

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



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
- 1st 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:

C. MILLOY

Christine Milloy
Manager of Corporate Services

Approved:

S. HAWBOLT

Steve Hawbolt
Chair, Advisory Planning Commission