recommendations provided by staff are often structured in the following way:

- 1.Recommend to approve an application;
- 2.Recommend to approve an application subject to various conditions, with stated reasons;
- 3.Recommend to not approve an application, with stated reasons.

The APC only makes recommendations on planning and land use matters referred to them. Other issues raised at meetings may be referred to Council for their consideration and action. Staff work is directed by both Council priorities and ongoing current projects and applications.

TYPES OF PRESSURE AND INFLUENCE

Deciding on a recommendation can be a complex matter. APC members may face pressures to influence their decision. Such pressures may include the following:

Peer Pressure:

Members frequently have social, professional or business contacts with people who have interest in applications pending before the commission. Such contacts may be the source of relevant information, but they should not be permitted to influence a member's decision-making before deliberations begin.

Developer Pressure:

Developers often represent a particular view point. All statements made by developers must be carefully evaluated. The community does not have to accept development deemed to be inappropriate. The commission needs to review each proposal on its own merits.

Political Pressure:

The APC should seek to have an effective and ongoing dialogue with Council, as this helps create a more cooperative and effective relationship through which the interests of the community can be incorporated into planning decisions. However, members of Council should not seek to influence members of the commission. The APC is intended to be an independent body and commission members should cast their votes in their own judgement to promote good planning. APC and Council members should not meet to discuss applications outside of formally scheduled meetings.

REMAINING OBJECTIVE

Members should endeavor to carry out their work effectively, efficiently and creatively, while maintaining a separation from influences that could disrupt thoroughness, balance and objectivity in recommendations. It is expected that all members will conduct themselves appropriately and adhere to procedural rules.



Expected code of
CONDUCT

Members should be aware that the public deserves and expects their actions to be conducted with fairness, objectivity and the avoidance of conflicts of interest.

CONFLICT OF INTEREST

A conflict of interest exists if an APC member is an interested party to an application to which the APC will make a recommendation and/or the APC member has a direct or indirect pecuniary interest in the outcome of Commission's deliberations.

Conflicts often occur between the member's public duty and his or her personal, business or property interests. The courts treat personal, business or property interests of a spouse, child, parent, partner, client (or in some cases, a corporation) of the member the same way they treat the interests of the member. If the member is in any way involved in a matter before council that actually advances (or appears to advance) any of these interests, a conflict of interest may arise.

Common examples of conflict of interest include:

- **Business Interests:** A member has a conflict of interest if he or she votes on a matter that helps his or her own business, or hinders the competition.
- **Property Interests:** If a member votes on a land use bylaw that makes his or her own property sub-dividable, or more or less valuable in any way, a conflict arises.
- **Family Interests:** If a member votes on a matter that is to be the benefit or disadvantage of a spouse, child or parent, as in increasing salary or increasing or decreasing property values, a conflict arises.

Where a conflict of interest exists, the APC member must follow certain procedures:

1. Must declare to the APC that a conflict exists;
2. Must not participate in the discussion of the matter or to vote on a question in respect of the matter; and
3. Must absent themselves from the meeting during consideration of the issue to which the conflict relates, and not attempt to influence the vote (this is to be reflected in the meeting minutes).



Community Charter
SECTIONS

Procedures for conduct where a conflict of interest exists are prescribed in the Community Charter Sections 100 to 101.

CONCLUSION

The Advisory Planning Commission plays an important role in advising Council and helping develop the growth and betterment of the city. The APC brings valuable perspective in examining how the community as a whole is evolving in order to guide land use matters for the benefit of the community. While APC members are sought for the personal skills they bring to the Commission, they are expected to represent the collective desires of the community in their recommendations. APC members should feel empowered by Council to bring forward matters they believe require consideration.

OTHER INFORMATION

The following information should be reviewed by new Advisory Planning Commission members become familiar with the planning tools and processes followed as they relate to the APC.

- **APC Bylaw No. 4738:**
<https://www.portalberni.ca/advisory-planning-commission-bylaw>
- **More about Port Alberni's OCP:**
<https://www.portalberni.ca/media/1723>
- **More about Port Alberni's Zoning Bylaw:**
<https://www.portalberni.ca/media/1724>
- **More about Development Variances in Port Alberni:**
<https://www.portalberni.ca/application-development-variance-permit>
- **More about Development Permit Areas in Port Alberni:**
<https://www.portalberni.ca/media/1726>

PLANNING DEPARTMENT CONTACTS

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**ADVISORY PLANNING COMMISSION
2023 MEETING SCHEDULE
COMMITTEE ROOM OF CITY HALL
4850 ARGYLE STREET, PORT ALBERNI BC**

DATE	TIME
Thursday, January 19	12:00 PM
Thursday, February 16	12:00 PM
Thursday, March 16	12:00 PM
Thursday, April 20	12:00 PM
Thursday, May 18	12:00 PM
Thursday, June 15	12:00 PM
Thursday, July 20	12:00 PM
Thursday, August 17	12:00 PM
Thursday, September 21	12:00 PM
Thursday, October 19	12:00 PM
Thursday, November 16	12:00 PM
Thursday, December 21	12:00 PM

MEETINGS ARE OPEN TO THE PUBLIC





CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Brian McLoughlin, Planner II

DATE: February 16, 2023

**SUBJECT: DEVELOPMENT APPLICATION – Proposed OCP & Zoning Bylaw Amendments
2846 4th Avenue, Port Alberni**
Lot 6 Block 57 District Lot 1 Alberni District Plan 197-B (PID: 000-845-795)
Applicant(s): Joe Sopp dba Le Fevre Group

PURPOSE

To consider an application for amendments to the Official Community Plan (OCP) and Zoning Bylaw that would enable a four-unit townhouse at 2846 4th Avenue. The proposal includes a new *TH1 Townhouse Multi-family* zone, and townhouse DPA guidelines that would create opportunities for ‘missing middle’ housing in the Southport Neighbourhood.

SUBJECT PROPERTY AND SITE CONTEXT

Location	On the east side of 4 th Avenue mid-block between Mar Street and Montrose Street.
Current Land Use	General Commercial
Current Zoning	C7 Core Business
Proposed Land Use	Multi-family Residential
Proposed Zoning	TH1 Townhouse Multi-family
Total Area	511 m ² (5,500 ft ²)
Official Community Plan (OCP)	<ul style="list-style-type: none">• <i>Schedule A - Land Use Map</i>• <i>Schedule B - Development Permit Areas Map</i>• Section E Implementation – 1.0 Development Permit Areas• <i>Section D Plan Policies – 4.0 Residential</i>• <i>Section D Plan Policies – 4.3 Multi-family Residential (MFR)</i>
Relevant Guidelines	<ul style="list-style-type: none">• <i>Uptown District Revitalization Strategy</i>

The subject property is designated ‘*General Commercial*’ in the Official Community Plan (OCP), and is classified as ‘*C7 Core Business*’ in *Zoning Bylaw No. 4832*. The property is currently vacant, but was previously a commercial parking lot.

The property is located on the edge of the South Port Commercial Area approximately one block east of the 3rd Avenue commercial corridor. The surrounding neighbourhood is a mix of uses with commercial to the north and north west, and residential to the west, south and east. Nearby residential properties are occupied by single detached homes, with one 24-unit multi-family apartment building to the south east.

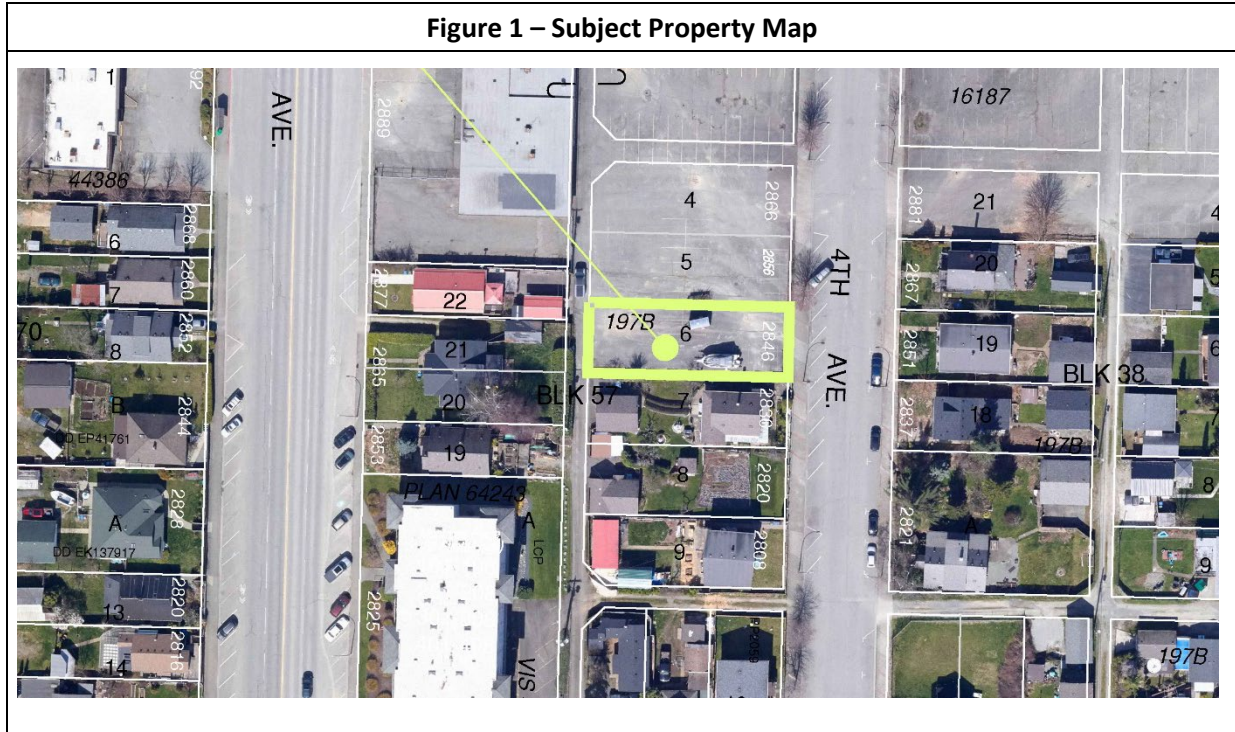
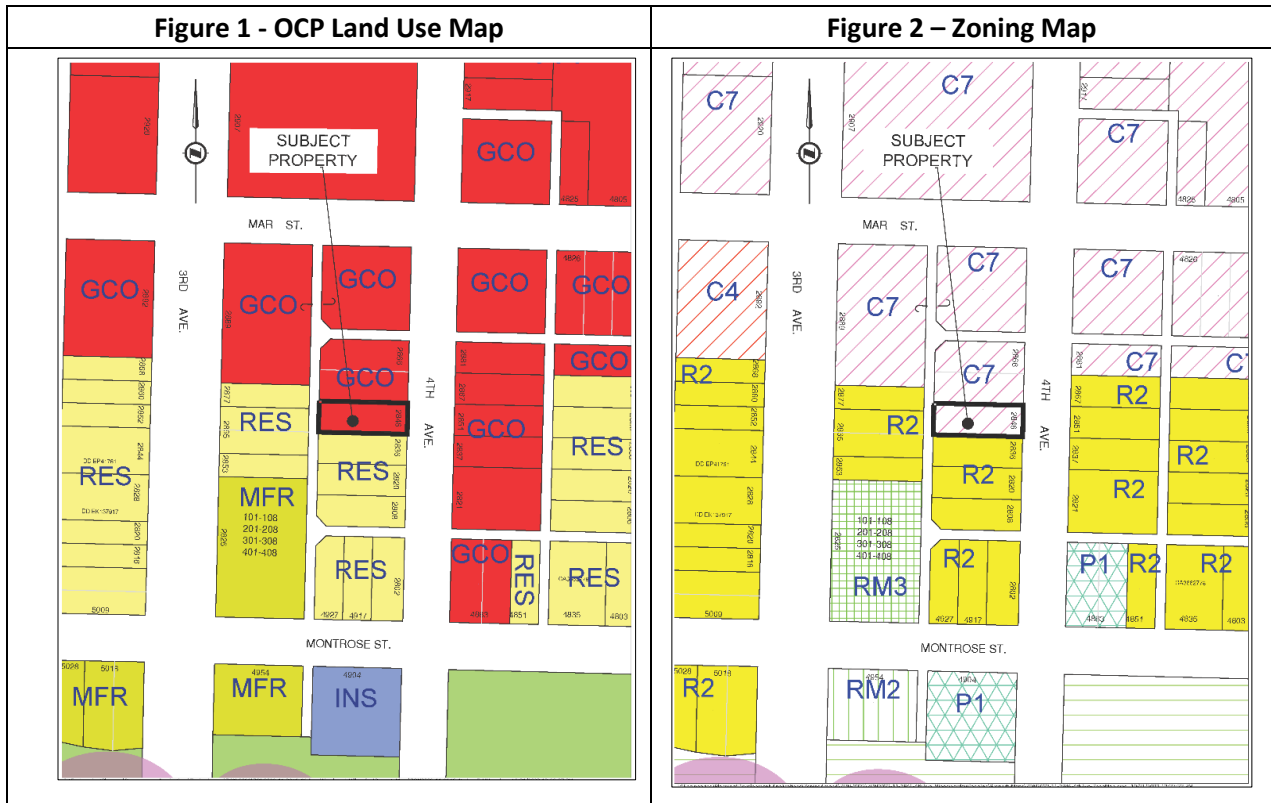


