



# AGENDA

## Community Planning Advisory Committee

Wednesday, July 3, 2019 at 7:00 p.m.  
Council Chambers, City Hall

***Mandate:*** *The mandate of the committee is to provide feedback to applicants and advice to Council on land use applications, policies, regulations and initiatives referred either directly by Council or through the Development Approval Procedures Bylaw.*

1. WELCOME, INTRODUCTION & ORIENTATION
2. ELECTION OF CHAIR
3. AGENDA APPROVAL
4. COUNCIL REFERRALS
  - a. Zoning Bylaw Amendment Application 3360-19-05\*  
1134 Trans Canada Highway
  - b. Zoning Bylaw Amendment application 3360-19-06\*  
341 Dogwood Drive
5. NEW BUSINESS  
None.
6. MONTHLY BRIEFING  
(Lisa Brinkman)
7. NEXT MEETING - TBD
8. ADJOURNMENT

\*Attachments



**STAFF REPORT TO CPAC**

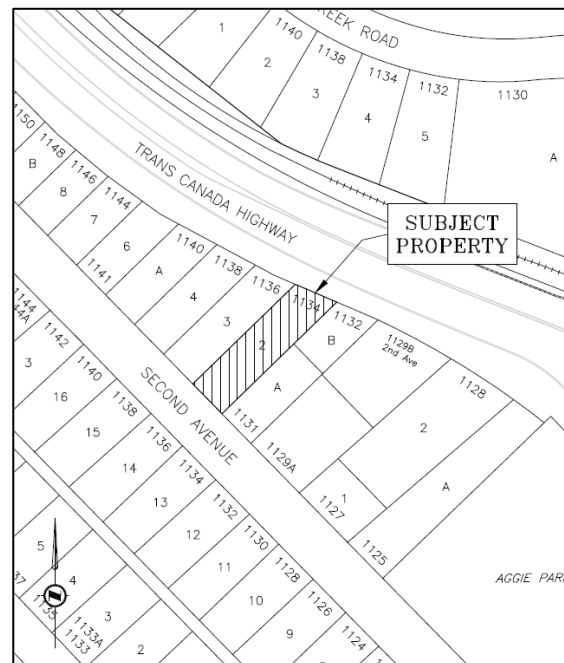
**Report Prepared By:** Lisa Brinkman, Senior Planner  
**Date:** June 25, 2019  
**Meeting Date:** July 3, 2019  
**File No:** 3360-19-05  
**RE:** Zoning Amendment Application – 1134 Trans Canada Hwy.

**PURPOSE:**

The purpose of this staff report is to introduce an application to amend the Zoning Bylaw for the property at 1134 Trans Canada Hwy. Council is seeking the Community Planning Advisory Committee's (CPAC) comments regarding the proposal.

**INTRODUCTION/BACKGROUND:**

An application has been received from Lorne and Verna Hastings to amend the Zoning Bylaw to allow a licenced childcare facility, as a principle use, to be located at 1134 Trans Canada Hwy. The property is 1,380m<sup>2</sup> (14,854ft<sup>2</sup>) in size and is currently accessed from both Second Avenue and the Trans Canada Highway. See attached survey Plan 7217 of the property. The property contains two level parking areas, and one vacant building that was recently updated with exterior and interior improvements.

**DISCUSSION:**

The Official Community Plan (OCP) designates the subject property as 'Multi-Family Residential', indicating that in the long term a multi-family use is preferred for the property. Several properties in the area, between Second Avenue and the Trans Canada Highway, are designated 'Multi-Family Residential', and have been re-developed with townhouses. The OCP also supports multi-family units being located adjacent to services such as schools and daycares. The applicant is proposing to utilize the existing building on the property for a child care facility.

The property is zoned 'Old Town Residential' (R-2). The R-2 zone allows for single unit and two unit dwellings. The applicant is requesting a site specific amendment to the R-2 zone to add 'licenced child care facility' as a permitted principle use at 1134 Trans Canada Hwy. The facility would provide child care for infants, toddlers, preschool children, as well as before and after school care. The child care facility is expected to operate Monday to Friday, 7am to 6pm. The multi-age program would have 8 children each day. The before and after school care program would have 15-20 children each day. Three to four employees would be onsite each day.



