

ADVISORY PLANNING COMMISSION – AGENDA

Agenda for the Advisory Planning Commission Meeting scheduled for Monday, October 16, 2017 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



1. Call to Order

2. Approval of the Agenda

Recommendation: That the agenda be approved as circulated.

3. Minutes

page 1 (a) Minutes of the Meeting held on February 28, 2017

Recommendation: That the Minutes of the Advisory Planning Commission meeting held on February 28, 2017 be adopted as circulated.

page 5 (b) Minutes of the Meeting held on March 13, 2017

Recommendation: That the Minutes of the Advisory Planning Commission meeting held on March 13, 2017 be adopted as circulated.

page 8 (c) Minutes of the Meeting held on July 10, 2017

Recommendation: That the Minutes of the Advisory Planning Commission meeting held on July 10, 2017 be adopted as circulated.

4. Business arising from the Minutes

5. Unfinished Business

6. New Business

(a) Infill Development Review

Review of the Infill Development Policy (draft) and text for OCP Amendment (draft), as provided by the Manager of Development Services.

page 12 Attachments:

1. Infill Development presentation to APC Meeting on September 11, 2017
2. Infill Development Policy (draft)
3. OCP Text Amendment (draft)

7. Adjournment

ADVISORY PLANNING COMMISSION – MINUTES

VILLAGE OF ANMORE

Minutes of the Advisory Planning Commission Meeting held on Tuesday, February 28, 2017 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



Members Present

Garnet Berg
Steve Hawboldt (Vice-Chair)
Herb Mueckel
Sandra Parfeniuk

Members Absent

Ken Juvik
Mario Piamonte (Chair)

Others Present

Mayor John McEwen, Council Liaison
Jason Smith, Manager of Development Services

1. Call to Order

Vice-Chair Hawboldt called the meeting to order at 7:00 p.m.

2. Approval of the Agenda

It was Moved and Seconded:

“That the agenda be approved as circulated.”

Carried Unanimously

3. Minutes

(a) Minutes of the Meeting held on January 9, 2017

It was Moved and Seconded:

“That the Minutes of the Advisory Planning Commission held on January 9, 2017 be adopted.”

Carried Unanimously

4. Business arising from the Minutes

Nil

5. Unfinished Business

Nil

6. New Business

(a) Zoning Bylaw Review

Members continued the review of the revised draft Zoning Bylaw. Highlights of discussion are noted as follows:

Specific Use Regulations

6.1 Uses Permitted in All Zones

- No changes required.

6.2 Uses Prohibited in All Zones

- (1) d) Medical Marijuana Production, Medical Marijuana Research and Development and Medical Marijuana Dispensaries – *new addition*.

6.3 Secondary Suite

- (7) Suites are not permitted on properties less than an acre unless noted within the bylaw, example RS2 zoning.
- Concerns over limiting one secondary suite on a parcel of land.
- CD 1 and 2 zones allow for either accessory building or basement suite.
- Could be an appetite to allow for larger carriage homes on one acre parcels.
- Would allow an increase of younger families into the community.
- Add in: *the ability for parcels larger than 4047 m² to allow secondary suites in an accessory building (coach house) up to 120 m².*

6.4 Accessory One-Family Residential Use

- Only used for commercial zones allowing for a caretakers house, not currently utilized.

6.5 Home Occupation Use

- Not many issues currently.
- Home based businesses are encouraged in the village to increase tax revenue and are environmentally friendly.

6.6 Bed and Breakfast

- No changes required.

6.7 Keeping of Animals

- No changes required.

Regulations for the Subdivision of Land

7.2 Minimum Parcel Size and Width

- Include note: *that the area of the access strip of a panhandle parcel shall not be included in the determination of minimum parcel size for subdivision.*

7.6 Special Subdivision Requirements for RS-2 Zone (To be removed)

- Not considered a “useable” zone.
- Established originally for hillside or environmentally challenged land.
- No incentive to developer for an RS-2 zone.
- Remove RS-2 zoning.