Table 1 – Surrounding Neighbourhood Land Use

<i>Direction</i>	<i>OCP Designation</i>	<i>Zoning Bylaw</i>
North	General Commercial	C7 Core Business
South	Residential, Multi-Family Residential, Parks and Open Space, Institutional	R2 One and Two Lot Single Family Residential, RM3 High Density Multiple Family Residential, P2 Parks and Recreation, P1 Institutional.
East	General Commercial, Residential	R2 One and Two Lot Single Family Residential, C7 Core Business
West	General Commercial, Residential	R2 One and Two Lot Single Family Residential, C7 Core Business



DEVELOPMENT APPLICATION & POLICY

Below is a summary of proposed amendments to the OCP and Zoning Bylaw:

1. Change the land use designation of 2849 4th Ave from ‘General Commercial to ‘Multi-Family Residential’.
2. Change the Development Permit Area of 2849 4th Ave from ‘No. 2 Commercial Development’ to ‘No.1 Multiple Family Residential’ in the OCP.
3. Add new townhouse design guidelines to Development Permit Area ‘No.1 Multiple Family Residential’ in the OCP as a text amendment
4. Add new ‘TH1 Townhouse Multi-family’ zone to the Zoning Bylaw as a text amendment.
5. Change the classification of 2849 4th Ave from ‘C7 Core Business’ to ‘TH1 Townhouse Multi-family’ in the Zoning Bylaw.

Official Community Plan

OCP Sections C and D contain policy on housing and re-designation of Multi-Family Residential (MFR) lands:

Section	Relevant OCP Policy Text
<i>Section C - 1.1 Growth</i>	<ul style="list-style-type: none"> • <i>To encourage the efficient use of land and infrastructure, and development of compact built form by encouraging sensitive in-fill and intensive forms of development in key locations of the City.</i>
<i>Section C - 1.5 Community</i>	<p><i>Residential</i></p> <ul style="list-style-type: none"> • <i>To ensure that a range of housing choice is provided in order to meet the needs of current and future residents.</i>
<i>Section C - Table 3 – Multi-Family Residential</i>	<ul style="list-style-type: none"> • <i>This type of residential should be located in proximity to community services or major amenities.</i>
<i>Plan Policies - 4.0 Residential</i>	<ul style="list-style-type: none"> • <i>A wider choice of housing options translates into greater access to housing and a more livable community for a greater range of age groups. This is a fundamental objective in creating complete and inclusive communities.</i>
<i>Plan Policies - 4.0 Residential – Multi-Family Housing</i>	<p><i>Typically, this form of housing is within or adjacent to established single-family residential neighbourhoods.</i></p> <ul style="list-style-type: none"> • <i>They are also typically situated near strategic amenity or service locations such as commercial nodes, parks, schools, community facilities, or in relation to significant transportation corridors.</i> • <i>The objective is to facilitate compact urban form which reduces vehicle trips, increases the likelihood of social interaction, increases the economic viability of commercial nodes, and leads to a more sustainable lifestyle.</i>
<i>Plan Policies - 4.0 Residential – Affordable Housing</i>	<p><i>... A range of affordable housing options should be provided to accommodate a wide range of lifestyles and economic profiles such as young families, seniors, singles, those on a fixed income or are low-income households. Such housing can consist of a range of forms including multi-family, high density detached single-family residential, or secondary suites within or associated with single-family dwellings in single-family neighbourhoods.</i></p> <p><i>[The OCP] promotes integration of such housing throughout the community in order to provide greater housing diversity.</i></p>
<i>4.1 General Provisions</i>	<p><i>Council Policy</i></p> <p><i>...</i></p> <p><i>2. The provision of a wide-range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged.</i></p> <p><i>...</i></p> <p><i>4. The City will encourage greater residential density in locations near commercial nodes and near transit routes.</i></p>

<p>4.3 Multi-Family Residential (MFR)</p>	<p><i>Council Policy</i> ... 3. Land designated Multi-Family Residential (MFR) on Schedule “A” (Land Use Map) shall be designated as a Development Permit Area to control the form and character of development in order to ensure an appropriate fit with the adjacent neighbourhood.</p> <p>4. When considering re-designation of areas to Multi-Family Residential (MFR), the City shall consider the following criteria:</p> <ul style="list-style-type: none"> • Should be within walking distance (approximately 800 metres) of commercial, recreational, public/institutional nodes, or community scale parks; • Should be located on or in proximity to major collectors or arterial roads in order reduce traffic impacts on local roads; • An adequate transition between lower density housing, and compatibility with adjacent land uses must be provided;
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OCP Section E contains design guidelines for multifamily development. The application proposes to add additional guidelines for townhouse development.

Uptown District Revitalization Strategy (UDRS)

Proposed TH1 zone aligns with the following objectives of the UDRS:

<p>1.12</p>	<p><i>Economic Development: “Prioritize density in new housing developments to promote walkability and local shopping”.</i></p>	<ul style="list-style-type: none"> • Increase the number of people living in proximity to the commercial areas in Uptown
-------------	---	---

The application also aligns with Poverty Reduction opportunities identified by the UDRS regarding the following (p. 15):

- More housing diversity
- Increase in housing options
- City pursues innovative affordable housing development and protects existing affordable housing stock

Zoning Bylaw, 2014 No. 4832

The proposal involves creating a new zone for townhouse development on the historic 44’ x 125’ lots characteristic of the Southport Neighbourhood. A new zone is required as the current R2 zone frontage and lot area regulations prevent redevelopment.

There are approximately 341 lots in the City with the same 44’ x 125’ dimensions. All but one of these lots are located in Southport, with 80 located within the Uptown District as identified by the Uptown District Revitalization Strategy (2021).

The location of these lots near a commercial area supports walkability and greater housing density. The intent of the TH1 zone is to enable the current application at 2846 4th Avenue, and create additional

opportunities for townhouse infill development. Currently, these lots must receive a variance permit, or be rezoned to permit construction of even a single-family home or duplex. A new zone would reduce application processing times and lead to more diverse and affordable 'missing middle' housing options

Once the new OCP is complete with land use policy for townhouses and new DPA guidelines, a comprehensive Zoning Bylaw update would propose to pre-zone other 44' x 125' lots in designated areas. The draft TH1 Townhouse Multi-family zone is attached to this report.

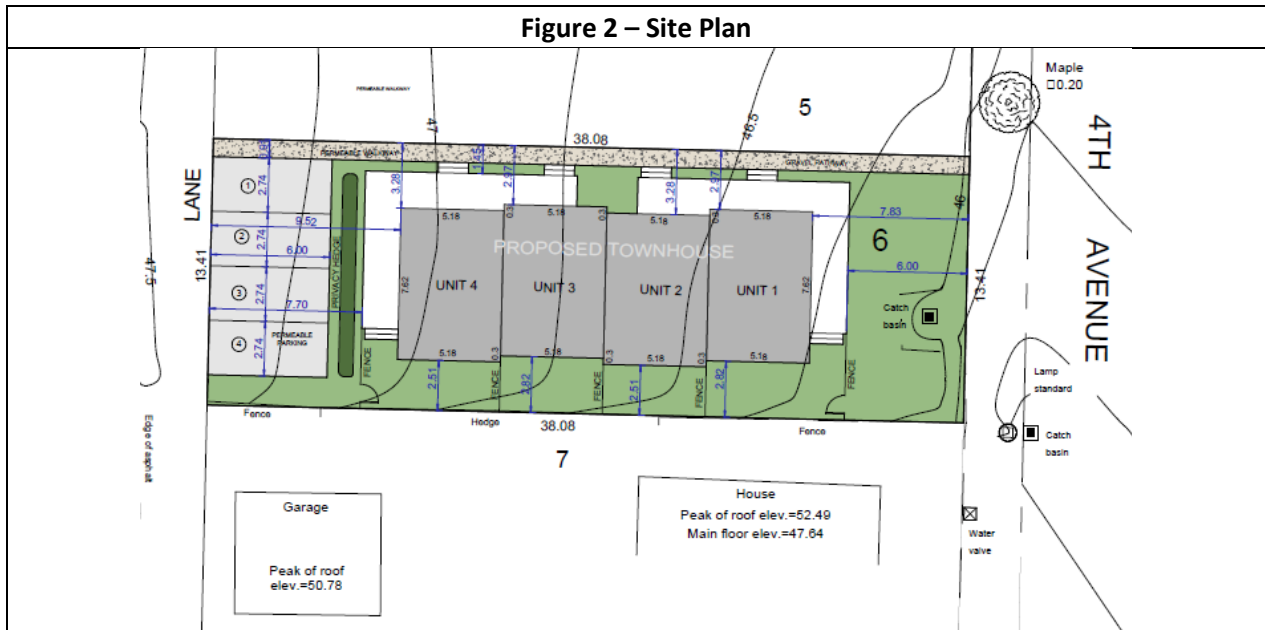
Proposed Development (2846 4th Avenue)

The proposed development is a four-unit townhouse sited perpendicular to 4th Avenue. The development is designed to meet the TH1 zone. Table 2 compares the proposed townhouse development, draft TH1 zone, and the existing R2 and RM2 zones.