Photo 1: Existing building on the subject property at 1134 Trans Canada Highway.

It is expected that improvements to the building and the site would be required to address the *Child Care Licensing Regulation* requirements. Childcare facilities are regulated by the *Provincial Child Care Licensing Regulation*, which includes requirements for:

- the maximum number of children permitted in each age group;
- minimum areas for outdoor play spaces for each age group;
- safety standards (including fire safety); and
- washroom facilities.

Currently there is space for at least eight parking spaces onsite, which would meet the minimum Zoning Bylaw parking requirements. If the child care facility use is supported, it is recommended that no subdivision of the property be permitted while it is used as a child care facility; and that the child care facility use be limited to one building.

The proposed Zoning Amendment has been referred to the Ministry of Transportation and Infrastructure to review the existing highway driveway access. Also, the applicant is retaining the services of a geotechnical engineer to review the retaining walls onsite to ensure the property is safe for the proposed childcare facility.

Table 1: Application Summary (3360-19-05) 1134 Trans Canada Hwy.

	Current	Proposed
<b>Official Community Plan</b>	Multi-Family Residential	Multi-Family Residential
<b>Development Permit Area</b>	Multi-Unit Residential (DPA 4)	Multi-Unit Residential (DPA 4)
<b>Zoning Bylaw</b>	Old Town Residential (R-2)	Old Town Residential (R-2) with a site specific amendment to permit a licenced child care facility as a principal use.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

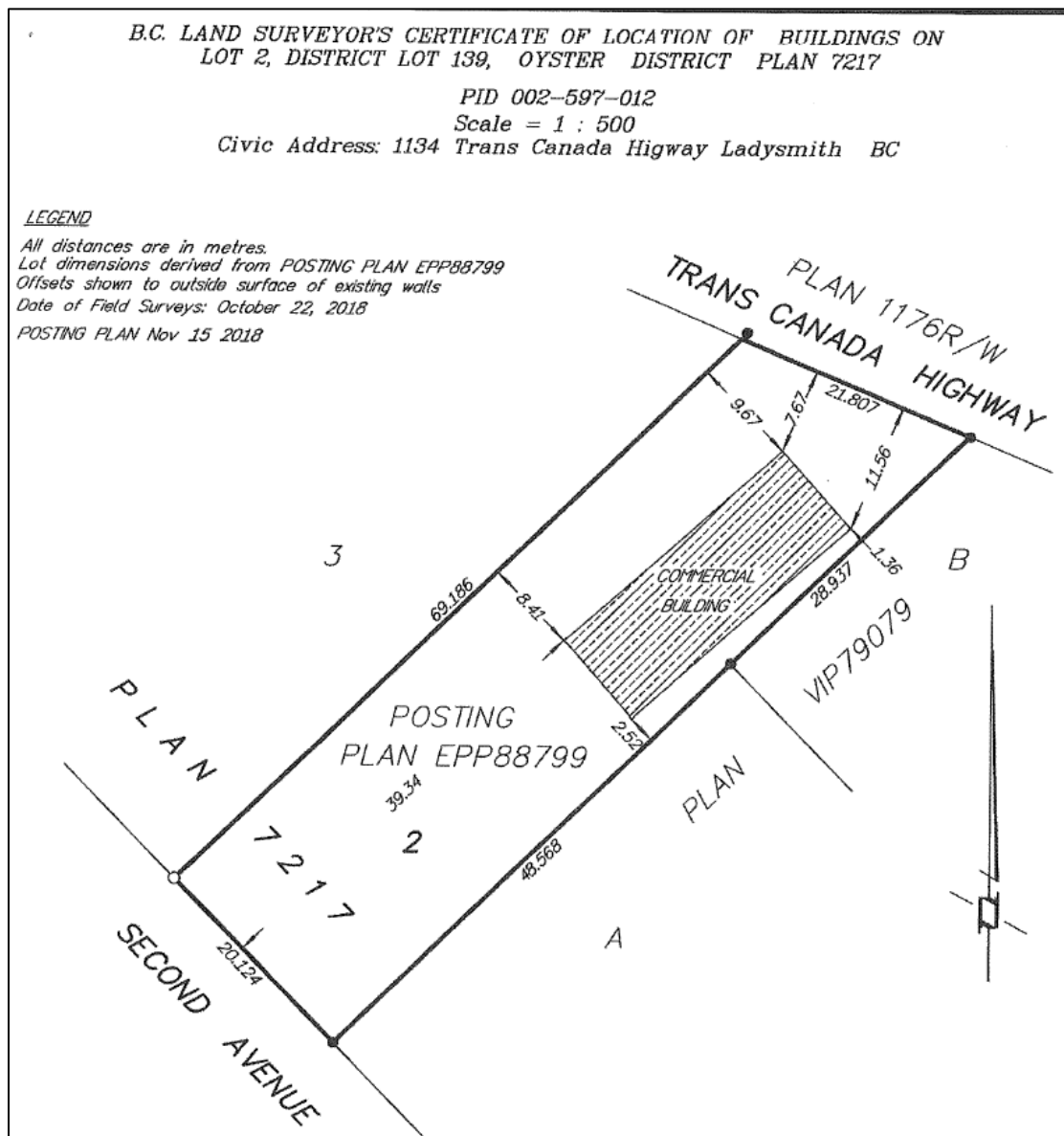
The Director of Parks Recreation and Culture has been involved in a regional study to review child care spaces. While the results of the study are not yet available, it is clear that there is a need for new child care spaces in the community.