Zoning District Schedules

9.3 Residential 3 – RS-3 – To be removed

9.4 Compact Housing 1 – RCH-1

- Rezoned and subdivided in 1998 into 92 lots.
- Approximately 27 new homes have been built.
- Average size 3,000 square feet.
- Many trees removed, very much “overbuilt.”
- Proposed to reduce the FAR from 0.7 to 0.6 implemented in November, 2016.
- Public meeting for Countryside residents will take place at the end of March.

Proposed Changes to RCH-1:

- reduce the FAR from 0.7 to 0.6 on draft bylaw
- increased setback requirements from 3 m to 5 m on frontage, 1.5 m to 3 m on rear, 3 m to 4 m on exterior and 1.2 m to 1.5 m on interior
- restrict basements

Jason Smith informed the commission of the following next steps:

- present the latest draft at the March 13, 2017 APC meeting to reflect the conversations with the commission
- meet with Countryside residents on March 28, 2017
- bring back to Council for initial readings on April 4, 2017
- schedule a public information meeting
- schedule a public hearing and adoption of bylaw at the end of April or early May

Herb Mueckel questioned the reasoning behind not allowing duplexes but large homes with carriage homes are allowed?

- Would require 2 septic fields for a duplex
- In the past, duplexes were turning into four plexes
- Residents didn’t feel that they didn’t fit with the semi-rural lifestyle

7. Adjournment

It was Moved and Seconded:

“That the Meeting be adjourned.”

Carried Unanimously

The meeting adjourned at 9:00 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

Steve Hawboldt
Vice-Chair

ADVISORY PLANNING COMMISSION – MINUTES

VILLAGE OF ANMORE



Minutes of the Advisory Planning Commission Meeting held on
Monday, March 13, 2017 at 7:00 p.m. in Council Chambers at
Village Hall, 2697 Sunnyside Road, Anmore, BC

Members Present

Steve Hawboldt (Vice-Chair)
Ken Juvik
Herb Mueckel
Sandra Parfeniuk
Mario Piamonte (Chair)

Members Absent

Garnet Berg

Others Present

Mayor John McEwen, Council Liaison
Jason Smith, Manager of Development Services

1. Call to Order

Chair Piamonte called the meeting to order at 7:05 p.m.

2. Approval of the Agenda

It was Moved and Seconded:

“That the Agenda be approved as circulated.”

Carried Unanimously

3. Minutes

Nil

4. Business arising from the Minutes

Nil

5. Unfinished Business

Nil

6. New Business

(a) Zoning Bylaw – Review Revised Draft

Commission reviewed and discussed revisions to the updated Zoning Bylaw (proposed draft). Highlights of discussion are noted as follows:

- Changed secondary suite restrictions in 6.3.7 to limit secondary suites in accessory buildings to lots larger than ½ acre should read including and over 1 acre.
- Size of accessory suite increased from 100 m² to 120 m².
- After meeting with builders and developers, it was proposed to delete 7.2.2. (a) and (b) noting if a parcel is less than 4,407 m, it would not be sub dividable.
 - concerns for those current parcels that are 98% in which have been rounded up to an acre
 - if less than 98%.would not be able to subdivide; would need to meet the minimum lot size
 - concerns would come about when infill housing is discussed
 - would not impact those who have a 1 acre; do not currently have subdivision capacity
 - 1.96 acres or above could be affected
 - if infill becomes a reality; could establish guidelines for the minimum lot size and the expectations around the overall density in the OCP
 - would not be an issue outside of infill circumstance
 - first minimum lot size then density; look at them separately
 - concerns with protecting those residents who believe they already have a 1 acre lot when in fact it is less
 - only for lots that are not created yet, more for subdivision purposes
 - needs to be clean and transparent
 - should not be penalized for a measuring error
 - members agreed to leave in section 7.2.2. (a) (b)
- Section 5.5 (5.4, 5.6 – tie together in proposing height)
 - calculating grade; provide a weighted average of the grade for the proposed building site
 - highest building face envelope; avoids building on a very steep slope and constructing a house with the average height but has a large face that is four stories high, is one example
 - will limit large wall faces
 - commission requests that each measurement example show 10 m
 -
- Section 5.7.1(a) – (amendments)
 - should read: “chimneys less than 1.8 m in horizontal length”
 - remove “elevators” and “ventilation machinery”
- Section 5.12 - Retaining Walls
 - at the property line when you have an exterior or front parcel line in addition to the height requirements and the stepping required, would be unable to build a wall that exceeds the grade line
 - further restriction on where retaining walls can be built
 - will need to comply with 1.8 m height and stepping
 - more forgiving on a rear and interior property line
 - fence does not have to adhered to the grade line

