

ADVISORY PLANNING COMMISSION – AGENDA

Agenda for the Advisory Planning Commission Meeting scheduled for Monday, January 18, 2021 at 7:00 p.m. virtually via Zoom



NOTE: Due to COVID precautions we invite members of the public to view the meeting by accessing the meeting via phone, laptop or tablet, as outlined below. We ask that you please DO NOT turn on your camera or mic for the meeting.

Please note that this meeting will be streamed live via Zoom

<https://us02web.zoom.us/j/81123420382?pwd=QU5nS1U1UDFzLzBqTINC0U9JK0YvZz09>

Password: APC

1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the agenda be approved as circulated.

3. **New Business**

(a) **Welcome and Introductions**

Members to conduct roundtable introductions for new term, expiring January 21, 2022

Page 3

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

Staff to provide overview of APC roles and responsibilities. Provided for reference:

- Advisory Planning Commission Terms of Reference
- Advisory Planning Commission 542-2015
- Excerpt from Anmore Procedure Bylaw (Procedure Bylaw available at <https://anmore.com/village-hall/bylaws/>)
- Excerpt from Local Government Act

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

Members to appoint a Chair and Vice-Chair, by majority vote.

(d) **Establish meeting schedule**

Recommendation: That the Advisory Planning Commission meetings be scheduled monthly on Mondays, as required, or at the call of the Chair.

Page 14 **(e) 2175 East Road Rezoning Application**

Report to Council dated January 7, 2021 from Eric White, RWPAS Ltd.

Page 21 **(f) 112 Deerview Lane Rezoning Application**

Report to Council dated January 7, 2021 from Eric White, RWPAS Ltd.

4. Adjournment

Terms of Reference – Advisory Planning Commission (APC)

Governance

The Advisory Planning Commission (APC) is governed by the applicable provisions in the Local Government Act, Anmore Planning Commission Bylaw and any amendments thereto, Anmore Procedure Bylaw and any amendments thereto and the Code of Conduct.

Purpose

The purpose of these Terms of Reference is to address items that are not dealt with in the Local Government Act, Anmore Planning Commission Bylaw, Anmore Procedure Bylaw and the Code of Conduct.

Decision Making and Recommendations

Decisions of the APC are not binding on the Village. All decisions of the APC must be in the form of a recommendation and will be referred to Council for consideration at the next available Council meeting. Where Commission members are not in favour of the recommendation, Council requires the dissenting comments be noted in the Minutes.

Public Involvement

All meetings of the APC shall be open to the public. Members of the public who attend the meetings are present as observers. It will be at the discretion of the Chair if the public will be allowed to ask questions. The APC cannot meet In-Camera and cannot request members of the public or a developer to leave the meeting during its deliberations unless that person is disruptive to the meeting.

Developer Involvement

When considering a development proposal referred by Council, the developer or their designate may make a presentation to the APC. After the presentation, the APC may ask questions to the developer, however, during APC deliberations, the developer may not take part in the discussion unless they have been requested to do so by the Chair.

Council Liaison

A member of Council will be appointed by the Mayor to act as the Liaison between the APC and Council. The Council Liaison is not a member of the APC. The primary role of the Council Liaison is to provide information to the APC that will be of assistance to the APC in its deliberations.

Staff Involvement

When required by Council, Staff and/or Village Contractors will attend APC meetings. Staff will provide technical support where required and when necessary request comments from the APC in order to provide reports to Council.

Agendas

Agendas and supporting materials shall be distributed in advance of a meeting by Staff. Staff will prepare the Agenda in consultation with the Chair and if necessary other Staff members or Village Contractors. If Committee members want an item on the Agenda, members must ask the Chair to have this item referred to them by Council. Items not referred to Committee by Council shall not appear on the Agenda unless it is an emergency. Every effort will be made by Staff to distribute Agendas 72 hours prior to the meeting. Agendas will be posted to the Village's website

Minutes

Minutes of all APC meetings shall be electronically recorded. Every effort by Staff will be made to ensure the Minutes are prepared for the next APC meeting.

APPROVED BY COUNCIL ON:	OCTOBER 20 th , 2015
-------------------------	---------------------------------

AMENDED BY COUNCIL ON:	
------------------------	--



VILLAGE OF ANMORE

BYLAW NO. 542-2015

A bylaw to provide for the establishment and operation
of the Anmore Advisory Planning Commission.

WHEREAS pursuant to Section 898 of the *Local Government Act*, Council may establish an Advisory Planning Commission.

NOW THEREFORE, the Council of the Village of Anmore, in open meeting assembled enacts as follows:

TITLE

1. This bylaw may be cited as "Anmore Advisory Planning Commission Bylaw No. 542-2015".

REPEAL

2. That "Anmore Advisory Planning Commission Bylaw No. 354-2003" and any amendments thereto shall be rescinded in their entirety.

DEFINITIONS

3. In this bylaw:

"Commission" shall mean the "Anmore Advisory Planning Commission";

"Council" shall mean the Municipal Council of the Village of Anmore;

"Manager of Corporate Services" shall mean the Corporate Officer for the Village of Anmore;

"Village" shall mean the Village of Anmore.

COMPOSITION

4.
 - (a) The Commission may consist of up to 7 members which must be either a resident or a non-resident property owner of the Village.
 - (b) At least 2/3 of the members must be residents of the Village.
 - (c) Council by resolution may appoint Commission members in January of each even numbered year for a 2 year term.

- (d) All appointments to the Commission shall expire in January of the next even numbered year, but may be extended until successors are appointed.
- (e) Notwithstanding Section 4(c) of this bylaw, in the event of a death or resignation of a member of the Commission prior to the expiration of his or her term, the Council by resolution shall appoint a new member to serve for the unexpired balance of the term of the withdrawing member.
- (f) At any time, Council may by a majority vote of Council remove any member of the Commission.
- (g) Should a Commission member be absent for 3 consecutive meetings, Council may remove that member from the Commission by a majority vote of Council.
- (h) Council members, employees or an officer of the Village is not eligible to be a member of the Commission.
- (i) The Mayor shall appoint a Council Liaison to act on behalf of Council with the Commission.
- (j) An Employee and/or a Village Contractor may attend Commission Meetings in a resource capacity.
- (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.