**SUMMARY:**

An application has been received to amend the Zoning Bylaw to permit a licenced child care facility as a principle use at 1134 Trans Canada Hwy. Council is seeking the CPAC's comments regarding the proposal.

**ATTACHMENT:**

Survey Plan 7217





**STAFF REPORT TO CPAC**

Report Prepared By: Lisa Brinkman, Senior Planner  
 Date: June 27, 2019  
 Meeting Date: July 3, 2019  
 File No: 3360-19-06  
 RE: Rezoning Application – 341 Dogwood Drive

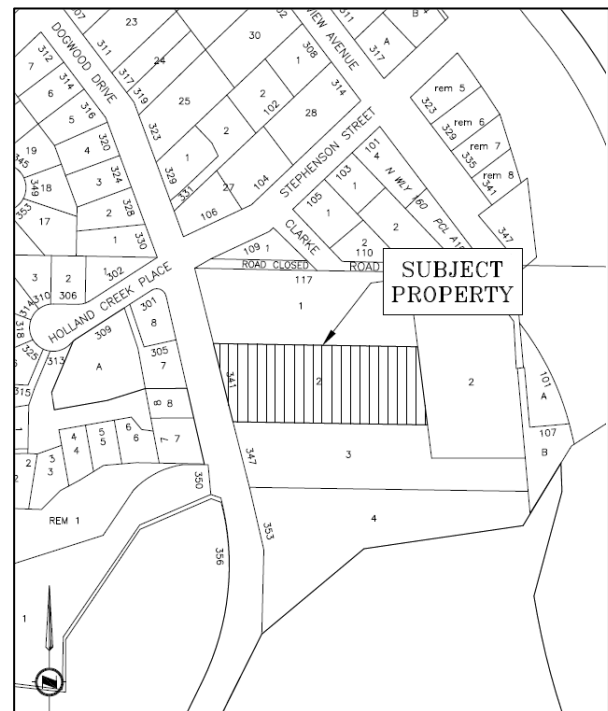
**PURPOSE:**

The purpose of this staff report is to introduce an application to amend the Zoning Bylaw to permit a coach house dwelling at 341 Dogwood Drive. Council is seeking the Community Planning Advisory Committee (CPAC) comments on the proposal.

**INTRODUCTION/BACKGROUND:**

An application has been received from Tara Laffin to amend the Zoning Bylaw to permit a coach house dwelling as an accessory use at 341 Dogwood Drive. The subject property is zoned Single Dwelling Residential (R-1) and coach house use is not permitted in this zone.

The property is 0.6 hectares (1.5 acres) in size and contains one dwelling and a detached garage. The coach house is proposed to be constructed as a second storey to the existing garage. See Figure 1-3 photos and site plan. The coach house is proposed to be 7m (23ft) in height, 86m<sup>2</sup> (936ft<sup>2</sup>) in size, and contain a covered balcony 40m<sup>2</sup> (432ft<sup>2</sup>) in size. The balcony will not face the north side lot line (see Figure 4: proposed subdivision 117 Clarke Rd.). The intention is that the applicant's parents would live in the coach house.