Table 2 – Development and Zone Comparison				
Site Regulations	2846 4th Ave (proposed)	TH1 Zone (proposed)	R2 (Single detached)	RM2
Min. Lot Area	511 m ²	510 m ²	500 m ²	840 m ²
Min. Frontage	13.4 m ²	13.4 m ²	15 m	25 m
Min. Setback (front)	6 m	6 m	7.5 m	6 m
Min. Setback (rear)	11.35 m	6 m	9 m	9 m
Min. Setback (south)	2.48 m	2.0 m	1.5	5 m
Min. Side Setback (north)	3 m	3.0 m*		
Max. Building Height	8.19 m	10 m	10 m	12.5 m
Max. Floor Area Ratio	0.595	1.0	0.5	0.8
Max. Lot Coverage	42%	55%	40%	50%

*side setback increased to 3 m for access with row arrangement perpendicular to street

Figure 2 is a site plan showing the townhouse building with entrances facing north, and shared walkway along the property line. To the rear of the property is laneway used for parking access.



Development Review Committee

The staff Development Review Committee provided the following preliminary comments.

- Lane will need to be improved to ensure fire access, parking access, and snow removal/maintenance.
- Engineering supports parking access from the lane.
- Walkway should be designed to permit emergency access.
- City will not provide curbside waste collection service (multi-family).

- New fire hydrant may need to be installed (to be confirmed).

A full *Engineering Servicing Report* with required information and off-site works will be drafted prior to consideration by Council.

Staff Notes:

Official Community Plan

- Draft townhouse design guidelines address access, open space, and landscaping requirements specific to townhouse development.
- The new OCP (in progress) will add more policy specific to 'missing middle' housing and townhouse development, and will guide how the TH1 zone is applied in the future.

TH1 Townhouse Multi-family Zone

- Staff have researched townhouse zones from other municipalities with a similar context to inform the new zone.
- New zone is comparable to the RM2 'medium density' multi-family zone, but with a limit on height matching the R1 and R2 zones.
- Setbacks designed to be compatible with adjacent residential (R) zones for a compatible transition between single detached dwellings and townhouse.
- Zone permits floor area ratio (FAR) of 1.0 to allow different townhouse building types which staff have tested. This allows flexibility and variation in design.
- Open space requirements match existing multi-family zones, but may be provided entirely as private space.
- Required parking is equal to existing zones (1.25 per unit), but allows 100% Small Car spaces.
- Zone conditions allow a side yard adjacent to a lane to be reduced to 1 m.
- Zone specifies minimum building facing distance for shadows/sunlight according to building height.

Proposed Development at 2846 4th Ave

- Meets the criteria for re-designation of land as multi-family in Section D 4.3 of the OCP.
 - Within walking distance of services, commercial, and park land.
 - Located one-block from 3rd avenue (arterial roadway).
 - Proposed buildings have less height and greater setbacks than permitted by adjacent C7 and R2 properties.
- Site plan and building aligns with new TH1 zone.
- Building is designed to be the first phase of a two-phase development. A second building to the north is intended to mirror the first so they face over a common walkway. Applicant has not yet applied to rezone the second property.
- Staff will require a covenant on the second property to ensure walkway access and that the future development is compatible with the current proposal.
- Parking and waste bins are located at the rear of the property with lane access.
- Front porch projects into the front yard 1.83 m as permitted by Zoning Bylaw.
- A Public Hearing is required by the *Local Government Act*.

OPTIONS

1. Recommend to Council the application be supported.

2. Recommend to Council the application be supported with conditions (specify).
3. Recommend to Council the application not be supported

ATTACHMENTS

- 2846 4TH Ave - Development Plans
- Draft TH1 Townhouse Multi-family Zone
- Draft TH1 Zone Example Formats & Buildable Area
- Draft Multi-family Townhouse Design Guidelines

TH1 – TOWNHOUSE MULTI-FAMILY

5.xx The purpose of this *zone* is to provide for medium-density townhouse multi-family residential development.

5.xx.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

5.xx.2 Site Development Regulations

Minimum <i>Lot Area</i>	510 m ²	(5495 ft ²)
Minimum <i>Frontage</i>	13.4 m	(44 ft)
Maximum <i>Coverage</i>	55%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	6 m	(16.4 ft)
<i>Rear yard</i>	6 m	(19.7 ft)
<i>Side yard</i>	2.0 m	(8.2 ft)
Maximum <i>Floor Area Ratio</i>	0.9	
Maximum Height, <i>Principal Building</i>	10 m	(32.8 ft)

5.xx.3 Conditions of Use

- (a) Notwithstanding any other provision of the Bylaw, *useable open space* shall be provided on the *lot* of not less than 45 m² (484.4 ft²) for each *dwelling* unit containing 3 or more bedrooms, and not less than 18 m² (193.3 ft²) for each *dwelling* unit of smaller size.
- (b) Notwithstanding any other provision of the Bylaw, the amount of *useable open space* required may consist exclusively of private patios, porches, balconies, or roof terraces.
- (c) The minimum side yard requirement shall be reduced to 1.0 m for a side yard abutting a constructed lane for the entire length of the lot line.
- (d) For multiple family dwellings where a building is sited perpendicular to the street, the minimum side yard requirement shall be increased to 3 m for a side yard where primary access to dwelling units is provided.
- (e) Principal access to each dwelling unit shall be from an outdoor area, except where a stacked townhouse unit requires access from a hallway or stairwell leading directly to an outdoor area.
- (f) A continuous building frontage shall not exceed 60 m in length.
- (g) Groups of multiple family dwellings are permitted, as an exception to Section 6.1 of this bylaw.

- (h) Minimum facing distance between buildings:
 - I. Building height under 8.5 m: 6.0 m
 - II. Building height 8.5 m to 10 m: 7.5 m
- (i) The maximum number of *multiple family dwellings* permitted within a building is eight (8).
- (j) Notwithstanding any other provision of the Bylaw up to one-hundred (100) percent of required on-site parking may be provided as *Small Car* spaces.
- (k) Where on-site parking is accessed from a driveway directly onto a street:
 - I. Minimum driveway width is 3.0 metres.
 - II. Minimum 6 m separation is required between individual driveways.
- (l) Where a walkway is the primary access to all dwelling units, a minimum clear path width of 2.1 m is required.
- (m) Garbage bins, receptacles or storage areas must not be located in a front yard.

Draft Multi-family Townhouse Design Guidelines

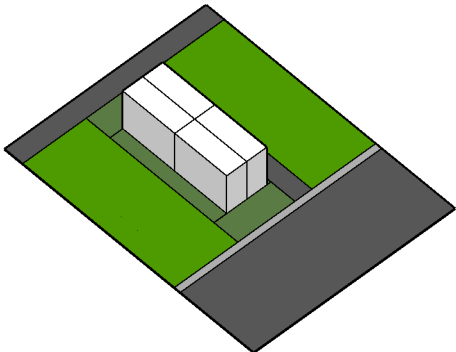
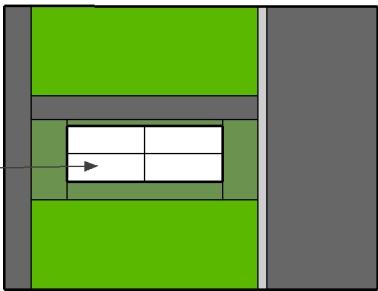
(for addition to Official Community Plan (OCP) guidelines for DPA No. 1 Multi-family Development)

iv) Townhouses – Additional guidelines

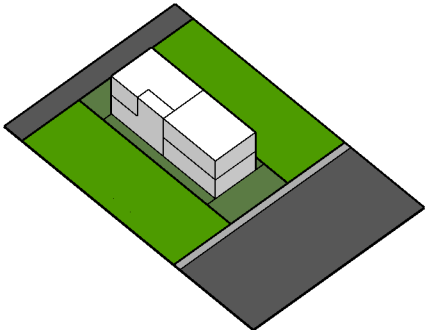
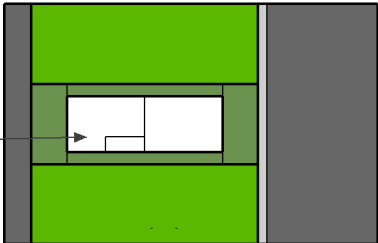
1. *Where buildings are sited perpendicular to the street with main building faces separated by a common access pathway, landscaping including plants, trees, and shrubs shall be installed to enhance privacy and the quality of open space.*
2. *On-site parking shall be located in a rear yard with access from a lane.
 - a) *Where a property does not have lane access, or where topography prevents parking in the rear yard, parking may be provided in a front yard with access from the street.**
3. *Detached parking garages shall be sited in a rear yard with direct access to a lane.*
4. *All dwelling units shall be connected to on-site parking via pathways.*
5. *All dwelling units shall have access to private amenity space located at-grade and not facing the street.
 - a) *For a stacked townhouse unit located above the first storey this space may be provided as a private balcony or roof terrace.**

DRAFT TH1 - TOWNHOUSE MULTI-FAMILY ZONE BUILDING EXAMPLES (AREAS & VOLUMES)