MANDATE

- 5. (a) The role of the Commission is to advise Council on any matter referred to the Commission by Council respecting land use, community planning or proposed bylaws and permits pursuant to Divisions 2, 7, 9 and 11 of Part 26 of the *Local Government Act*. The Commission shall examine the proposed matter and make a recommendation to Council for their consideration.
- (b) The Commission acts only in an advisory capacity to Council and the final decision in all matters brought before the Commission rests with Council. The Commission shall have no authority to act on any matter.

PROCEDURE

6. (a) At its first meeting, the Commission shall elect from amongst its members a Chairperson and a Vice-Chairperson to hold office.
- (b) The Chairperson shall preside at all meetings of the Commission when in attendance.
- (c) The Vice-Chairperson shall preside at all meetings of the Commission in the absence of the Chairperson.
- (d) A majority of Commission members shall constitute a quorum. If a quorum is not present within 30 minutes after the time fixed for a meeting, the Chair shall record the names of the Commission members present and the Commission shall stand adjourned until the next meeting.
- (e) At its first meeting, the Commission shall establish a meeting schedule and the Chair shall provide the information to the Manager of Corporate Services.
- (f) The Agenda shall be prepared by the Manager of Corporate Services and shall be distributed 72 hours prior to the meeting.
- (g) All meetings shall be electronically recorded and minutes shall be kept for all meetings
- (h) All decisions of the Commission must be in the form of a recommendation for consideration by Council and be submitted to Council as soon as possible after the recommendation was made.
- (i) All meetings of the Commission are open to the public.

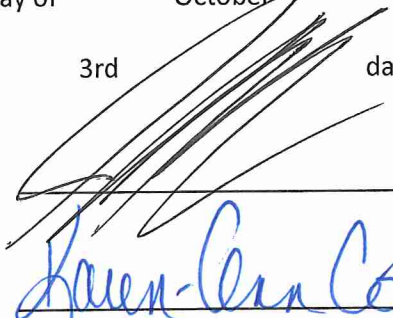
READ a first time this 20th day of October, 2015

READ a second time this 20th day of October, 2015

READ a third time this 20th day of October, 2015

RECONSIDERED, FINALLY PASSED AND ADOPTED this
November, 2015

3rd day of


MAYOR
MANAGER OF CORPORATE SERVICES

Certified a true and correct copy of "Anmore Advisory Planning Commission Bylaw No. 542-2015."

Nov 30/15
DATE

Karen-Lyn Cobb
MANAGR OF CORPORATE SERVICES

Excerpt from Anmore Procedure Bylaw 541-2015

Conflict of Interest

105. A member attending a meeting must not participate in discussion and must not vote on a matter, where to do so would be contrary to the *Community Charter*.
106. If a member attending a meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.
107. After making the declaration, it is the member's responsibility to ensure that they do not:
 - (a) remain at or attend any part of a meeting when the matter is under consideration;
 - (b) participate in any discussion of the matter at such meeting;
 - (c) vote on a question in respect of the matter at such meeting; or
 - (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.
108. When a declaration is made, the Manager of Corporate Services must record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.

Clauses 105 to 108 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies

PART 11 – COMMISSIONS

Schedule of Commission Meetings

172. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
173. The Chair of a commission may call a meeting of the commission in addition to the schedule meetings or may cancel a meeting.

Notice of Commission Meetings

174. Subject to clause 170, after the commission has established the regular schedule of commission meetings, including the times, dates and locations of meetings, notification must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) providing a copy of the schedule to each member of the commission.
175. Where revisions are necessary to the annual schedule of the commission meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a commission meeting.
176. The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause 171 to be given to all members of the Commission at least 24 hours before the time of the meeting.

Minutes of Commission Meetings to be Maintained and Available to the Public

AMENDED BY BYLAW NO. 581-2018

177. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
 - (b) certified by the Manager of Corporate Services or their delegate;
 - (c) approved by the member presiding at the meeting and open for public inspection in accordance with *Community Charter* section 97(1)(c).

Quorum

178. The quorum of a commission is a majority of all of its members.

Advisory planning commission

461 (1)A council may, by bylaw, establish an advisory planning commission to advise council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions 4 to 14 of this Part and section 546 that are referred to the commission by the council.

(2)A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a regional district director representing the electoral area, on all matters referred to the commission by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.

(3)The bylaw establishing an advisory planning commission must provide for

- (a)the composition of and the manner of appointing members to the commission,
- (b)the procedures governing the conduct of the commission, and
- (c)the referral of matters to the commission.

(4)At least 2/3 of the members of an advisory planning commission must be residents of the municipality or the electoral area.

(5)The following are not eligible to be a member of an advisory planning commission, but may attend a meeting of the commission in a resource capacity:

- (a)a council member;
- (b)a regional district director;
- (c)an employee or officer of the local government;
- (d)an approving officer.

(6)The members of an advisory planning commission must serve without remuneration, but may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

(7)If an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.

(8)If an advisory planning commission is considering

- (a)an amendment to an official community plan or a bylaw, or
- (b)the issue of a permit,

the applicant for the amendment or permit is entitled to attend meetings of the commission and be heard.



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 7, 2021

File No. 3360-01

Submitted by: Eric White, RWPAS Ltd.

Subject: 2175 East Road Rezoning Application

Purpose / Introduction

The purpose of this report is to provide Council the opportunity to refer the rezoning application for 2175 East Road to the Advisory Planning Commission (APC) for review.

Recommended Option

THAT Council refer the rezoning application for 2175 East Road to the Advisory Planning Commission for review and report.

Background

Staff received the rezoning application for 2175 East Road on December 7, 2020 (**Attachment 1**). The lot is currently in the RS-1 zone. The applicant is pursuing a rezoning to RS-1A (infill) for the purposes of constructing a new home on the 1/3-acre lot proposed to be created.

Discussion

The purpose of the RS1-A zone is to support subdivision of existing lots between approximately 1-2 acres to a minimum parcel size of ½-acre. The application generally meets all required criteria included in Village of Anmore Zoning Bylaw No. 568-2017 as well as Policy No. Policy No. 61 – Infill Development.