Note that the Development Permit regulations state that a development permit is not required for a coach house on a parcel 0.4 hectares in size or larger. A building permit would be required for the construction of the coach house dwelling.

Table 1 provides a summary of the proposed bylaw amendments. The regulations for a two storey coach house in the 'Old Town Residential (R-2) Zone' are that it can be a maximum of 6.6 metres in height, 60m<sup>2</sup> in size, must be in the rear yard, and the maximum size of balcony is 2.9m<sup>2</sup>. These regulations are specific for coach houses in the old town area. The applicant is proposing a coach house 7m in height, 86m<sup>2</sup> in size, with a balcony 40m<sup>2</sup>.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The proposal has been referred to Infrastructure Services for review and comment. For safety reasons it is recommended that the driveway access to the subject property be from the new road at 117 Clarke Road, and that the Dogwood Dr. driveway access be closed as a condition of this rezoning application.

**SUMMARY:**

An application has been received to amend the Zoning Bylaw to permit coach house dwelling as an accessory use at 341 Dogwood Drive. Council is seeking the Community Planning Advisory Committee (CPAC) comments on the proposal.

**Table 1: Application Summary – 341 Dogwood Drive**

	<b>Current</b>	<b>Proposed</b>
<b>OCP</b>	Single Family Residential	Single Family Residential
<b>Development Permit Area</b>	none	none
<b>Zoning</b>	Single Dwelling Residential (R-1)	Single Dwelling Residential (R-1) with a site specific regulation to permit a coach house dwelling as an accessory use at 341 Dogwood Drive.
<b>Coach House Regulations (Zoning Bylaw Section 6.5)</b>	<ul style="list-style-type: none"> <li>• 60m<sup>2</sup> maximum floor area</li> <li>• 6.6m maximum height with pitched roof and dwelling on second storey.</li> <li>• Shall be located in rear yard.</li> <li>• Maximum size for upper level balcony 2.9m<sup>2</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• 86m<sup>2</sup> maximum floor area</li> <li>• 7m maximum height with pitched roof and dwelling on second storey.</li> <li>• Not required to be in rear yard.</li> <li>• Maximum size for upper level balcony 40m<sup>2</sup> and the balcony may not face the north side lot line.</li> </ul>