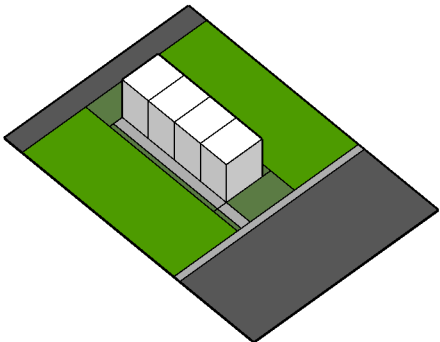
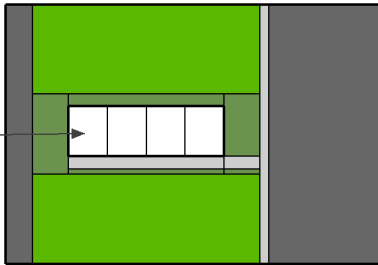
FRONT-TO-BACK



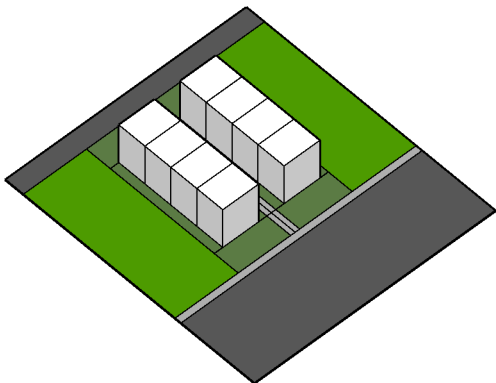
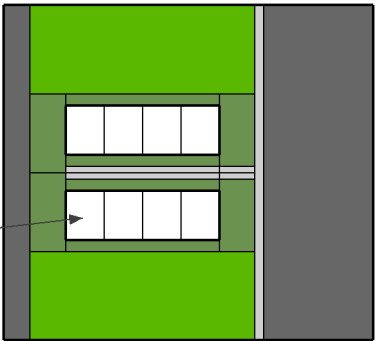
FRONT-TO-BACK
STACKED



ROW
(PERPENDICULAR)



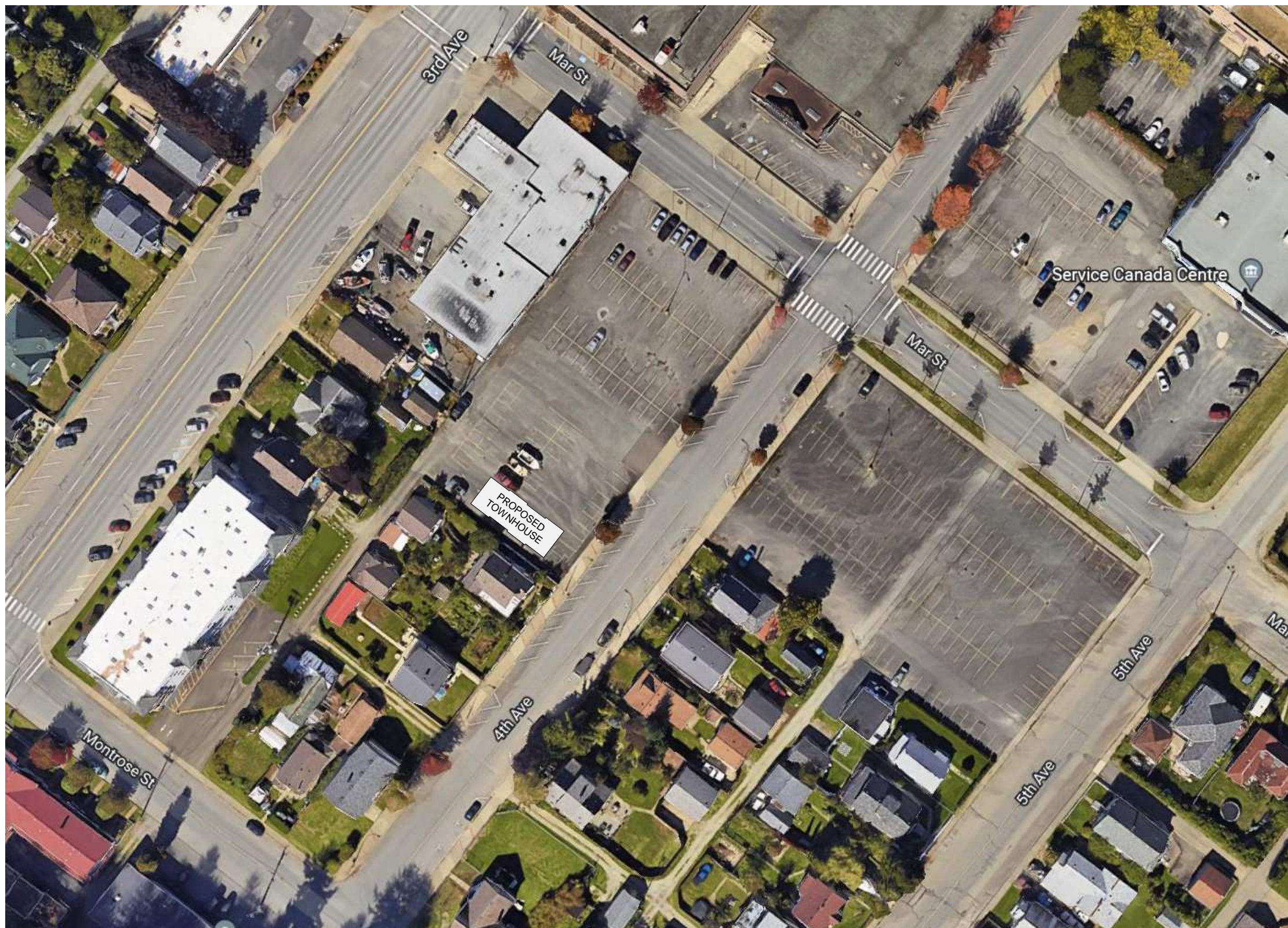
DOUBLE ROW
(PERPENDICULAR)



LeFevre Woodward's Village Development



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CONTEXT PLAN

1 : 1000



Zoning Summary

Legal address: Lot 6, Block 57, Plan 197-B,
P.I.D. 000-845-795
Civic address: 2846 4th Avenue, Port Alberni, B.C.
Zoning: C7 - Core Business
Use: Dwelling Units at Ground Level
Lot area: 511 m²

	Permitted	Proposed
Lot Coverage	Max 50%	215.4m ² - 42.15%
Building Height	Max 14m	8.19m
Floor Area Ratio	Max 1.2	0.595

Parking Requirements

Required
Residential : 0.5 spaces per unit = 2 stalls
Accessible parking spaces req'd for 20+ stalls = 0

Proposed
Regular stalls : 0 stalls
Small cars stalls : 5 stalls
Accessible stalls : 0 stalls
Total : 5 stalls

Unit Summary

2 Bedroom (76m²) = 4

Floor Area

Unit 1 Main Floor = 39.5m²
Unit 1 Upper Floor = 36.5m²
Unit 2 Main Floor = 39.5m²
Unit 2 Upper Floor = 36.5m²
Unit 3 Main Floor = 39.5m²
Unit 3 Upper Floor = 36.5m²
Unit 4 Main Floor = 39.5m²
Unit 4 Upper Floor = 36.5m²

Total = 304m²



STREETSCAPE

No.	Date	Appr.	Revision Notes

No.	Date	Issue notes

Aspire Custom Designs
1145 Bule Street
Victoria BC Canada V8Z-1L9
Lindsay J Baker 250-415-1856

2846 4TH AVENUE, LOT 6
LEFEVRE WOODWARDS VILLAGE
DEVELOPMENT, PORT ALBERNI BC

COVER SHEET

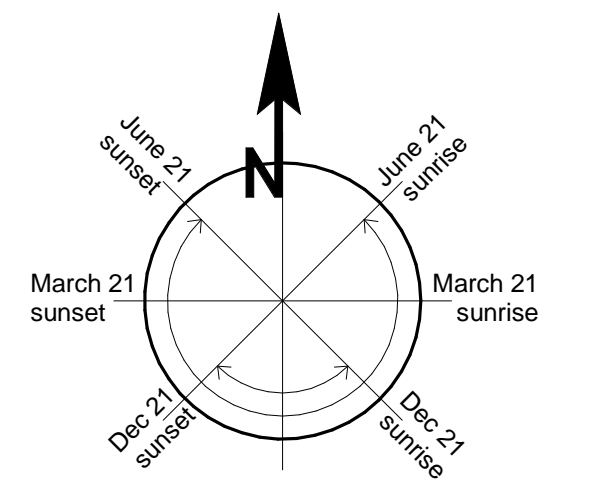
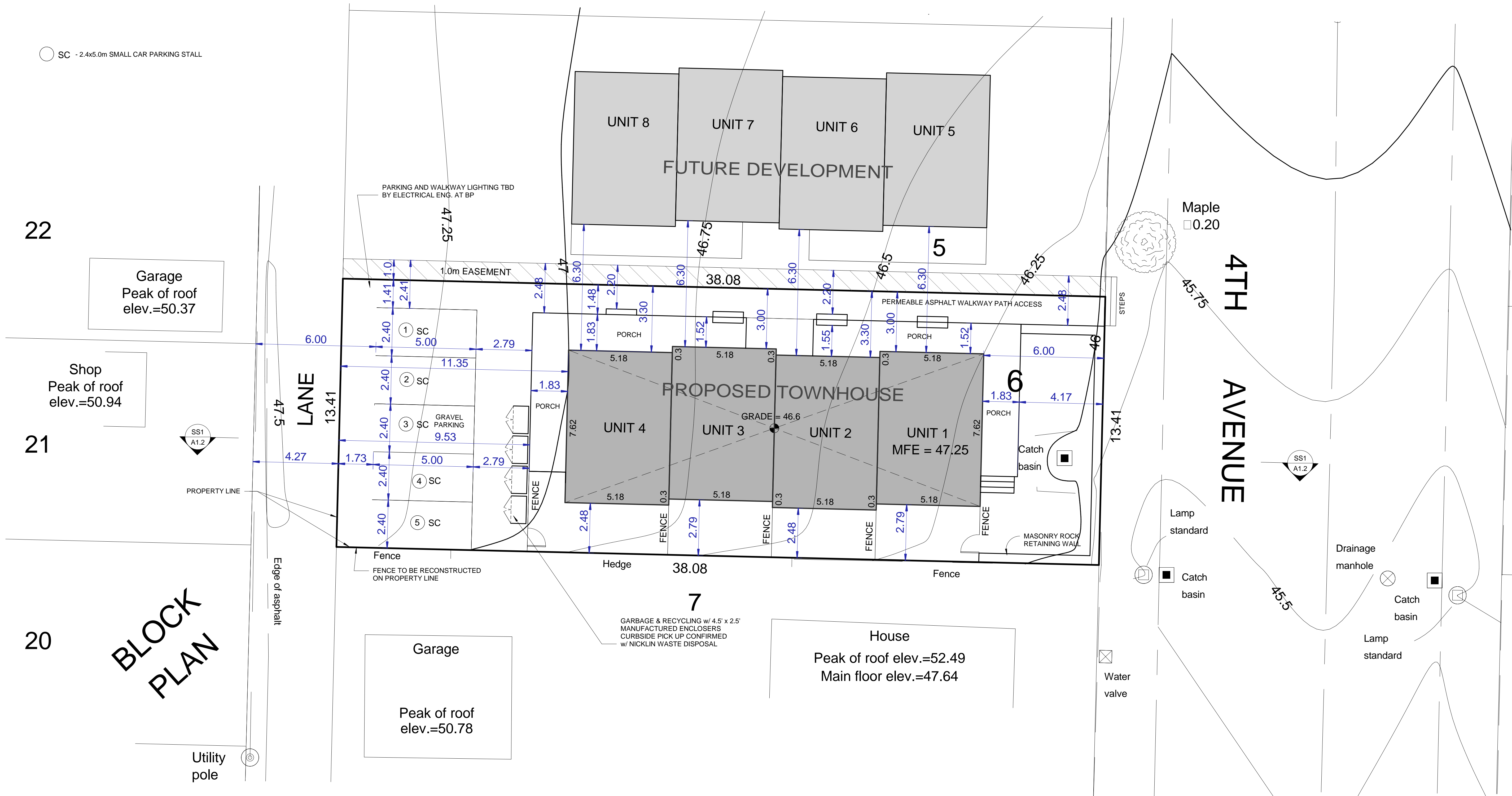
Project No.	2022-40
Drawn By	L. Baker
Scale	1/4" = 1' or as noted
Check By	L. Baker
Date	Feb 08, 2023
Scale	A1.0