In relation to the proposed size of the lot, Policy No. 61 states: “Parcels as small as 1,348 m² (1/3-acre) will be considered in compelling circumstances such as to enhance tree preservation, the provision of public trails or other community benefit.” From a planning perspective, staff will be requesting feedback from the Advisory Planning Commission, should the application be referred, in relation to the “compelling circumstances” being outlined in the current application.

Report/Recommendation to Council

2175 East Road Rezoning Application

January 7, 2021

When asked for their rationale for a lot area reduction to the minimum parcel size of 1/3 acre, the applicant responded as included in **Attachment 2**.

Should Council wish to refer this application to the APC, staff will report back with comments for Council's information and request that they consider giving readings to the zoning bylaw amendment.

Options

1. That Council refer this rezoning application to the Advisory Planning Commission (Recommended);
2. That Council direct Staff to seek change or clarification to the rezoning proposal for 2175 East Road; or
3. That Council reject this application.

Financial Implications

There are no financial implication for any of these options since the costs for processing a development application are covered by the fees already paid by the applicant.

Council Strategic Plan Objectives

Encourage diversity in land use, housing, parks and recreation and innovative infrastructure to meet the changing needs and demographic shifts in the community.

Attachments:

1. Letter of Intent and Site Plan for 2175 East Road
2. Email correspondence between Staff and applicant dated December 7 to December 10, 2020

Report/Recommendation to Council

2175 East Road Rezoning Application

January 7, 2021

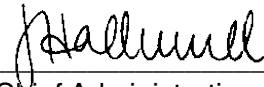
Prepared by:



Eric White RWPAS Ltd.
Planning Consultant

Reviewed for Form and Content / Approved for Submission to Council:

Chief Administrative Officer's Comment/Concurrence



Chief Administrative Officer

December 1, 2020

City Staff
Department of Planning & Community & Economic Development
Village of Anmore

RE: Subdivision – Letter of Intent

Dear City Staff,

This Letter of Intent describes our development plan, which is submitted together with the Re-Zoning Application (Infill) and required documentation. The proposed subdivision will include 1 single family home that would be designed to provide an opportunity for us to stay in the Anmore area and raise our family. Having grown up on East Road it is our intent to ensure the home fits with the character of the community. Moreover, my parents live in the existing home and we wish to be close to provide support as they age. The intent is to begin constructing our home in the lot you will find on the Topographical survey in February 2021.

Currently, the property has one home where our parents, sister, brother in-law and nephew reside. As we work through this process we are also currently residing in the main home on the property. The proposed plan is to build our forever home for us to continue to look after our family and begin a family of our own. It is particularly important for our family stays together and for our future children to grow up here. We would like to propose to rezone and subdivide the property.

Bill Papove completed a survey of the property, as you can see in the attached document it includes all the required information for this application. The proposal is inline with all requirements of the infill strategy set out by the Anmore village. Existing frontage is 60 metres, the new lot will have 26 metres and the remaining lot will have 34 metres. The justification of this proposal is to allow us to subdivide the property as this is our only way to stay in the community, stay close to our family and continue to support the local economy.

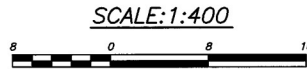
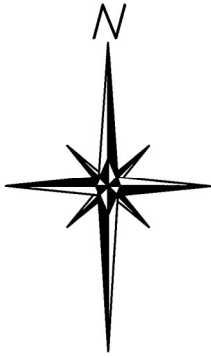
Thank you for considering our application.

Sincerely,

Tim Laidler and Jamie Sheets

Redacted - personal information

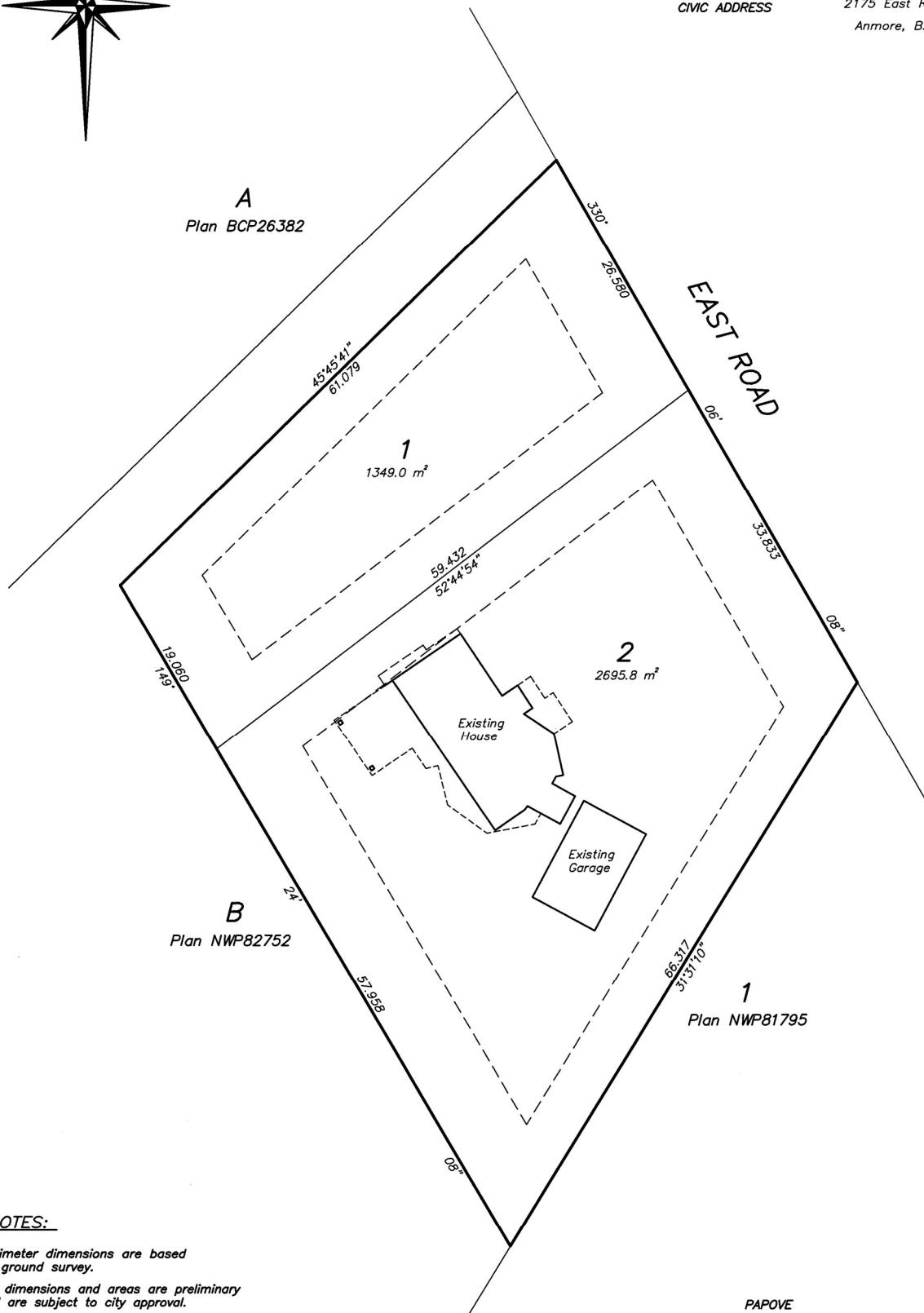
PROPOSED SUBDIVISION PLAN OF LOT A,
SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, PLAN 82752