- retaining walls on steep slopes is part of an outstanding issue and it could be addressed properly through a steep slopes development permit area
- 5.15 (5) – external parking should read no more than 4 motor vehicles
- Check on Animal Control Bylaw to reflect correctly under section 6.7 – “Keeping of Animals”

Chair Piamonte wished to make note that the commission has reached a consensus and are happy with the proposed zoning bylaw changes and therefore will not require another meeting until directed by Council.

7. Adjournment

It was Moved and Seconded:

“That the Meeting be adjourned.”

Carried Unanimously

The meeting adjourned at 9:03 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

Mario Piamonte
Chair

ADVISORY PLANNING COMMISSION MEETING – MINUTES



Minutes of the Advisory Planning Commission Meeting held on Monday, July 10, 2017 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

MEMBERS PRESENT

Garnet Berg
Steve Hawboldt (Vice-Chair)
Ken Juvik
Herb Mueckel
Mario Piamonte (Chair)

MEMBERS ABSENT

Sandra Parfeniuk
Bruce Scatchard

OTHERS PRESENT

Jason Smith, Manager of Development Services

1. CALL TO ORDER

Chair Piamonte called the meeting to order at 7:05 p.m.

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

“THAT THE AGENDA BE APPROVED AS CIRCULATED.”

CARRIED UNANIMOUSLY

3. Minutes

(a) Minutes of the Meeting held March 13, 2017

It was MOVED and SECONDED:

**“THAT THE MINUTES OF THE ADVISORY PLANNING
COMMISSION MEETING HELD ON MARCH 13, 2017 BE
ADOPTED.”**

The Chair reported that he was absent from that meeting, and there might be a concern with quorum for that meeting; and he requested to Table the item.

4. Business arising from the Minutes

Nil

5. Unfinished Business

Nil

6. New Business**(a) Infill Development Review**

Jason Smith discussed the Infill Development report dated January 31, 2017. Highlights of discussions are noted as follows:

- A report was presented to council in February, 2017
- Public meeting was held early April, 2017
- Council directed staff to begin drafting an OCP amendment and infill development policy for their consideration in early May, 2017
- Funds were allocated for a development finance consultant to provide a report on recommendations for possible amenity charges
- Mayor's Task Force on land was created which provided a policy statement to include:
 - Infill development needs to remain with semi-rural character
 - Scoped where infill development might be considered
 - Only allowed in RS-1 zone on lots between 1 acre and 2 acres
 - 25 m (roughly 50 ft.) min road frontage to preserve semi-rural character
 - Explored lot averaging
 - Unanswered question was "how many?"
- Restrict to valley floors
- Roughly 35 - 70 lots could be eligible for infill development
- Should be on existing roads (no extension to road infrastructure), water and septic
- More than enough capacity for 70 lots, after confirming with village engineer

Jason Smith explained the following items he requires further input on:

- How to preserve the semi-rural character
- Tree retention
- 25 m setback for road frontage
- Maintenance of RS-1 setbacks
- Character of homes
- House sizes that relate to existing lot and neighbourhood
- Landscaping, retaining wall requirements
- Trail corridors and linkages
- Neighbourhood impacts on construction, noise, having people too close and parking
- Define areas of infill developments
- Increase permitted density allowed for infill development
- Layout community amenity charges

Further discussions continued with the commission and key highlights are noted as follows:

- A member noted that he believed infill housing wasn't going to be discussed for years down the road
- Some confusion over how, where and when to discuss infill housing in the past
- The possibility of infill has always been discussed, therefore the mayor's task force was created
- Ensure accurate information for specific designations are noted within the OCP i.e. hillside residential
- It was questioned if there is a mechanism to remove the designation of hillside residential for a specific lot? Yes, through an OCP amendment, but it would not be in anyone's interest to do so, as hillside residential has access to higher density and does not restrict in developing property
- Infill development is not an entitlement, right, or guarantee
- Zero liability for the village, even if all the terms are met; will be council's decision in the end
- Some members were concerned over those lots designated as hillside development and agreed that there should be a mechanism to allow property owners to challenge the designation
- Need to set parameters very clear with significant remunerations to the village and protect the community
- Advantage to the village; increase in property tax income with no need to increase infrastructure.

