

ADVISORY PLANNING COMMISSION – MINUTES



Minutes of the Advisory Planning Commission Meeting held on Tuesday, January 16, 2024 at 6:00 p.m. in Council Chambers at the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC.

MEMBERS PRESENT

John Burgess
Fiona Cherry
Tony Barone
Olen Vanderleeden
Darren Smurthwaite
Denny Arsene
Peter Ludeman

MEMBERS ABSENT

OTHERS PRESENT

Mayor John McEwen, Council Liaison
Chris Boit, Manager of Development Services
Rhonda Schell, Manager of Corporate Services

1. Call to Order

The Corporate Officer called the meeting to order at 6:00 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

THAT the Agenda be approved as amended, to move item 6 c to 6 a.

Carried Unanimously

3. Minutes

(a) Minutes of the Advisory Planning Commission meeting held on February 21, 2023

It was MOVED and SECONDED:

That the Minutes of the Advisory Planning Commission meeting held on February 21, 2023 be adopted, as circulated.

Carried Unanimously

4. Business Arising from the Minutes

None

5. Unfinished Business

None

6. New Business**(c) Appointment of Chair and Vice-Chair**

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

It was MOVED and SECONDED:

THAT John Burgess be appointed Chair of the Advisory Planning Commission for the term ending January 2026.

Carried Unanimously

It was MOVED and SECONDED:

THAT Tony Barone be appointed Vice Chair of the Advisory Planning Commission for the term ending January 2026.

Carried Unanimously

Chair John Burgess began chairing the meeting.

(a) Welcome and Introductions

Chair Burgess lead a roundtable of welcomes and introductions.

(b) Functions of the Advisory Planning Commission

The Manager of Corporate Services provided an orientation including overview of APC roles, responsibilities, Terms of Reference, and legislation.

(d) Establish Meeting Schedule

It was MOVED and SECONDED:

THAT the Advisory Planning Commission meetings be scheduled, as required, or at the call of the Chair and start at 6pm.

Carried Unanimously

(e) Zoning Bylaw Update – Coach House

Manager of Development Services provided an overview of the report to Council dated October 20, 2023.

Discussion points included:

- Definitions in the Zoning Bylaw
- Upcoming housing legislation
- Regulation of parking
- Septic overload
- Basements
- Defining setbacks and floor area ratio to determine where a coach house can be built on a property
- Options to relax setbacks for environmental considerations
- Height, size, design elements, occupancy and use of coach houses
- Updates to the Tree Bylaw
- What zones should have coach houses or secondary suites

It was MOVED and SECONDED:

THAT the Advisory Planning Commission schedule another meeting for more in-depth discussion before providing a recommendation to Council on the Zoning Bylaw Update – Coach House report dated October 20, 2023.

Carried Unanimously

7. Adjournment

It was MOVED and SECONDED:

That the meeting be adjourned at 8:29 p.m.

Carried Unanimously

“Rhonda Schell”

Rhonda Schell
Corporate Officer

“John Burgess”

John Burgess
Chair