All distances are in metres

PARCEL IDENTIFIER
CIVIC ADDRESS

014-846-756
2175 East Road
Anmore, B.C.



NOTES:

Perimeter dimensions are based on ground survey.

Lot dimensions and areas are preliminary and are subject to city approval.

This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
202 - 1120 WESTWOOD STREET
COQUITLAM, B.C., V3B 7K8
TEL : (604) 464-5199
FAX : (604) 464-6509

Plan Prepared: September 10, 2020

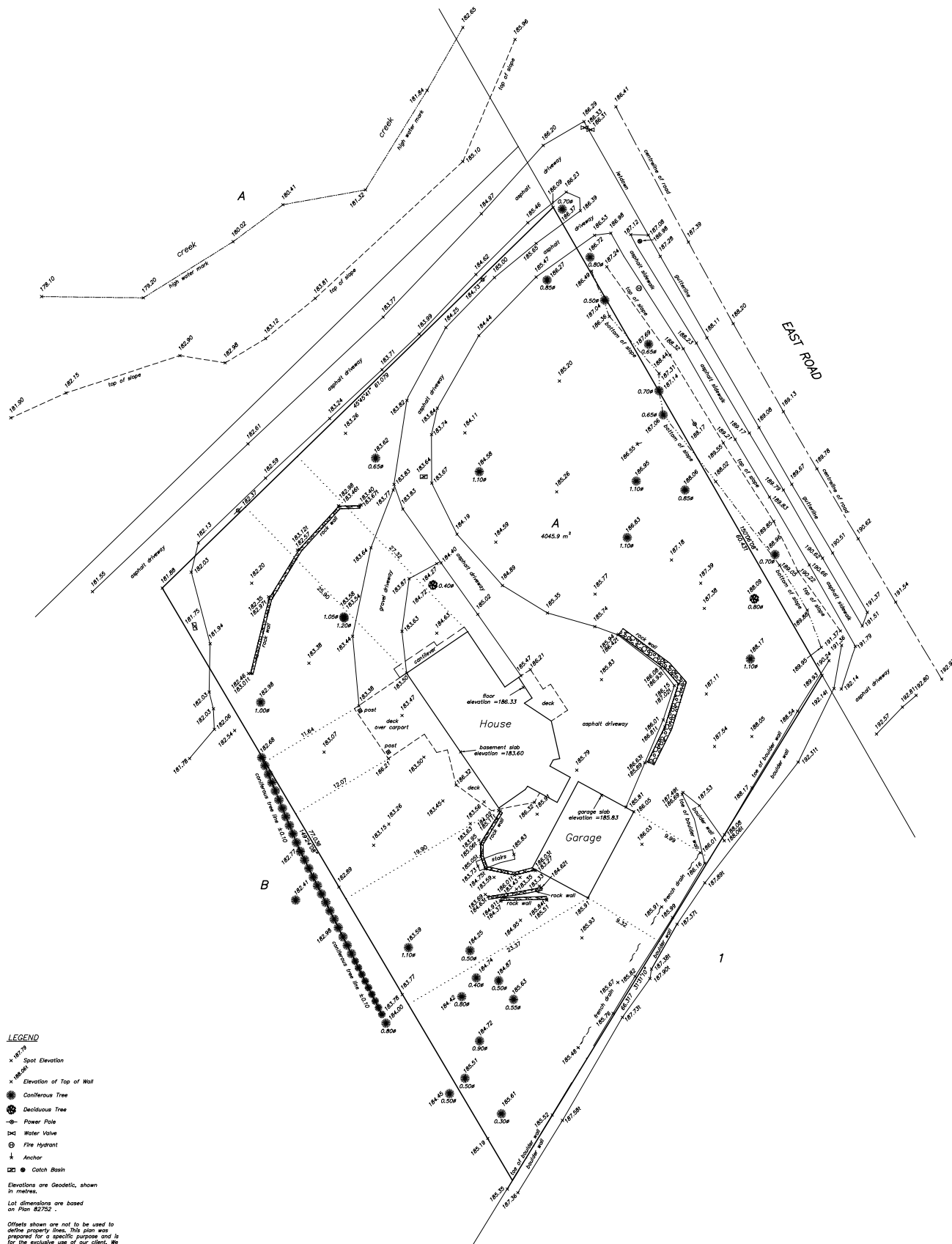
FILE NUMBER : 5311B

TOPOGRAPHICAL PLAN OF LOT A,
SECTION 20, TOWNSHIP 39,
NEW WESTMINSTER DISTRICT, PLAN 82752

PARCEL IDENTIFIER 014-846-756
CIVIC ADDRESS 2175 East Road
Anmore, B.C.

SCALE: 1:200

All distances are in metres



LEGEND

- + 187.9 Spot Elevation
- + 186.8 Elevation of Top of Wall
- Coniferous Tree
- ⊗ Deciduous Tree
- ⊕ Power Pole
- ⊕ Water Valve
- ⊕ Fire Hydrant
- ⊕ Anchor
- ⊕ Catch Basin

Elevations are Geodetic, shown in metres.

Lot dimensions are based on Plan 82752.