3. Minutes

(a) **Minutes of the Meeting held March 13, 2017**

Chair Piamonte reported that, on further consideration of this item, he was actually at the meeting; and then he requested that the minutes be adopted.

It was MOVED and SECONDED:

"THAT THE MINUTES OF THE MEETING HELD ON MARCH 13, 2017 BE ADOPTED AS PRESENTED."

CARRIED UNANIMOUSLY

Action item: *Jason Smith to send his presentation to members who are not currently present.*

Action item: *Jason Smith to send the draft materials to members for review prior to the next scheduled meeting.*

7. ADJOURNMENT

It was MOVED and SECONDED:

“TO ADJOURN.”

CARRIED UNANIMOUSLY

The meeting adjourned at 8:28 p.m.

Certified Correct:

Approved:

Christine Milloy
Manager of Corporate Services

Mario Piamonte
Chair, Advisory Planning Commission



Background

- OCP REVIEW 2014
- MAYOR'S TASK FORCE ON LAND USE – SPRING OF 2016
- COUNCIL REPORT AND RESOLUTION – FEBRUARY 2017
- PUBLIC MEETING – APRIL 2017
- COUNCIL REPORT AND RESOLUTION – MAY 2017



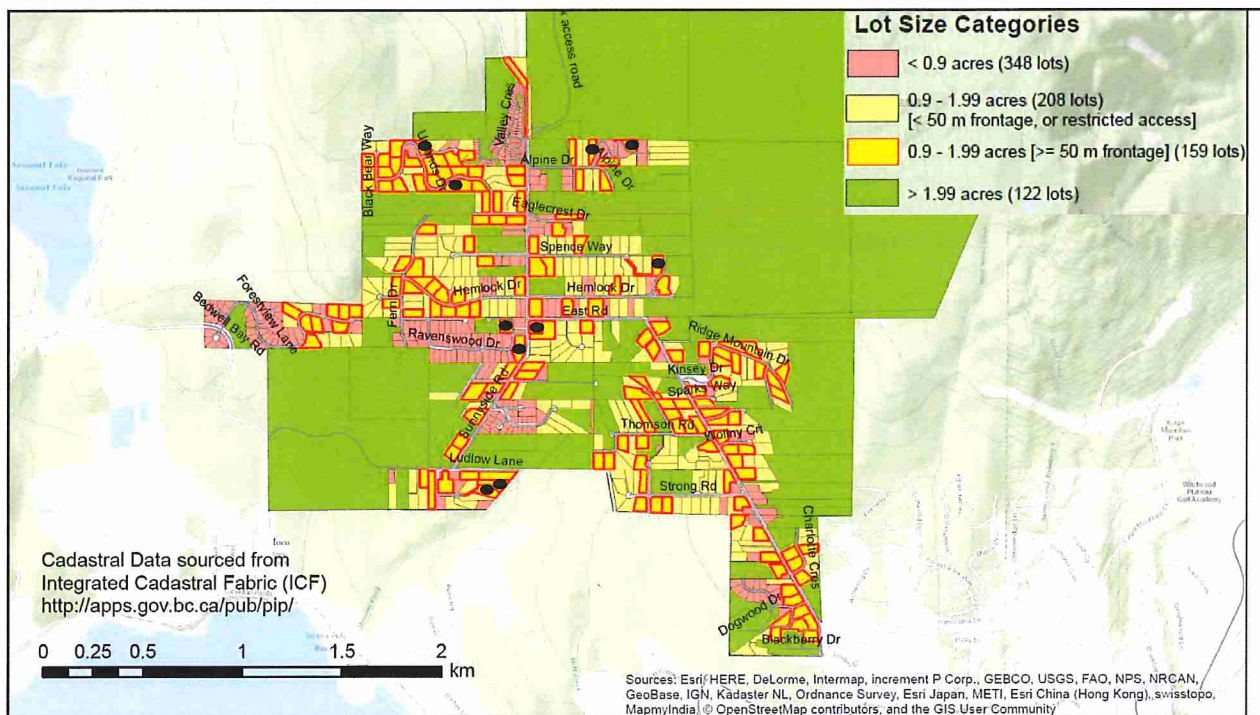
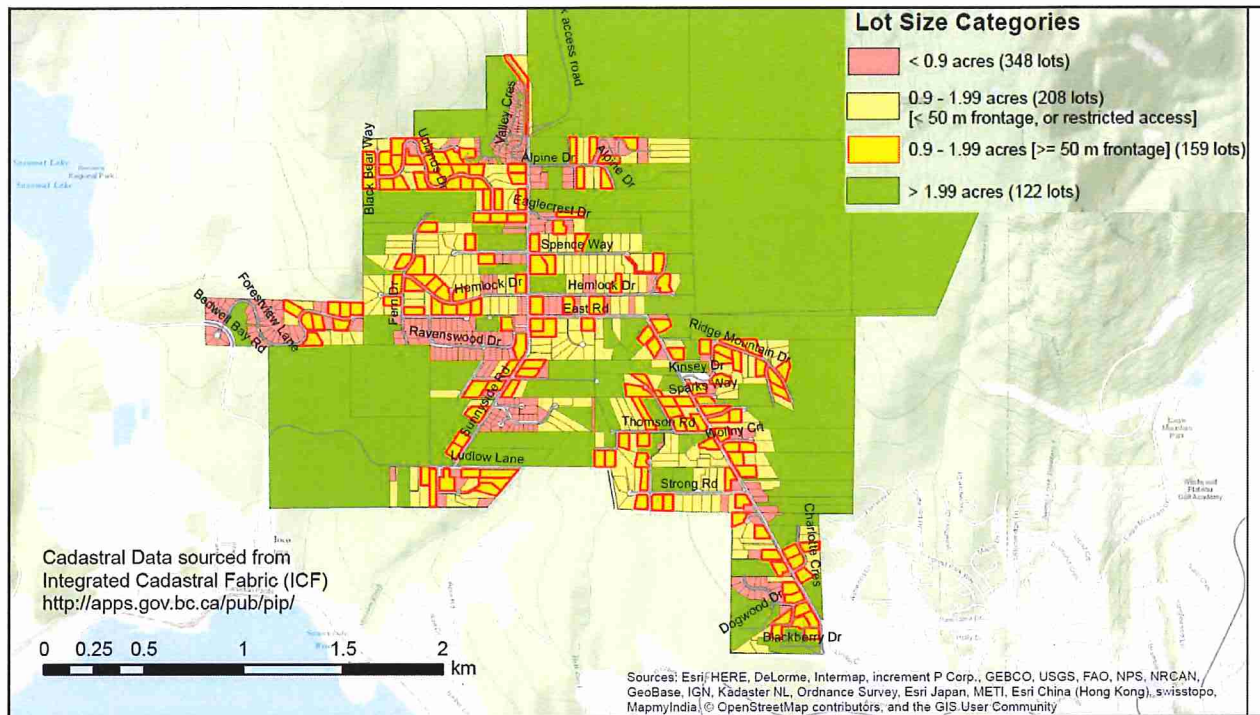
Task Force Outcomes

- POLICY STATEMENT – NEED FOR INFILL DEVELOPMENT TO PRESERVE SEMI-RURAL CHARACTER
- RS-1 ZONE
- 1-2 ACRES IN SIZE
- 25 M MINIMUM ROAD FRONTAGE
- ALLOWING FOR ½ ACRE LOT SUBDIVISIONS

