

## ADVISORY PLANNING COMMISSION – AGENDA

Agenda for the Advisory Planning Commission Meeting scheduled for Monday, December 10, 2018 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



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1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the agenda be approved as circulated.

3. **Minutes**

(a) **Minutes of the Advisory Planning Commission meeting held on October 22, 2018**

Recommendation: That the Minutes of the Advisory Planning Commission held on October 22, 2018 be adopted as circulated.

4. **Business arising from the Minutes**

5. **Unfinished Business**

6. **New Business**

(a) **Rezoning Application for 2307 Sunnyside Road (Cordovado)**

Electronic copies of the Community Amenity Charge analysis completed by GP Rollo is distributed with the agenda.

Staff will walk through the analysis (on screen) with the Committee.

7. **Adjournment**

## ADVISORY PLANNING COMMISSION – MINUTES

Minutes of the Advisory Planning Commission Meeting held on Monday, October 22, 2018 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



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### MEMBERS PRESENT

Denny Arsene  
Garnet Berg  
Wayne Keiser  
Julia Robertson  
Bruce Scatchard  
Olen Vanderleeden (arrived at 7:02 p.m.)

### MEMBERS ABSENT

Steve Hawboldt

### OTHERS PRESENT

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

#### 1. Call to Order

The Manager of Corporate Services 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

Nil

#### 4. Business arising from the Minutes

Nil

#### 5. Unfinished Business

Nil

#### 6. New Business

(a) **Welcome and Introductions**

Mayor McEwen welcomed the members appointed for the new term, expiring January 31, 2020.

Members provided an introduction and brief overview of their history.

**(b) Functions of the Advisory Planning Commission**

Jason Smith presented an overview of the following.

- Establishment of the APC
- Mandate and Terms of Reference
- Roles and Responsibilities of the APC, Council, Council Liaison, Staff/Consultants
- Overview of Policy and Regulatory Framework, including:
  - Local Government Advisory Planning Commissions [Province of BC - Local Government Planning]
  - Advisory Planning Commission Bylaw
  - Advisory Planning Commission Terms of Reference
  - Procedure Bylaw (to Chair and Vice-Chair)
  - Financial Sustainability Plan
  - Official Community Plan
  - Parks Master Plan
  - Zoning Bylaw

**(c) Appointment of Chair and Vice-Chair**

It was MOVED and SECONDED:

**“THAT STEVE HAWBOLT BE APPOINTED AS CHAIR OF THE  
ADVISORY PLANNING COMMISSION;**

**AND THAT WAYNE KEISER BE APPOINTED AS VICE-CHAIR  
OF THE ADVISORY PLANNING COMMISSION.”**

**CARRIED UNANIMOUSLY**

**(d) Establish Meeting Schedule**

Members agreed to meet on the second Monday of each month, as required.

Mayor McEwen left the meeting at 7:25 p.m.

Christine Baird left the meeting at 7:26 p.m.

**(e) Rezoning Application for 3207 Sunnyside Road (Cordovado)**

Jason Smith presented the Report to Council dated September 12, 2018. The following points were highlighted during discussion:

- 19 lot development; single family homes; no coach houses; possibility for secondary suites
- Lot size range from ½ acre down to 1/3 acre
- Amenity package offer is 34% of the site as park, open space and trails
- All trails to be constructed at the time of subdivision to the standard in Parks Master Plan, at their cost
- Sunnyside runs over the property which dates back years ago; missed registering the right-of-way on title
- In addition to the 34%; developer will widen the road right-of-way for Sunnyside
- A member suggested to ensure to ask for whatever is envisioned, as the village will not be able to go back and request more
- A member suggested to clarify what size of land is the village actually seeking dedication for
- Proposing a \$493,500.00 Community Amenity Contribution towards a new village hall; based on the recommendation from G.P. Rollo & Associates reports
- Any rezoning application, other than Infill, a land economist to be hired to review the economics of it to ensure that the village gets a “fair shake” in terms of a “CAC” package
- 1<sup>st</sup> rezoning application where a CAC analysis was done
- Most communities negotiate for a target around 50% to come back to the public as a CAC charge
- Within the G.P. Rollo & Associates report, a member felt there was no supporting documentation on any of their evaluations
- A detailed proforma was done with a specific market analysis
- A member felt that the assessment was too vague for a such a specific dollar amount
- Members agreed to request to view the detailed proforma; to be fair to land owner, the village and future developers
- Land Lift analysis cost the developers \$5,000.00
- Currently, no replanting plan on existing green space; possibly replace with more stable trees prior to building homes
- More details around assumptions, vegetation management prior to development on the green space
- Possibly investigate the CAC’s received from Ravenswood development
- No infrastructure upgrades by the village are needed
- A member suggested that the \$493,500.00 be dedicated to general revenue as opposed to being tied towards a new village hall
- Ensure there is enough space to accommodate a minimum of 4 off street parking spots; specifically where suites are involved
- Will need to be sustainable for the developer

It was MOVED and SECONDED:

**“THAT THE APC REQUESTS THAT ADDITIONAL WORK AND INFORMATION BE PROVIDED WITH REGARDS TO THE FOLLOWING ISSUES; TO ENSURE THAT THE ROAD RIGHT-OF-WAY IS ADEQUATE TO FUTURE VILLAGE NEEDS; THAT THE PROFORMA UNDERLYING THE ROLLO REPORT BE BROUGHT BACK TO THE APC FOR REVIEW AND DISCUSSION; THAT WITH REGARD TO TREES, CONSIDERATION BE GIVEN TO THE DEVELOPMENT OF A VEGETATION MANAGEMENT PLAN TO ENSURE THAT ISSUES LIKE HEMLOCK AND REPLACING THEM WITH SUSTAINABLE TREES ARE ADDRESSED PRIOR TO THE COMMENCEMENT OF ACTUAL PHYSICAL DEVELOPMENT ON THE SITE; AND THAT STAFF REVIEW THE PARKING REQUIREMENTS AND SITE DESIGN TO ENSURE THAT ADEQUATE OFF STREET PARKING IS PROVIDED ON EACH LOT PROPOSED WITH CONSIDERATION FOR SECONDARY SUITES; AND THAT WE ENSURE THAT THE CUL-DE-SAC IS IN COMPLIANCE WITH THE 600 METER LIMIT IN THE WORKS AND SERVICES BYLAW.”**

**CARRIED UNANIMOUSLY**

**7. Adjournment**

It was MOVED and SECONDED:

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:39 p.m.

Certified Correct:

Approved:

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Christine Milloy  
Manager of Corporate Services

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Steve Hawbolt  
Chair, Advisory Planning Commission