Offers shown are not to be used to define property lines. This plan was prepared for a specific purpose and is for the exclusive use of our client. We assume no responsibility for the unauthorized use of this plan.

CERTIFIED CORRECT
this 20th day of August, 2020.

W. PAPOVE B.C.L.S.

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
202 - 1120 WESTWOOD STREET
COQUITLAM, B.C., V3K 6P5
TEL : (604) 464-5199
FAX : (604) 464-6509
FILE NUMBER : 5311

Re: Rezoning Application - 2175 East Rd - Tim Laidler and Jamie Sheets

tim laidler [redacted personal information]

Thu 2020-12-10 4:30 PM

To: Eric White <eric@rwpas.com>**Cc:** Richard White <richard@rwpas.com>; juli.halliwell@anmore.com <juli.halliwell@anmore.com>; landsurveyors@telus.net <landsurveyors@telus.net>

Hello Eric,

Please find below our rationale. Let us know if anything else is needed.

Thank you,
Tim and Jamie

We are applying to the RS-1a zone as it provides community benefits by keeping the character of the community along East road. By allowing part of our family property to be subdivided into 1/3 of an acre it will allow the existing home to remain which maintains the character of Anmore. The 1960s style home has only been renovated once and keeps within Anmore's semi-rural look and feel. To stay within the RS-1 zone we would have to make a very unusual lot around the existing home or more realistically knock the house down and build 2 new ones. This would not be in line with Anmore Village's and our family's commitment to protecting the environment. More trees would need to be cut down, not to mention the increased carbon footprint of demolishing a perfectly good home to allow for 2 new single-family homes to be built.

My fiancé and I will be getting the land at cost from my family to build our forever home. We have looked all over Anmore and could not come close to affording any other single-family homes. Since we will be receiving the land from my family this is our only option to afford a home in Anmore, where I grew up. Our only other option to financially afford a home for our future family to grow up in is to move towards the Hope area. This would be absolutely devastating as we would not be able to see our family as much as we do or take care of our aging parents who will need our help in order to stay in their home.

On Thu, Dec 10, 2020 at 1:12 PM Eric White <eric@rwpas.com> wrote:

Hi Tim and Jamie,

The RS-1a zone supports parcels as small as 1/3 acre "in compelling circumstances such as to enhance tree preservation, the provision of public trails or other community benefit."

Please provide your rational for the proposed reduced parcel size.

Thank you,

Eric White
RWPAS Ltd.
eric@rwpas.com
(778)829-4215

From: tim laidler [redacted personal information]**Sent:** December 10, 2020 12:20 PM



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: January 7, 2021

File No. 3360-01

Submitted by: Eric White, RWPAS Ltd.

Subject: 112 Deerview Lane Rezoning Application

Purpose / Introduction

The purpose of this report is to provide Council with the opportunity to refer the rezoning application for 112 Deerview Lane to the Advisory Planning Commission (APC) for review.

Recommended Option

THAT Council refer the rezoning application for 112 Deerview Lane to the advisory Planning Commission for review and report.

Background

The owner's of 112 Deerview Lane submitted an application for rezoning on December 8, 2020 (**Attachment 1**). This property is part of the Klumper CD-2 subdivision. It is likely that most homes in this CD zone have been built to their maximum FAR of 0.2. The applicant seeks an increase in FAR from 0.2 to 0.22 to accommodate an additional bedroom on the second floor of their home.

Other owners in this subdivision may seek similar FAR increases in the future given the floor area constraint.

Due to the unique nature of this rezoning and the minimal impact it will create on the surrounding neighbourhood, staff advised the applicant to submit an incomplete application that omits requirements E – G (Site Plan, Tree and Topographic Survey, and Preliminary Geotechnical Report), none of which will likely be affected by the proposed rezoning. In addition to the rezoning application, staff have received preliminary plans and letters of support from the seven households in the neighbourhood (all included within **Attachments 2 and 3**)

Discussion

The applicant is proposing to renovate their home by building an additional bedroom on the second floor that fits within the proposed FAR increase, with no additional kitchen or bathroom. The new bedroom is intended to be used by a family member currently residing in the existing home. This rezoning/renovation will likely require no additional public infrastructure to service. There are no reasons to oppose this change from a land use planning perspective.

Other Planning Considerations

1. Staff suggests that Council and the APC consider the potential of a similar additional 0.02 FAR for all lots in the CD-2 Klumper subdivision to avoid the potential of a number of similar applications in years to come. There are no Official Community Plan density maximums that are impacted by a small general change to the CD-2 zone.
2. Staff also suggest that Council consider waiving the requirement for a Public Hearing for this rezoning application. Section 464 (2) of the *Local Government Act* allows Council to waive the public hearing requirement if the proposed zoning bylaw is consistent with the community's Official Community Plan (OCP). Staff believe that this application is consistent with the Village of Anmore Official Community Plan Bylaw No. 532-2014 (OCP). Notice requirements are still required to be met (i.e. posting in newspaper and notification to surrounding property owners).

Should Council wish to refer this application to the APC, staff will report back with comments for Council's information and request that they consider giving readings to the zoning bylaw amendment.

Options

1. That Council refer this rezoning application to the Advisory Planning Commission (Recommended);
2. That Council direct staff to alter the rezoning proposal for 112 Deerview Lane; or
3. That Council reject the application.

Financial Implications

There are no financial implications for any of the recommendations since the costs for processing a development application are covered by the fees already paid by the applicant.

Report/Recommendation to Council

112 Deerview Lane Rezoning Application

January 7, 2021

Council Strategic Plan Objectives

Encourage diversity in land use, housing, parks and recreation and innovative infrastructure to meet the changing needs and demographic shifts in the community.

