

ADVISORY PLANNING COMMISSION MEETING MINUTES

VILLAGE OF ANMORE



Minutes of the Advisory Planning Commission Meeting held on Monday, April 11, 2016 in the portable classroom at Anmore Elementary School, 30 Elementary Road, Anmore, BC

Members Present

Garnet Berg
Steve Hawboldt
Ken Juvik
Herb Mueckel
Sandra Parfeniuk
Mario Piamonte
Steve Siblock

Others Present

Mayor John McEwen, council liaison
Kate Lambert, Planning Consultant

1. Call to Order

Mayor McEwen called the meeting to order at 7:05 p.m.

2. Additions and Deletions to the Agenda

Nil

3. Approval of the Agenda

It was Moved and Seconded:

“That the agenda be approved.”

Carried Unanimously

4. Minutes

Nil

5. New Business

(a) Welcome and Introductions

Mayor McEwen introduced and welcomed all members.

(b) Functions of the Advisory Planning Commission

Mayor McEwen presented an overview of the APC, which included the following:

- Under the Local Government Act, the Village established an APC to advise council on all matters respecting land use, community planning or proposed bylaws and permits.
- Per APC Bylaw section 4(k), “The Commission shall follow the guidelines and procedures outlined in the Local Government Act, The Anmore Procedure Bylaw, the Terms of Reference and the Code of Conduct.”
- This APC term will be in effect until January 1, 2018.
- Membership may consist of either residents or non-resident property owners.
- The role of the APC is to advise council on specific matters referred by council that fall under LGA Divisions 4 to 14 and section 546.
- The role of council is to consider recommendations from the APC regarding specific matters.
- The role of the council liaison is to attend meetings in a resource capacity to address any questions or concerns of the commission or council.
- The role of the staff liaison – Village’s Planning Consultant – is to attend meetings in a resource capacity, on request of council or the APC.
- The role of the staff liaison – Manager of Corporate Services – is to provide administrative and procedural support before and after meetings.
- The public is welcome to attend and observe all APC meetings. The public is entitled to be heard at meetings where the APC is considering:
 - (a) an amendment to the OCP or a bylaw, or
 - (b) the issue of a permit.

Kate Lambert provided an overview of the policy and regulatory framework for each of the following areas:

Official Community Plan

- Top level of policy that sets the vision, goals and objectives of how the Village will grow and change in the future
- Policies on land use such as residential, commercial and institutional
- Policies on environmental, parks and recreation and social
- “Bible” with municipal planning
- Document to be referenced when development applications come forward to confirm it is aligned with the OCP

Zoning Bylaw

- Under the OCP; implementation tool
- Sets out specifications of how development happens
- Currently underway and drafting a new zoning bylaw based on information that has come through the past APC

- Next step is to come back to APC, the public and council with the draft to discuss some of the main findings and the new proposed policies
- Definitions need to be updated to reflect the OCP
- Some measures no longer apply, due to new regulations or as other bylaws have been put in place

Financial Sustainability Plan

- Developed during the OCP processed
- Looked at Village deficiencies
- Recommendations were made as to how to move forward to be more sustainable in the future such as:
 - faster rate of development in short term would help generate more revenue
 - flexible with lot sizes to allow for variety of housing types to develop
 - support for denser development to ensure higher return on taxes and development fees
 - effectively accommodate more tax payers to the Village to support financial obligation
 - process included 3 growth scenarios; slow, medium and high
 - medium growth was determined to approximately 21 units per year was estimated at how quickly the Village would grow
 - outlook for the Village to grow around 4,000 people when fully built out

Policies to reference within the OCP

- *Policy RLU2*
 - standard Village growth model at 1 acre (lower areas)
- *Policy RLU6*
 - hillside development (RS-2 cluster housing zone);
 - where there are environmental features to protect, hillside is too steep or other reasons to consider other than 1 acre patterns, RS-2 zoning could be used to cluster housing
- *Policy RLU8*
 - comprehensive development zones (CD zone); opportunity to look at site on a one-off basis, not pre-zoned, no specific set-out
 - Intent is to protect hillside, environmental features, look for new opportunities for innovative housing, and minimize financial impact on the Village
- *loco Lands*
 - currently being considered for development.
 - must be developed with a comprehensive and intensive community consultation process
 - identified as special study area, currently zoned for RS-1
 - will require transportation studies, population projection and impact studies of what additional population might bring to the Village
 - environmental assessment will be required

Mayor McEwen reported that the Village is currently working on a Roads Master Plan, with anticipated completion in the; a Capital Asset Plan; and a Council tour of the loco Lands.

(c) Appointment of Chairperson and Vice-Chairperson

Members agreed to appoint Mario Piamonte as Chair and Steve Hawboldt as Vice-Chair.

(d) Establish Meeting Schedule

Members agreed to a meeting schedule of every second Monday of each month at 7:00 p.m.

6. Adjournment

It was Moved and Seconded:

“That the meeting be adjourned.”

Carried Unanimously

The meeting adjourned at 8:11 p.m.

Certified Correct:

C. MILLOY

Christine Milloy
Manager of Corporate Services

Approved:

M. PIAMONTE

Mario Piamonte
Chair