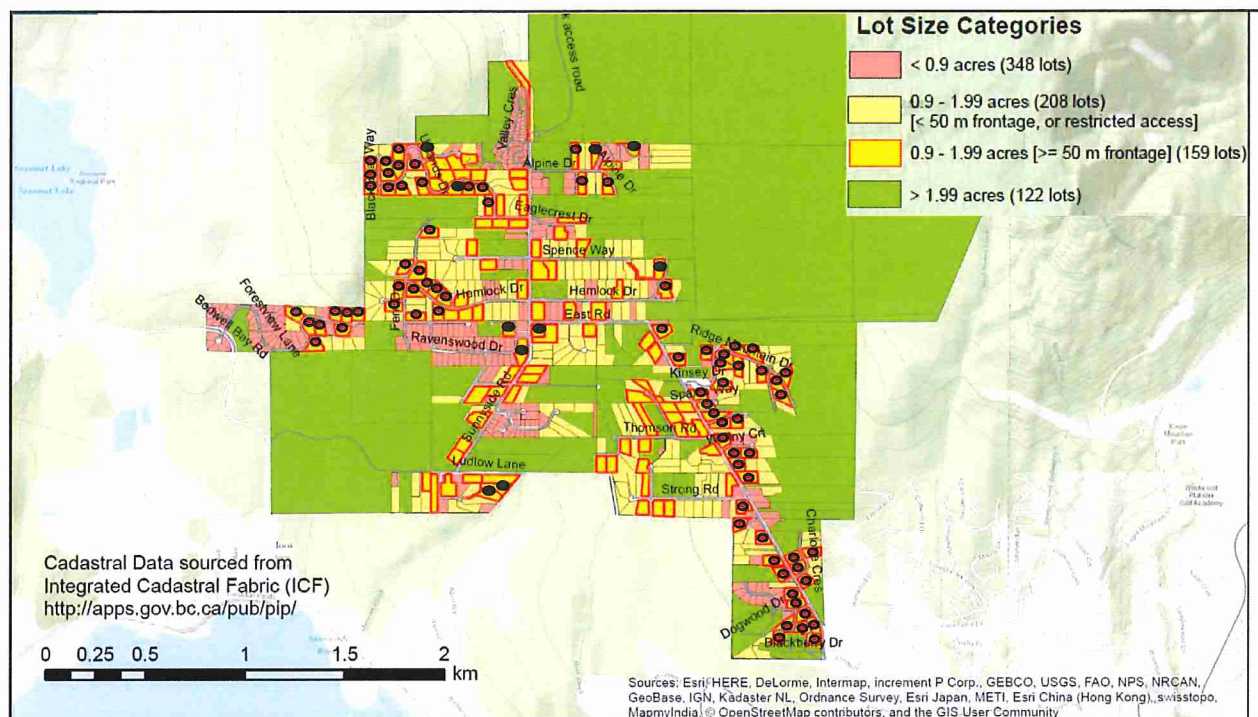


Potential Infill Development Lots

- HOW MANY?
- BASED ON MAYOR'S TASK FORCE RECOMMENDATIONS
 - RS-1 Zone between 1-2 acres in size
 - Each lot having minimum 25 m road frontage
- HILLSIDE RESIDENTIAL OR STEEP LOTS







Summary of Infill Lot Potential

No parameters	362
Minimum 50 m frontage on public road	147
50 m frontage and not Hillside Residential	70
50 m frontage, not Hillside Residential, existing house location does not preclude subdivision	Approximately 35



Infrastructure Considerations

ROADS

If infill development takes place on existing road network – then negligible impact

WATER

If infill development takes place on existing water system – then there is sufficient capacity to supply any new infill development

SEPTIC

Proven septic capacity is a requirement for all new lots



Preservation of Semi-Rural Character

- MINIMUM ROAD FRONTAGE
- MAINTENANCE OF RS-1 SETBACKS
- TREE RETENTION
- FORM AND CHARACTER GUIDELINES
- HOUSE SIZES THAT RELATE TO EXISTING LOT AND NEIGHBOURHOOD
- LANDSCAPING AND RETAINING WALL REQUIREMENTS
- TRAIL CORRIDORS AND LINKAGES
- NEIGHBOURHOOD IMPACTS – NOISE, PARKING



Next Steps

DRAFTING AN OCP AMENDMENT

- Define Infill Development intent
- Define Infill Development Area
- Increase permitted density in Infill Development Area



Next Steps

INFILL DEVELOPMENT POLICY

- Articulate community expectations
- Protect the Semi-Rural Character
 - Setback requirements
 - Landscaping and Tree Retention
 - House size
 - Environmental Considerations
 - Form and Character
- Potentially set CAC expectations

ZONING BYLAW CHANGES

All proposed infill development would need to go through the rezoning process

Infill Development Policy

Infill development is the creation of new lots and homes within the already developed area of Anmore. To ensure that this new development maintains and enhances the semi-rural character of the Village the Infill Development Policy has been developed. The policy is intended to provide guidelines and to articulate the community's expectations as to how infill development should take shape.