Attachments

1. 112 Deerview Lane Rezoning Application
2. Plans for proposed renovation at 112 Deerview Lane
3. Letters of Support

Prepared by:

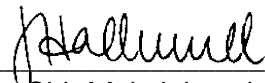


Eric White

RWPAS Ltd, Planning Consultant

Reviewed for Form and Content / Approved for Submission to Council:

Chief Administrative Officer's Comment/Concurrence



Chief Administrative Officer

Attention: Village of Anmore

LETTER OF INTENT

To Whom It May Concern:

Re: Room Addition for 112 Deerview Lane, Anmore, BC V3H0A3

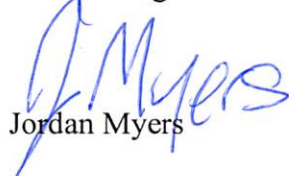
We would like to add another room to the second level of our home for our daughter. This room would be situated at the front of the house and would be used as a bedroom; however, it would not have a bathroom. It would add approximately 100 square feet to our home which is over the allowed zoning for our area. We have three children (13, 11, and 8 years old) and the room would be built for our eldest daughter who is 13. She is currently sleeping in the basement which is not only the coldest and most isolating room in the house; its small window offers very little natural light which is not conducive to her health and happiness. This room would be on same level as the other bedrooms in the home and would be warmer, brighter, and offer her social connectedness with the rest of the family. We would not be increasing the number of people residing in the home; and thereby, this would have no additional impact on the septic system, environment, or the neighbourhood. Our neighbours have all been consulted and have given us full support in this minor renovation (please see attached letters of support). As well, we have had architectural designs completed (a copy has been left at Village of Anmore for your perusal), by Oscar Woodman, the original architect and designer of the house to ensure the exterior of the home will continue to be aesthetically pleasing.

Feel free to contact us should you have further questions or concerns. We thank you in advance for your kind consideration in this matter and look forward to hearing from you soon.

Sincerely,

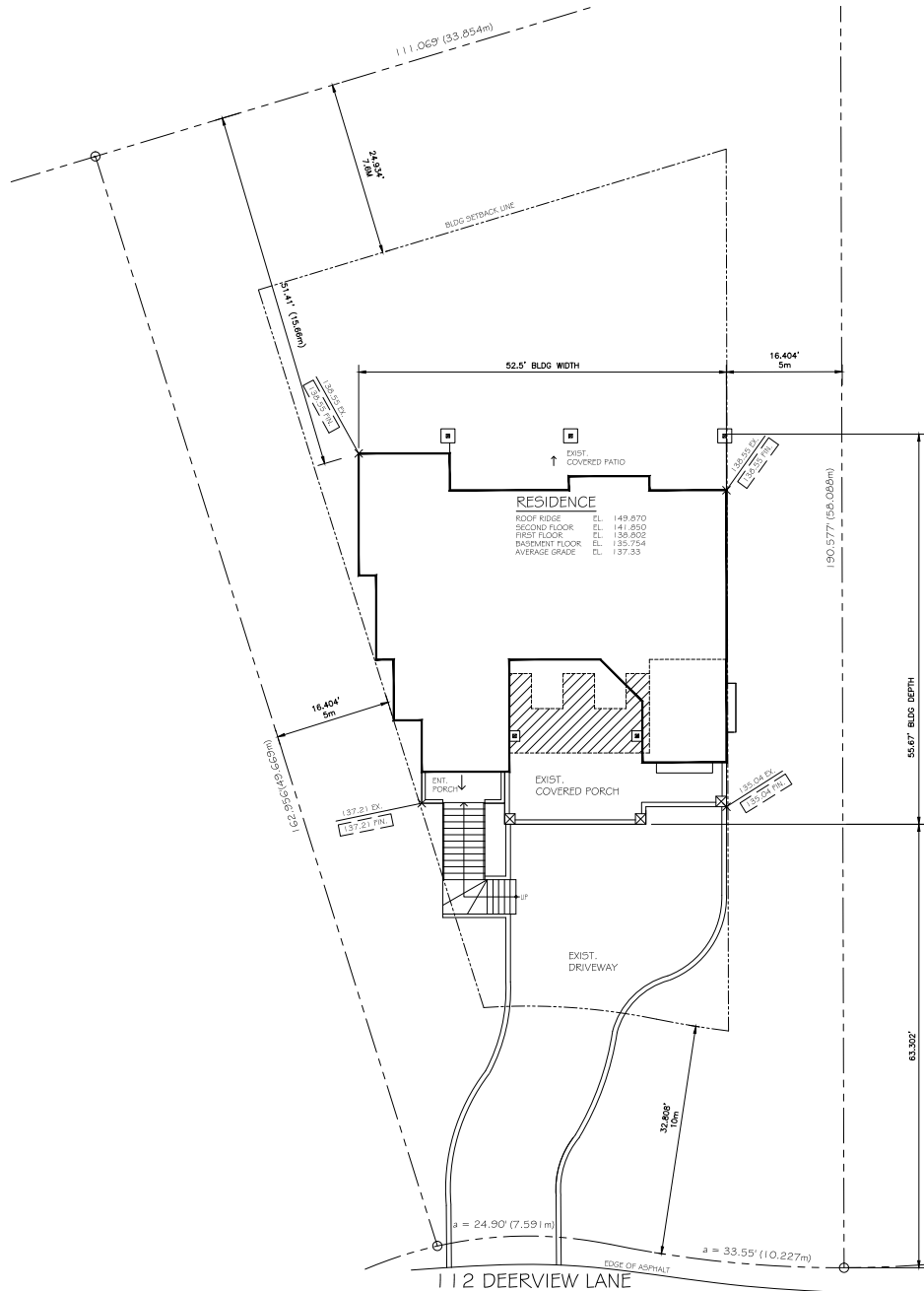


Ardis Krueger



Jordan Myers

ATTACHMENT 2



CIVIC ADDRESS

112 DEERVIEW LANE, ANMORE

LEGAL DESCRIPTION

STRATA LOT 7, SECTION 19, TOWNSHIP 39
NWD, PLAN BCS 1796

ZONING : CD4

LOT AREA : 14533.7 SQ. FT. (1350.2 SQ.M.)

GROSS FLOOR AREA :

PERMITTED 3000 SQ.FT.
ACTUAL 3166 SQ.FT.

LOT COVERAGE :

PERMITTED: 2906.7 SQ.FT. (20%)
ACTUAL: 2446.2 SQ.FT. (EXISTING)

BUILDING HEIGHT :

PERMITTED 32.608' (10.0m)
ACTUAL 32.608' (10.0m) (EXISTING)

FLOOR AREA BREAKDOWN

BASEMENT FLOOR = 1565.00 SQ.FT.
FIRST FLOOR = 1745.00 SQ. FT.
SECOND FLOOR = 1421.00 SQ. FT.
GARAGE FLOOR = 705 SQ.FT.