LOT 6, BLOCK 57, DISTRICT LOT 1,
ALBERNI DISTRICT, PLAN 197-B
ADDRESS : 2846 4TH AVENUE, PORT ALBERNI, B.C.



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SC - 2.4x5.0m SMALL CAR PARKING STALL



BLOCK PLAN

SITE PLAN

1 : 100

Setbacks

	Required	Proposed
Front Yard (4th Ave)	6.0m	4.17m
Rear yard	9.0m	9.53m
Side yard (north)	5.0m	1.48m
Side yard (south)	5.0m	2.48m

Heights
Grade level = 46.6m
Top of Roof Height = 8.20m

No.	Date	Appr.	Revision Notes
A	23-02-08	Permit set	

No.	Date	Issue notes

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Victoria BC Canada V8Z-1L9
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2846 4TH AVENUE, LOT 6
LEFEVRE WOODWARDS VILLAGE
DEVELOPMENT, PORT ALBERNI BC

SITE PLAN

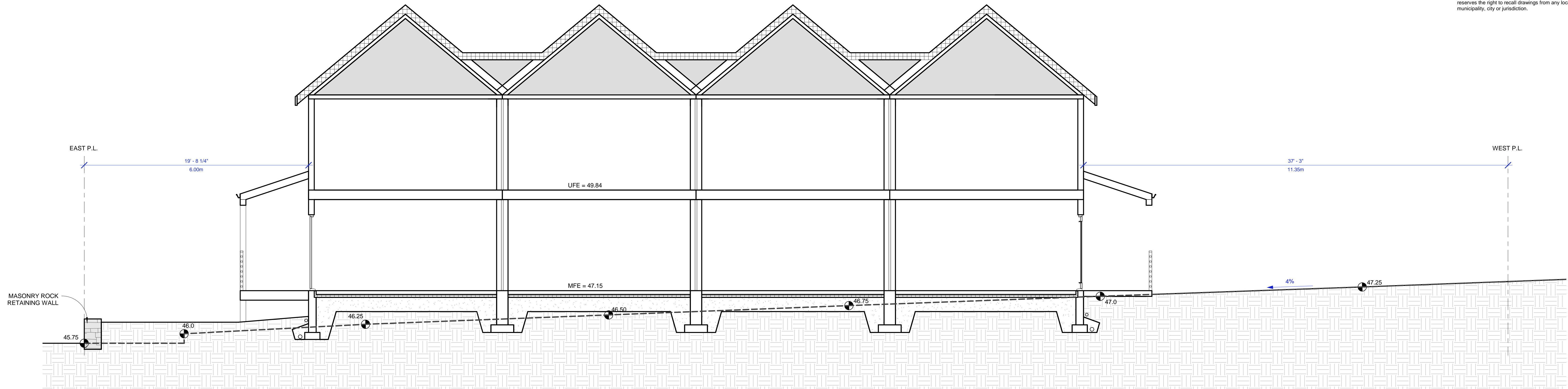
2022-40

L. Baker 1/4" = 10' or as noted

L. Baker

Feb 08, 2023

A1.1



SITE SECTION

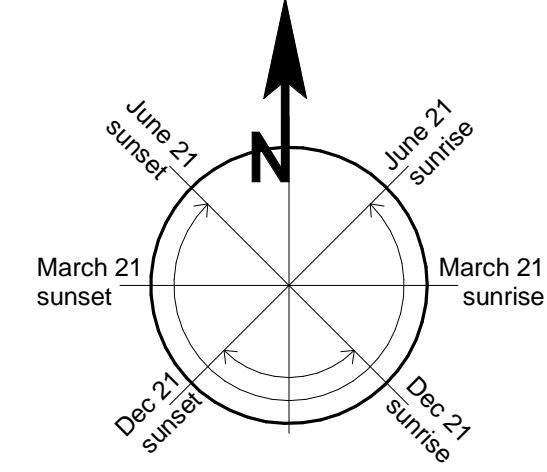
1/4" = 1'-0"

No.	Date	Appr.	Revision Notes
A	23-02-08	Permit set	

No.	Date	Issue notes

<p>Aspire Custom Designs 1145 Bute Street Victoria BC Canada V8Z-1L9 Lindsay J Baker 250-415-1856</p>	
<p>2846 4TH AVENUE, LOT 6 LEFEVRE WOODWARDS VILLAGE DEVELOPMENT, PORT ALBERNI BC</p>	
<p>SITE SECTION</p>	
<p>Project No: 2022-40</p>	<p>Date: 1/4" = 1' or as noted</p>
<p>Drawn by: L. Baker</p>	<p>Scale: 1/4" = 1' or as noted</p>
<p>Reviewed by: L. Baker</p>	<p>Date: Feb 08, 2023</p>
<p style="text-align: right;">A1.2</p>	

1 PLAN 16187



House
Peak of roof
elev.=52.03

22

Garage
Peak of roof
elev.=50.37

Shop
Peak of roof
elev.=50.94

21

House
Peak of roof
elev.=54.42

20

BLOCK PLAN

LANDSCAPE PLAN

1 : 100

Utility pole

47.5
Edge of asphalt

Utility pole

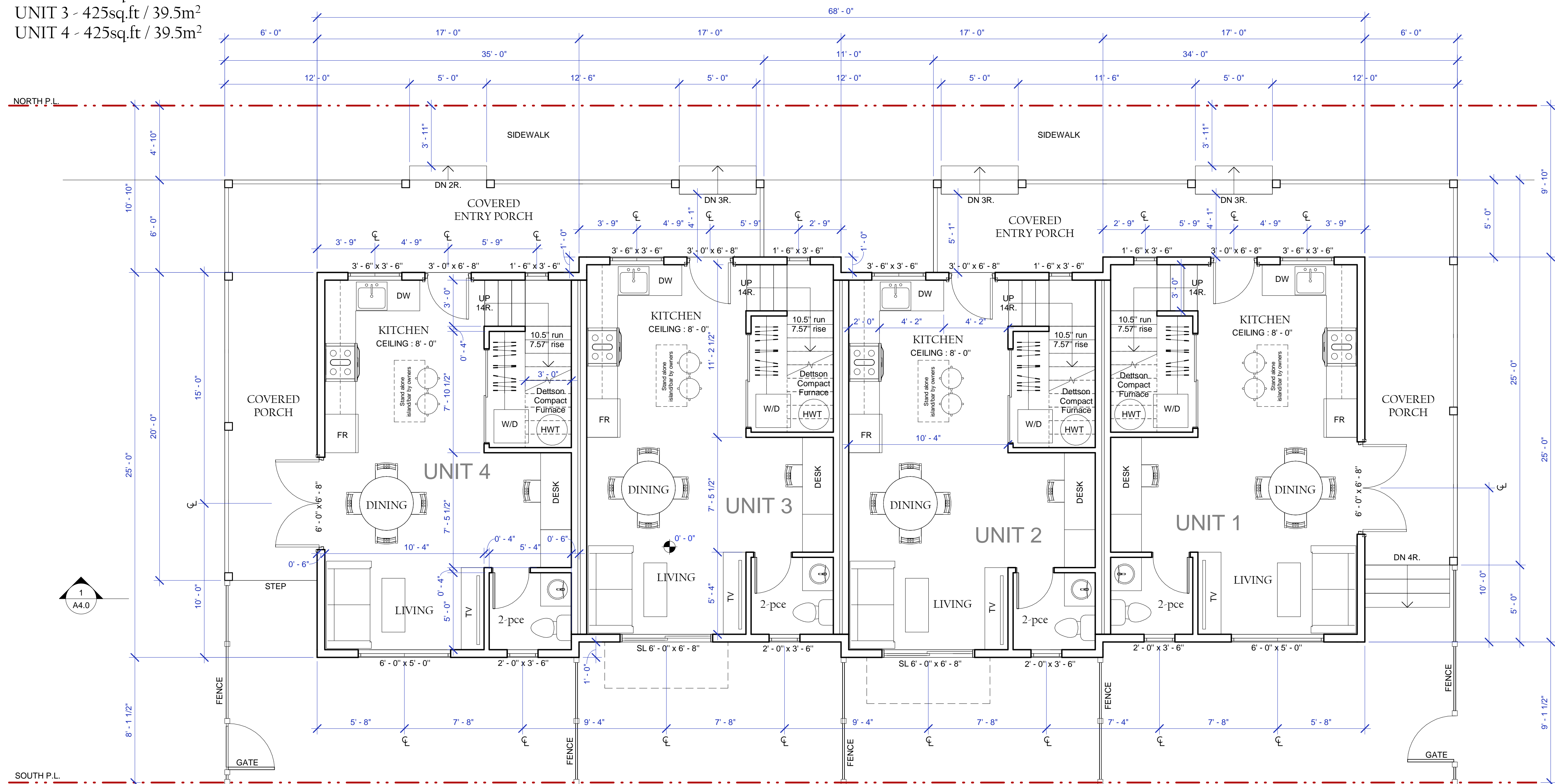


No.	Date	Appr.	Revision Notes
A	23-02-08	Permit set	

No.	Date	Issue notes

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Project: 2846 4TH AVENUE, LOT 6 LEFEVRE WOODWARDS VILLAGE DEVELOPMENT, PORT ALBERNI BC	
Drawing: LANDSCAPE PLAN	
Project No: 2022-40	Date: 1/4" = 1' or as noted
Designer: L. Baker	Date: Feb 08, 2023
Job No: A1.3	