1. Eligible Parcels – In addition to the requirement that the proposed infill development parcel be located in the Infill Development Area identified in the OCP, the proposed infill development parcel must be at least 10 years old from the date of application for infill development.
2. Parcel Sizes
 - The maximum density that is permitted in the Official Community Plan (OCP) for infill development is 2.04 lots per acre. The expectation is that most new lots created through infill development will be approximately ½ acre in size. Lots as small as 1/3 of an acre will be considered in compelling circumstances such as to enhance tree preservation, the provision of public trails or other community benefit.
3. Road Frontage
 - To maintain the semi-rural character and to maintain green space between homes, all lots created through infill development must have a 25 m frontage on a public highway.
4. Setbacks and lot coverage
 - To maintain the Village of Anmore's semi-rural character and to ensure that new development is consistent with the existing development in the neighbourhood, the RS-1 setbacks and lot coverage requirements must be maintained for all lots.
5. House sizes
 - House size is tied to lot size and homes built on an acre can be twice the size of a half-acre. How to address homes that are larger than what would be permitted on a half-acre. 25%FAR 1 acre – 11000 square feet vs. half acre 5500.
 - Proposal – calculate total permitted FAR for parent parcel, subtract existing built FAR and remainder is what would be permitted to be constructed on new parcel. Consider 10 year covenant restricting FAR and then revert to 25%.

6. Community Amenities

- To ensure that infill development enhances the larger community amenities will be expected, the following amenities are seen as particularly desirable for the community:
 - o Trails – provision of trails, dedicated as part of a public right of way, will be considered to enhance connectivity throughout the Village;
 - o Riparian Areas – Protection of the natural environment is an important value for the Village and preserving riparian areas in public ownership is an important component of protecting this valuable resource; and/or
 - o New Community Space/Municipal Hall – The Village needs a community gathering space and a new municipal hall. This is a costly project for a Village with limited financial means, a financial contribution towards this project would benefit the community, based on an analysis provided by G.P. Rollo and Associates a Community Amenity Contribution of \$XXXXXX would be expected.

7. Tree Retention

- Trees and green space are an important component of the semi-rural character of the Village. Infill development proposals should pursue tree retention and protection plans that exceed to current 20% retention requirement in the Tree Cutting Bylaw for both lots. Trees along the road frontage and between homes are particularly important in maintain the semi-rural character.

8. Parking

- Is there a desire to require different parking requirements or locations beyond RS-1 requirements?

9. Neighbourhood Impacts

- Restrictions beyond what is in the current zoning bylaw for the location of accessory buildings, pools, sport courts or other structures that might impact neighbours.
- Restrictions, beyond those currently governing construction, on the timing of construction (eg. no construction on weekends)

10. Infrastructure

- Financial sustainability is imperative for the Village, therefore any proposed infill development must not require the expansion of public infrastructure, in particular new roads and water lines.

11. Secondary Suites

- Is there a desire to restrict secondary suites or secondary suites in accessory buildings (coach houses) on infill lots?

Policy RLU-16

The Village supports infill development and subsequent creation of a new residences that support the existing semi-rural nature of Anmore. Infill development is the creation of new lots within the existing developed area of the Village of Anmore that are serviced by existing infrastructure. The intent of infill development is that it will enhance and not take away from the look and feel of the neighbourhood – it is expected that any new infill homes will blend into the existing neighbourhood, minimize the disturbance to natural environment and will adhere to the same setbacks as the existing neighbourhood. Infill development should be guided by an Infill Development Policy that outlines the specific requirements that the community expects from infill development to ensure that it meets the intent of this policy.

The density allowed for infill development is 2.04 lots per acre.

Do we want to allow for increased density for infill development proposals that offer to dedicate greenspace be it riparian areas and/or trail corridors?

Area

Infill development RS-1 Zone that is not Hillside Residential

Or

RS-1 Zone and areas that can show that new lots being created is less than average 20%