**Figure 1: Existing garage - 341 Dogwood Dr.**



**Figure 2: Existing house - 341 Dogwood Dr.**



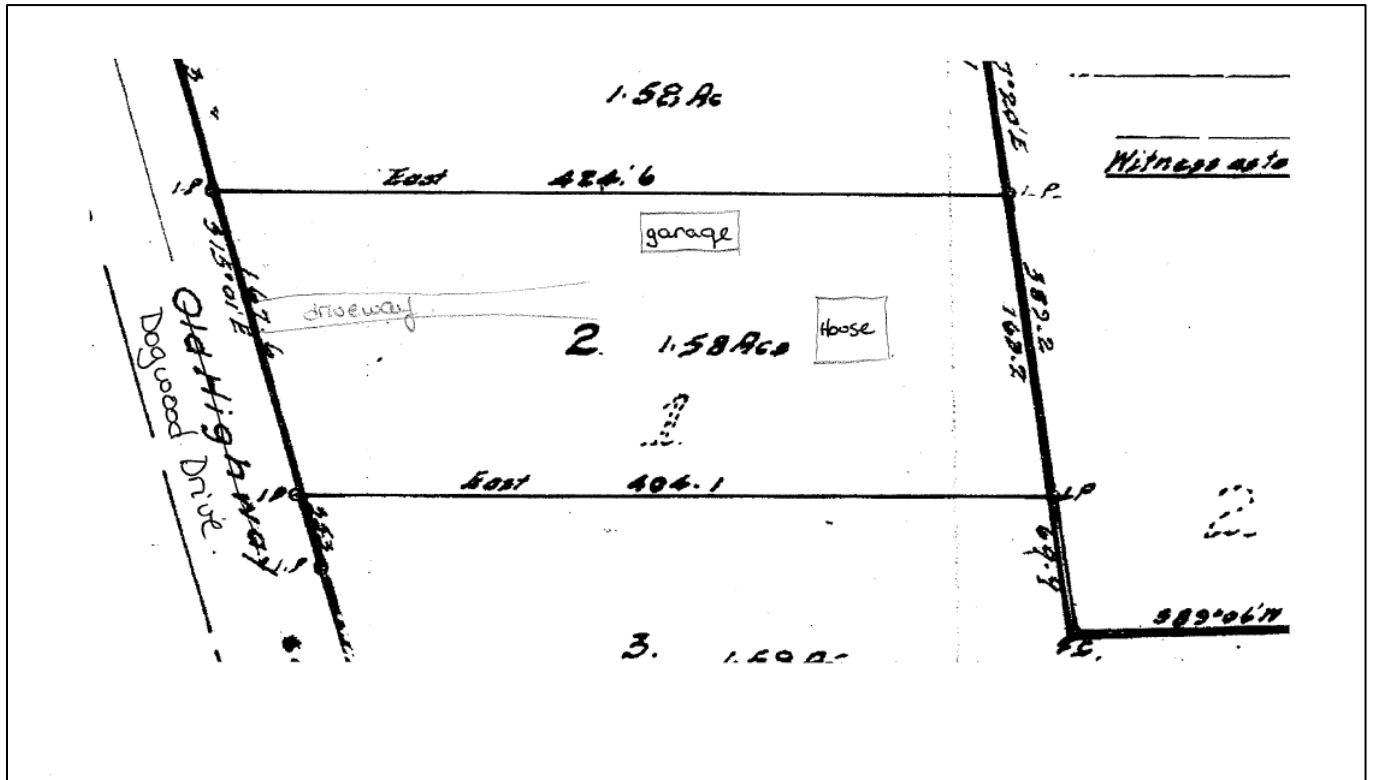


Figure 3: Site Plan for 341 Dogwood Drive (not to scale)

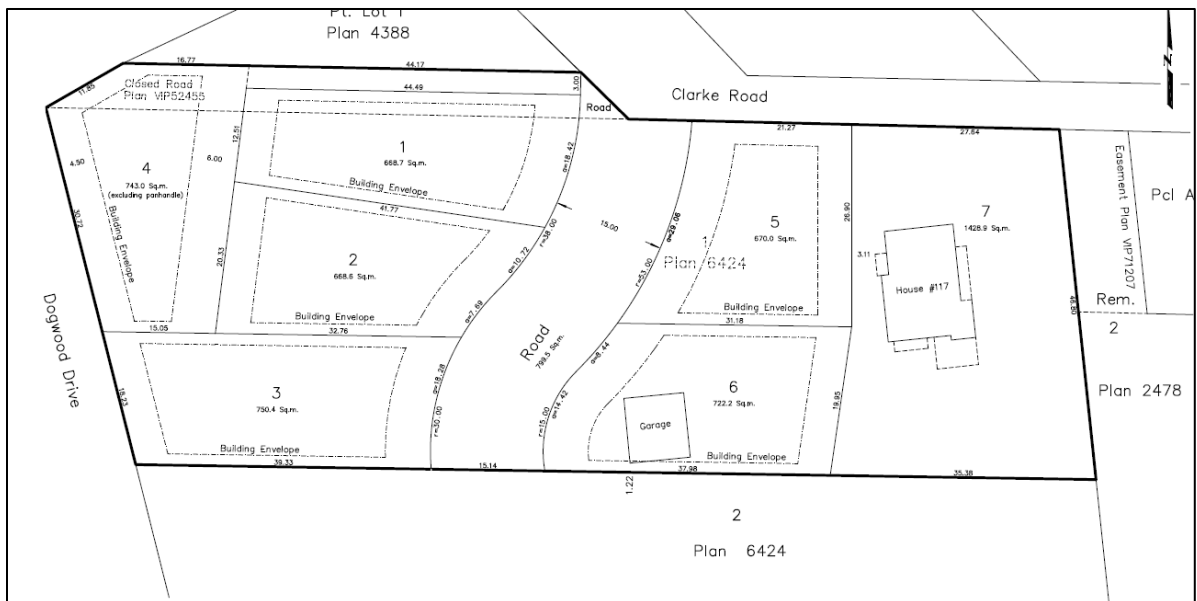


Figure 4: Proposed subdivision for 117 Clarke Rd., which is the property to the north of 341 Dogwood Drive