UNIT 1 - 425sq.ft / 39.5m²
 UNIT 2 - 425sq.ft / 39.5m²
 UNIT 3 - 425sq.ft / 39.5m²
 UNIT 4 - 425sq.ft / 39.5m²



MAIN FLOOR PLAN

1/4" = 1'-0"

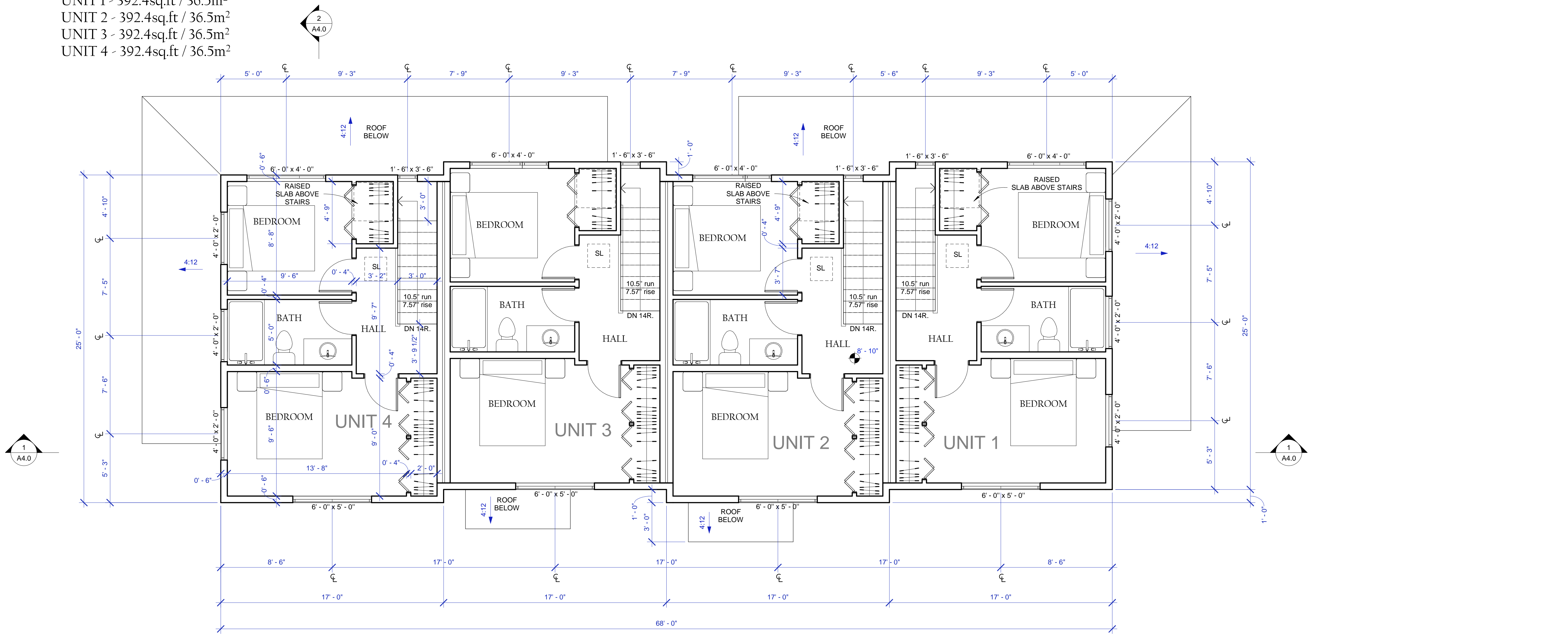
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2846 4TH AVENUE, LOT 6 LEFEVRE WOODWARDS VILLAGE DEVELOPMENT, PORT ALBERNI BC			
MAIN FLOOR PLAN			
Project No.	2022-40		
Drawn By	L. Baker	Scale	1/4" = 1' or as noted
Reviewed By	L. Baker	Date	Feb 08, 2023
Scale	A2.0		

UNIT 1 - 392.4sq.ft / 36.5m²
 UNIT 2 - 392.4sq.ft / 36.5m²
 UNIT 3 - 392.4sq.ft / 36.5m²
 UNIT 4 - 392.4sq.ft / 36.5m²

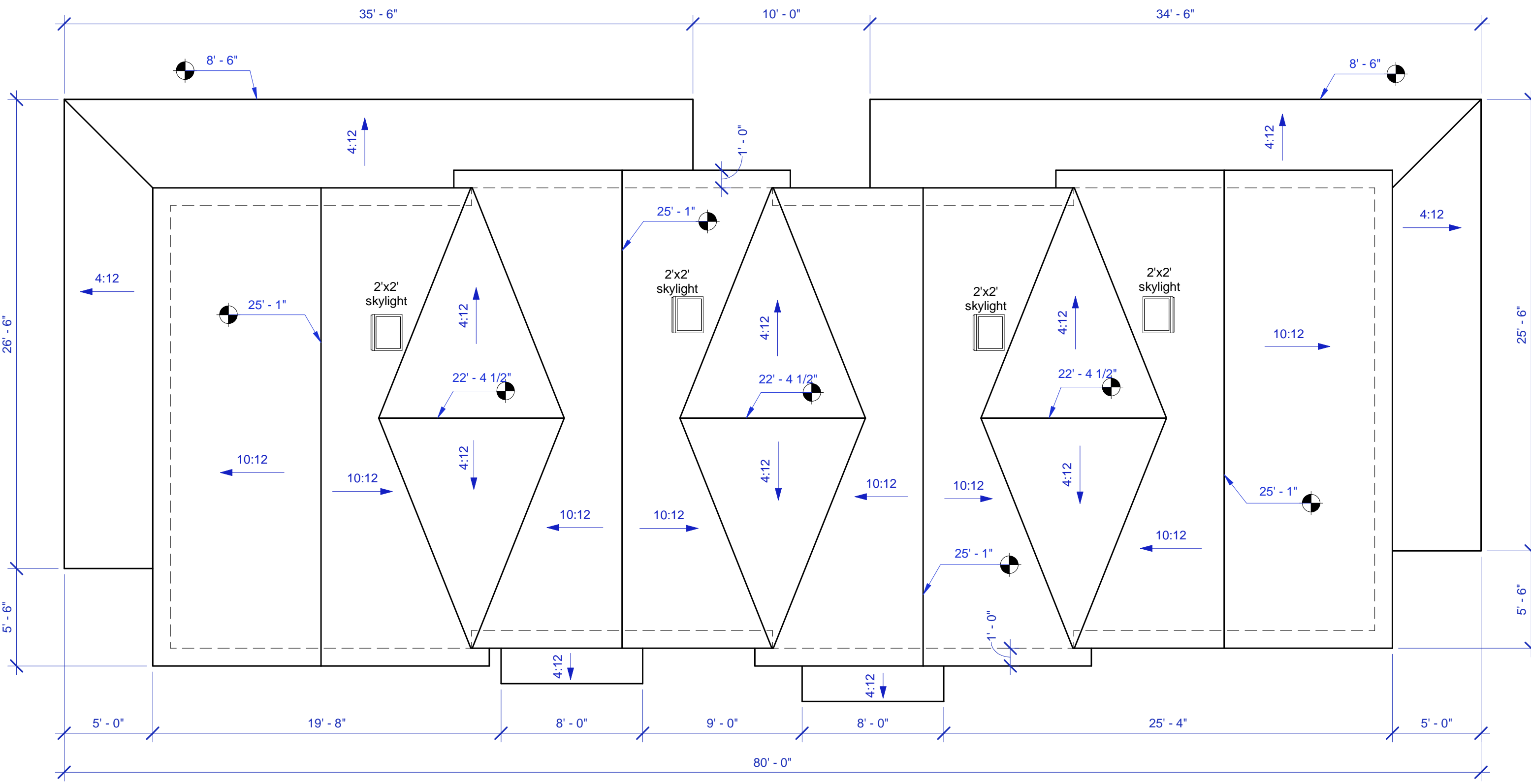


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UPPER FLOOR PLAN

1/4" = 1'-0"