NOTES:

- DO NOT SCALE DRAWINGS.
- BUILDER IS TO CHECK AND VERIFY ALL DIMENSIONS BEFORE COMMENCING.
- DIMENSIONS ALWAYS TAKE PRECEDENCE OVER SCALED MEASUREMENTS.
- DIMENSIONS ARE TAKEN TO FACE OF STUD AND CONCRETE OF EXTERIOR WALLS AND TO CENTRE OF STUDS OF INTERIOR WALLS UNLESS NOTED OTHERWISE.
- CONSTRUCTION METHODS ARE TO CONFORM TO THOSE PRESCRIBED BY BRITISH COLUMBIA BUILDING CODE 2018 EDITION OF BCBC.
- SURVEY INFORMATION IS SUPPLIED BY OTHERS IN EVENT OF DISCREPANCY BETWEEN THESE DRAWINGS AND THE INFORMATION PROVIDED BY THE SURVEYOR, THE DESIGNER MUST BE NOTIFIED IMMEDIATELY.
- ALL MATERIALS ARE TO BE USED STRICTLY IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS AND RECOMMENDATIONS.
- PROVIDE TEMPORARY DRAINAGE TO KEEP THE SITE AND WORK WATER FREE AND REINSTATE THE SITE UPON COMPLETION.
- FOOTINGS TO EXTEND BELOW FROST PENETRATION AND MUST REST ON SOLID BEARING. THE QUALITY OF BEARING MUST BE CONFIRMED BY THE AUTHORITY HAVING JURISDICTION.
- LEAVE OPENINGS IN FOUNDATION FOR SERVICES REQUIRED.
- EXPOSED SHEET METAL FLASHING SHALL BE 0.013" GALVANIZED STEEL UNLESS OTHERWISE INDICATED.
- SHEET METAL FLASHING SHALL BE INSTALLED OVER EXISTING OPENINGS.
- WOOD MEMBERS IN CONTACT WITH CONCRETE SHALL BE PROTECTED WITH 45# FELT.
- ROOF TRUSSES TO BE DESIGNED BY OTHERS.
- GLAZING WITHIN 12" OF THE FLOOR SHALL BE IN SAFETY GLASS.
- GLASS IN WINDOWS & DOORS TO BE DOUBLE-GLAZED ALL WINDOW FRAMES TO BE THERMALLY BROKEN AND SHALL COMPLY REQUIREMENT OF 2018 BCBC SECTION 9.36.2.1.
- GLASS SIDE LITES & WINDOWS WITHIN 36" OF DOOR LOOKS ARE TO BE SAFETY GLASS.
- GLASS SIZE LITES GREATER THAN 20" IN WIDTH THAT COULD BE MISTAKEN FOR DOORS, TO BE SAFETY GLASS.
- GLASS IN WINDOWS LESS THAN 36" ABOVE FLOOR IS TO BE SAFETY GLASS.
- GLASS IN ENTRANCE, SHOWER AND IN SLIDING DOORS TO BE SAFETY GLASS.
- ALL BATHTUBS TO BE WATERPROOFED TO A MINIMUM HEIGHT 5'-0" ABOVE FLOOR LEVEL.
- ALL EXPOSED METAL (FLASHINGS, VENTS, DOWNSPOUTS, ETC.) SHALL BE PAINTED TO MATCH ADJOINING FINISH AS CLOSELY AS POSSIBLE.
- WOOD FLOORS AND BARGE BOARDS SHALL BE STAINED ON ALL SURFACES, INCLUDING ALL ON-SITES SAW CUT ENDS.
- ENCLOSED ROOF AND ATTIC SPACES SHALL BE VENTED IN ACCORDANCE WITH RELEVANT CODES (NOT LESS THAN 1/300 OF CEILING AREA).
- ROOF VENTS MUST BE UNIFORMLY DISTRIBUTED WITH A MINIMUM OF 25% IN EAVE AND 25% IN ROOF TOP.
- NATURAL VENTILATION OF ENCLOSED CRAWL SPACES SHALL BE PROVIDED IN ACCORDANCE WITH THE RELEVANT CODES (NOT LESS THAN 1/500 OF CRAWL SPACE AREA AND AS EVENLY DISTRIBUTED AS POSSIBLE).
- VAULTED CEILINGS SHALL BE VENTILATED TO 1/150 OF INSULATED CEILING AREA. INSULATION SHALL BE 1" BELOW TOP OF JOISTS.
- CALLS ALL EXTERIOR OPENINGS.
- PLUMBING INSTALLATIONS SHALL BE IN ACCORDANCE WITH B.C.B.C. AND ALL OTHER PLUMBING CODES.
- THE DESIGN AND INSTALLATION OF THE HEATING, VENTILATION & AIR CONDITIONING SYSTEMS SHALL BE IN ACCORDANCE WITH B.C.B.C. AND SHALL BE OTHER TYPE NOTED ON THE DRAWINGS AND SHALL COMPLY WITH THE REQUIREMENTS OF 2018 BCBC SECTION 9.36.3.
- THE ELECTRICAL INSTALLATION SHALL BE IN ACCORDANCE WITH THE B.C.B.C. AND ALL APPLICABLE CODES.
- THE BOTTOM OF AN OPENING WINDOW IN A BEDROOM IS NOT TO EXCEED 4'-11" ABOVE THE FLOOR LEVEL AND HAVE A MINIMUM OPENING DIMENSIONS OF 15" WITH AN AREA OF 3.75 SQ. FT.
- HANDRAIL ACTING AS A GUARD IS TO BE BETWEEN 36" AND 38".
- WATERPROOF WALLBOARD REQUIRED AS TILE BASE AROUND TUBS AND SHOWERS. #9.25.1.3 (2).
- R-12 RIGID INSULATION UNDER ENTIRE SLAB WITH RADIANT HEAT. NO MEMBERS FACILITATING CLIMBING PERMITTED FROM 4" TO 36" ABOVE THE FLOOR OR WALKING SURFACE (ALL GUARDS).
- MINIMUM 4" OPENING IN ALL STAIR DECK AND BALCONY GUARDS (INTERIOR & EXTERIOR). EXCEPT SPACE BETWEEN BOTTOM RAIL AND STAIR TREAD.
- PROVIDE 6" CLEARANCE BETWEEN SPACE AND SIDING.
- WALL TIES FOR MASONRY REQUIRED IN CONFORMANCE WITH #9.20.9.
- A.B.C.B.C.
- REVIEW STANDARDS FOR DWELLING SECURITY AS OUTLINED IN #9.6.6. B.C.B.C.
- N.R.P. HINGES REQUIRED FOR OUT SWINGING EXTERIOR DOORS.
- SPRINKLER SYSTEM TO BE DESIGNED, CONSTRUCTED, INSTALLED AND TESTED IN CONFORMANCE WITH NFPA 13D. INSTALLATION OF SPRINKLER SYSTEM RESIDENTIAL OCCUPANCIES.
- INSULATION WHERE SUBJECT TO MECHANICAL DAMAGE TO BE COVERED AS PER B.C.B.C. #9.25.1.3 (2).
- UNIFORM OR EQUAL REQUIRED TO BATHROOM FLOORS.
- CONTINUOUS OR INTERMITTENT EXHAUST FANS TO ALL BATHROOMS AND KITCHENS.
- ONE HARD WIRE-SMOKE ALARM REQUIRED PER FLOOR. ALL SMOKE ALARMS TO BE INTERCONNECTED.
- SMOKE ALARMS REQUIRED ON EVERY FLOOR LEVEL WITHIN 5.0m OF BEDROOM DOOR AND 15.0m OF EACH OTHER.
- A 5B A.B.C. DRY CHEMICAL FIRE EXTINGUISHER IS REQUIRED NEAR THE KITCHEN.
- SECURE HOT WATER TANK TO PREVENT OVERTURNING.
- ALL NEW DOORS AND WINDOWS AND THEIR INSTALLATION SHALL COMPLY WITH NEW HANS STANDARDS AND SPECIFICATIONS. SEE 7.4 OF THE 2018 BCBC.
- THE LEAKAGE OF AIR INTO AND OUT OF CONDITIONED SPACES SHALL BE CONTROLLED BY CONSTRUCTING A CONTINUOUS AIR BARRIER SYSTEM AS SPECIFIED IN 2018 BCBC 3.36.2.9.
- CONSTRUCTION OF AIR BARRIER DETAILS SHALL COMPLY WITH 2018 BCBC 3.36.2.10.
- SERVICE WATER HEATING SYSTEMS SHALL COMPLY WITH 2012 BCBC 9.36.4.
- MECHANICAL, ELECTRICAL AND PLUMBING COMPONENTS PLACED WITHIN AN EXTERIOR WALL MUST BE INSULATED RISING TO THE EFFECTIVE THERMAL RESISTANCE SPECIFIED IN SECTION 9.36.2.6. AND 9.36.2.2.
- WALLS AND CEILING SEPARATING CONDITIONED SPACES FROM ATTACHED GARAGE ARE TO COMPLY WITH EFFECT THERMAL RESISTANCE MINIMUMS AS SPECIFIED IN SECTION 9.36.2.6. AND 9.36.2.2. (EVEN IF GARAGE IS HEATED AND INSULATED.)