ROOF PLAN

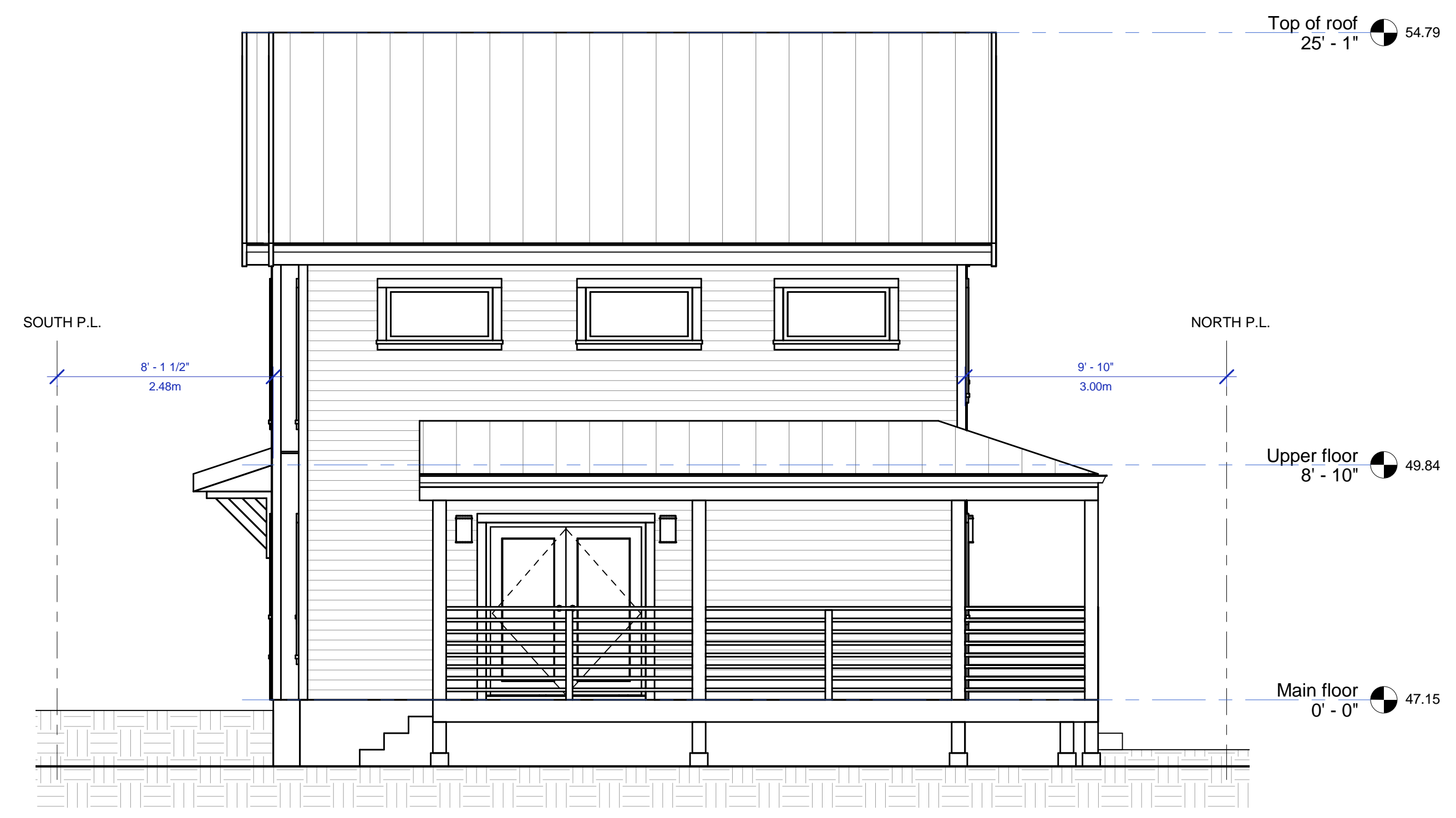
3/16" = 1'-0"

No.	Date	Appr.	Revision Notes
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No.	Date		Issue notes
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<p>2846 4TH AVENUE, LOT 6 LEFEVRE WOODWARDS VILLAGE DEVELOPMENT, PORT ALBERNI BC</p>			
<p>UPPER FLOOR PLAN, ROOF PLAN</p>			
<p>2022-40</p>		<p>1/4" = 1' or as noted</p>	
<p>L. Baker</p>		<p>L. Baker</p>	
<p>Feb 08, 2023</p>		<p>A2.1</p>	



NORTH ELEVATION

1/4" = 1'-0"



FRONT ELEVATION (EAST)

1/4" = 1'-0"

No.	Date	Appr.	Revision Notes
A	23-02-08		Permit set

No.	Date	Issue notes

Aspire Custom Designs
1145 Bule Street
Victoria BC Canada V8Z-1L9
Lindsay J Baker 250-415-1856

2846 4TH AVENUE, LOT 6
LEFEVRE WOODWARDS VILLAGE
DEVELOPMENT, PORT ALBERNI BC

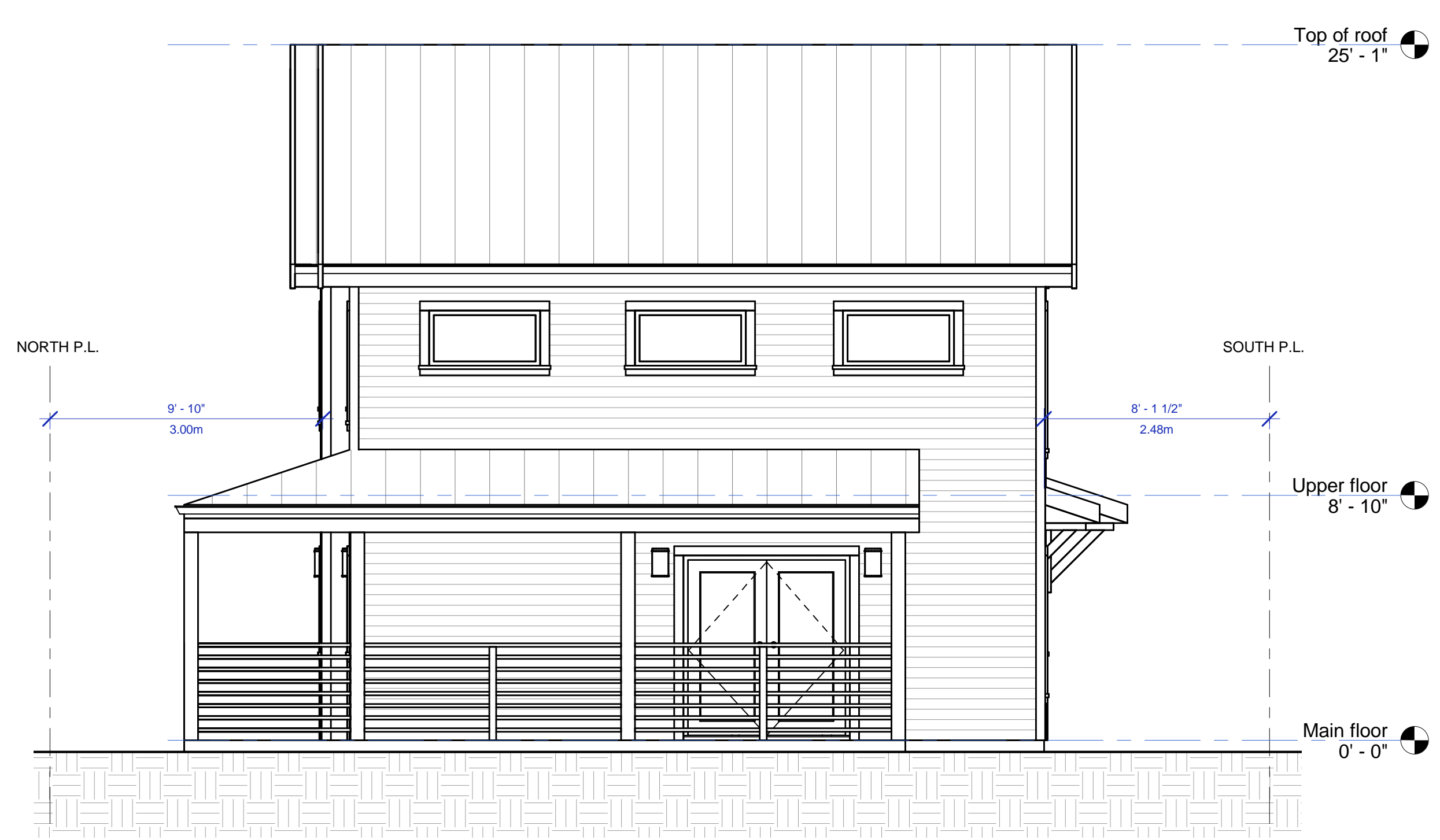
ELEVATIONS

Project No.	2022-40
Drawn By	L. Baker
Scale	1/4" = 1' or as noted
Date	Feb 08, 2023

A3.0



SOUTH ELEVATION
 1/4" = 1'-0"



REAR ELEVATION (WEST)
 1/4" = 1'-0"

No.	Date	Appr.	Revision Notes

No.	Date	Issue notes
A	23-02-08	Permit set

Aspire Custom Designs
 1145 Bute Street
 Victoria BC Canada V8Z-1L9
 Lindsay J Baker 250-415-1899

2846 4TH AVENUE, LOT 6
 LEFEVRE WOODWARDS VILLAGE
 DEVELOPMENT, PORT ALBERNI BC

ELEVATIONS	
Project No.	2022-40
Drawn By	L. Baker
Scale	1/4" = 1' or as noted
Date	Feb 08, 2023



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UNIT 1
Aged Pewter
Horizontal

UNIT 2
Mountain Sage
Board and Batten

UNIT 3
Arctic White
Board and Batten

UNIT 4
Boothbay Blue
Horizontal

UNIT 1
Aged Pewter
Horizontal



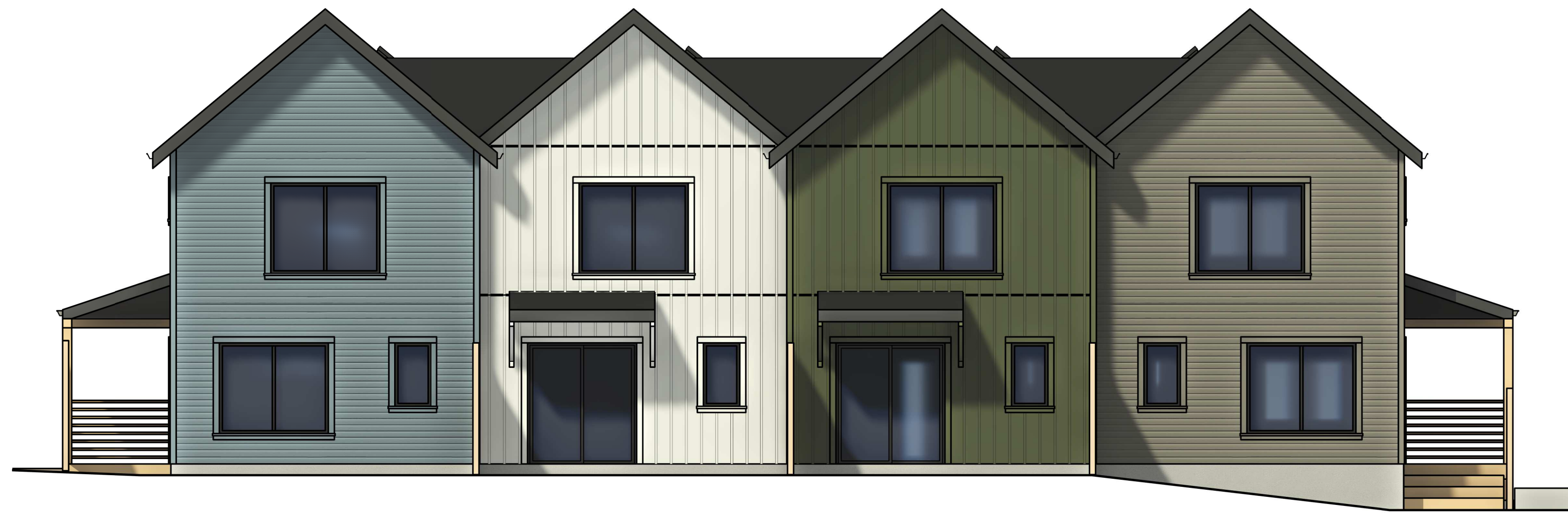
FRONT ELEVATION

3/16" = 1'-0"



NORTH ELEVATION

3/16" = 1'-0"



SOUTH ELEVATION

3/16" = 1'-0"



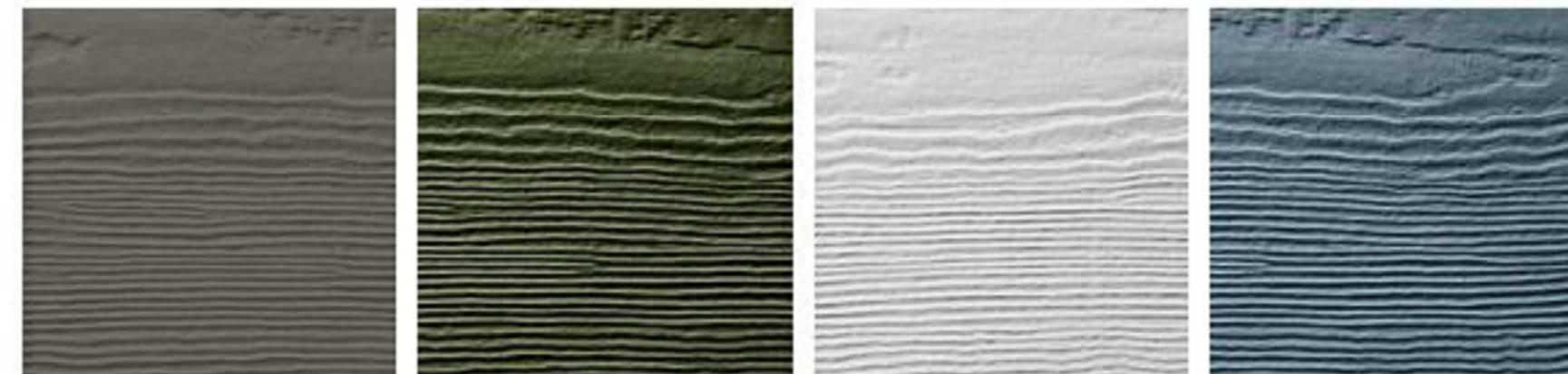
UNIT 4
Boothbay Blue
Horizontal

REAR ELEVATION

3/16" = 1'-0"

MATERIAL BOARD

Siding



Aged Pewter

Mountain Sage

Arctic White

Boothbay Blue

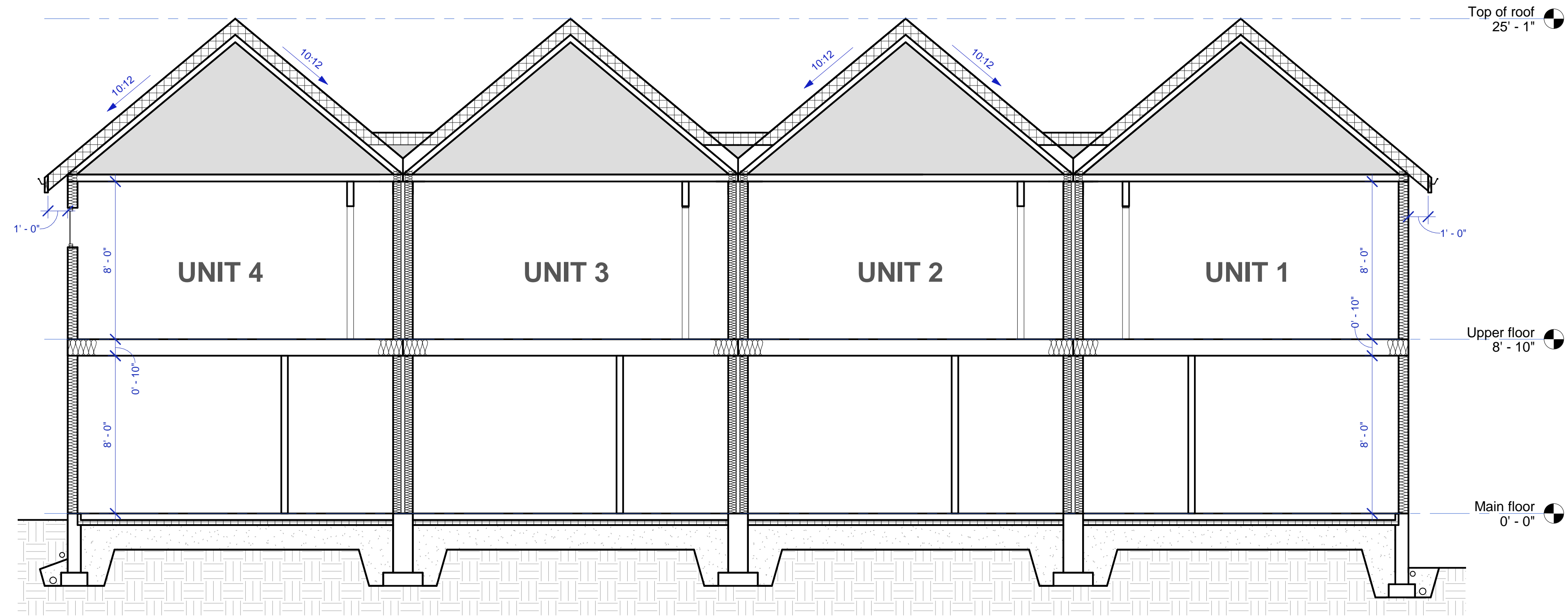
Roofing



Railing/ Fence

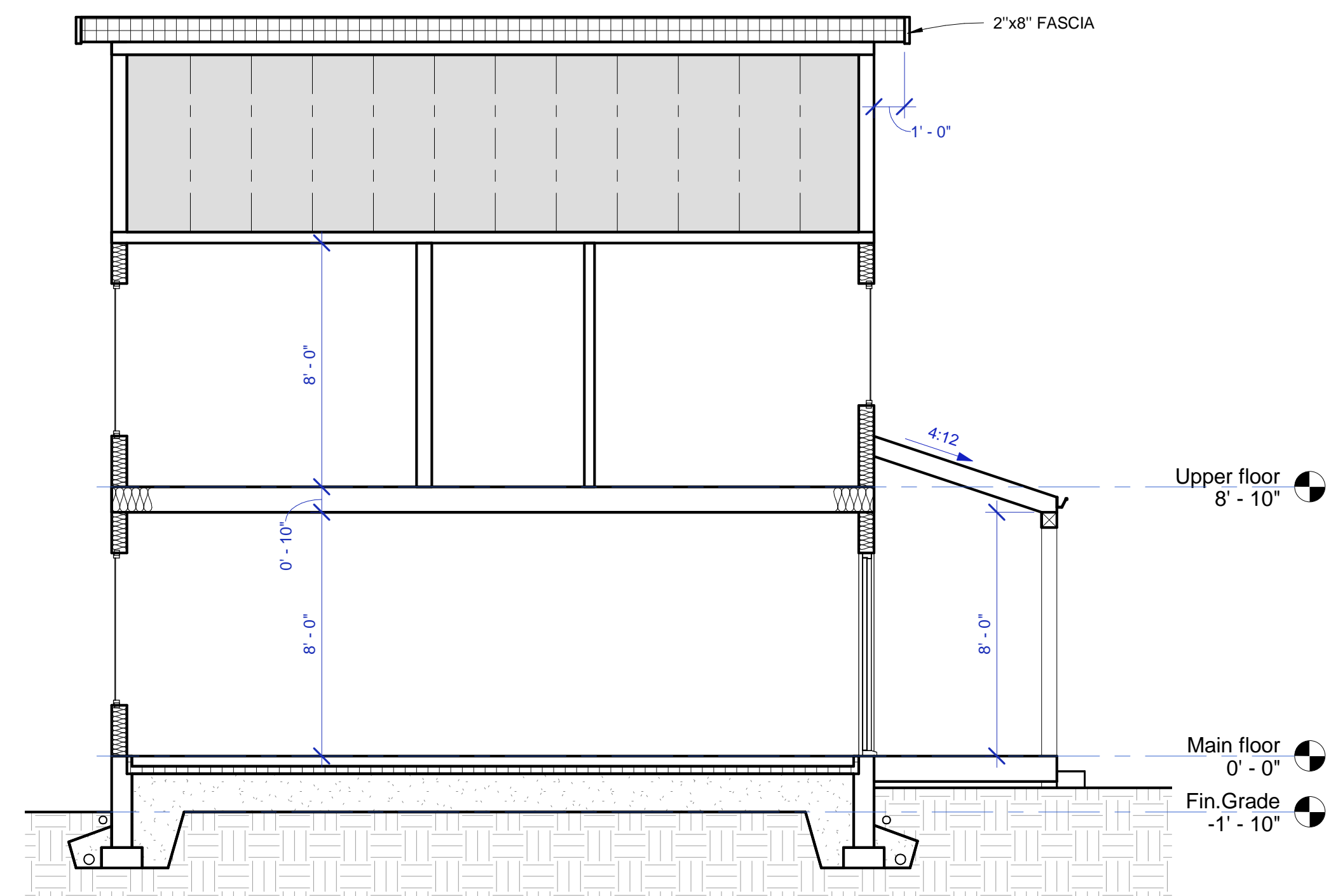


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A	23-02-08	Permit set							
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No.	Date	Issue notes							
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<p>COLOR SCHEME</p>									
Drawn By	L. Baker	Scale	1/4" = 1' or as noted						
Reviewed By	L. Baker	Sheet No.							
Date	Feb 08, 2023		A3.2						



BUILDING SECTION 1

1/4" = 1'-0"



BUILDING SECTION 2

1/4" = 1'-0"

No.	Date	Appr.	Revision Notes
A	23-02-08		Permit set
<p>Aspire Custom Designs 1145 Bute Street Victoria BC Canada V8Z-1L9 Lindsay J Baker 250-415-1856</p>			
<p>2846 4TH AVENUE, LOT 6 LEFEVRE WOODWARDS VILLAGE DEVELOPMENT, PORT ALBERNI BC</p>			
<p>BUILDING SECTION</p>			
Project No.	2022-40		
Drawn By	L. Baker	Scale	1/4" = 1' or as noted
Reviewed By	L. Baker	Date	Feb 08, 2023
Scale	A4.0		