project title
RESIDENCE - MYERS
PROPOSED SECOND
FLOOR ADDITION

112 DEERVIEW LANE,
ANMORE, BC
sheet title
SITE PLAN

issued: Aug. 21/2019
date: Aug. '19 issue: revision
job no.
drawn ed chkd. oscar
scale: 1/8" = 1'-0"
sheet no.

A 1
of
6

Attention: Village of Anmore

This letter is to confirm that I support the proposed home renovation by Jordan and Ardis Myers, Owners of 112 Deerview Lane. I have reviewed the plans and I approve.

Name: Jason & Tara Green

Address: 120 Deerview Lane

Phone: redacted personal
information

Signature: Tara Green

Date: November 23, 2020

Attention: Village of Anmore

This letter is to confirm that I support the proposed home renovation by Jordan and Ardis Myers, Owners of 112 Deerview Lane. I have reviewed the plans and I approve.

Name: Matthew Safari

Address: 132 Deerview Lane

Phone: redacted personal
information

Signature: *Matthew Safari*

Date: 11/16/2020

November 16, 2020

Jack Cunha
124 Deerview Lane
Anmore, BC V3H 0A3

Attention: Village of Anmore

Dear sir / madam:

This letter is to confirm that I support the proposed home renovation by Jordan and Ardis Myers, owners of 112 Deerview Lane. I have reviewed the plans and approve.

Regards,

redacted personal information

Jack Cunha

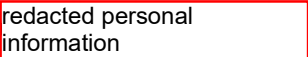
Phone: redacted personal
information

Attention: Village of Anmore

This letter is to confirm that I support the proposed home renovation by Jordan and Ardis Myers, Owners of 112 Deerview Lane. I have reviewed the plans and I approve.

Name: Wayne Keiser

Address: 136 Deerview Lane, Anmore BC

Phone:  redacted personal information

Signature 

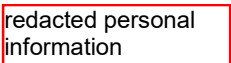
Date: November 16, 2020

Attention: Village of Anmore

This letter is to confirm that I support the proposed home renovation by Jordan and Ardis Myers, Owners of 112 Deerview Lane. I have reviewed the plans and I approve.

Name: Ginger and Feisal Nasser

Address: 108 Deerview Lane, Anmore

Phone:  redacted personal information

Signature 

Date: November 24, 2020



Done

renovationletter



Attention: Village of Anmore

This letter is to confirm that I support the proposed home renovation by Jordan and Ardis Myers, Owners of 112 Deerview Lane. I have reviewed the plans and I approve.

Name: Rick & Tracy Jarnell

Address: 104 Deerview Lane

Phone: redacted personal information

Signature:

Date: 24Nov20

redacted personal information

Dr Ardis Krueger

From: Ardis Krueger
Sent: November 25, 2020 9:48 AM
To: Ardis Krueger

redacted personal
information

Follow Up Flag: Flag for follow up

Attention: Village of Anmore

This letter is to confirm that I support the proposed home renovation by Jordan and Ardis Myers, Owners of 112 Deerview Lane. I have reviewed the plans and I approve.

Name: Haijun Jin
Address: 128 Deerview Lane, Anmore, BC
Phone: redacted personal
Signature: information
Date: Nov 22, 2020