

Corporation of the Village of Cumberland

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Homelessness and Affordable Housing Select Committee Agenda

March 14, 2018 at 9 am
Council Chambers

1. **Approval of Agenda**
2. **Adoption of Minutes**
 - 2.1 February 21, 2018..... 1
3. **Delegations**
 - 3.1 Wayne Rideout, Rideout Construction; Development Permit and Development Variance Permit Application for 2727 Dunsmuir Avenue
4. **Unfinished Business**
5. **New Business**
 - 5.1 Draft Homelessness Response Protocol Policy..... separate package
 - Members to note any immediate concerns and feedback
 - Review at April Committee meeting to consider recommendations to Council
 - 5.2 Rideout Construction; Development Permit and Development Variance Permit Application for 2727 Dunsmuir Avenue..... 4
 - 5.3 Reports from Committee members
 - 5.4 Membership on the Committee 38
 - Council has asked that members of the Homelessness and Affordable Housing Committee choose to sit on the Committee or on the Cumberland Community Housing Society Board, but not both
 - Draft Mandate of the CCHS (for reference only):

The Cumberland Community Housing Society (CCHS) exists to work with the community of Cumberland, its municipal government, other agencies and the private sector to help facilitate as well as implement the

development of affordable housing in the Village of Cumberland. The CCHS will regularly engage with and inform the residents of Cumberland around local affordable housing issues, plans and progress of the CCHS's efforts and opportunities for public involvement in the CCHS's activities.

The CCHS endorses the Village of Cumberland's 2016 *Affordable Housing Implementation Framework* and will, whenever possible, support initiatives to implement this framework. The CCHS will be available to consult with the Village on the development of ongoing housing policy and bylaws.

The CCHS will advocate for those with affordable housing challenges.

The CCHS will seek funding and development partners to work with in order to achieve its goals. The organization will welcome innovative solutions to funding and development.

The CCHS will advocate for those with affordable housing challenges.

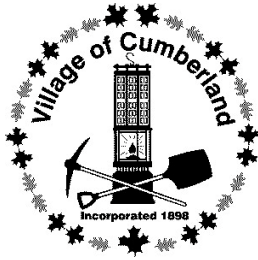
The CCHS will seek funding and development partners to work with in order to achieve its goals. The organization will welcome innovative solutions to funding and development.

- 5.5 RENT Conference (Regional Education, Networking & Tradeshow), April 12, 2018, Crown Isle Resort, Early Bird Registration by March 23, 2018, Confirm attendees & workshops, \$99 registration per person. 41

6. Upcoming meetings

- 6.1 April 11, 2018 from 9 am to 11am

7. Adjournment



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Homelessness and Affordable Housing Select Committee Minutes

February 21, 2018 at 9 am
Council Chambers

Members Present:

Roger Albert, Chair
Kathy Duperron, Vice-Chair
Ian Cooper
Bobby Herron
Councillor Jesse Ketler

Staff:

Rachel Parker, Deputy Corporate Officer

Regrets: Mark Fortin, Elaine Julian

Mr. Albert called the meeting to order at 9:00 am.

1. Approval of Agenda

Duperron/Cooper: THAT the Committee approve the agenda with the Committee member reports changed to item 3.

Carried

2. Adoption of Minutes

Duperron/Herron: THAT the Committee adopt the minutes of January 17, 2018.

Carried

3. Reports from Committee members

Mr. Cooper reported on the open house for the development permit application and development variance application for 2727 Dunsmuir Avenue (Rideout Construction) and questioned why the development was not referred to the Committee.

Discussion took place on a policy to direct staff to encourage developers to meet with the Committee to explore avenues to provide affordable housing and affordable housing agreements. Discussion also took place on reconsidering the creation of content for a brochure in 2018 to identify developer opportunities for innovation in multi-family developments.

Mr. Cooper further reported on the John Howard Society's 10-bed youth transition housing project.

Ms. Duperron reported that arrangements have been made to participate in the Point in Time Council on March 7, 2018 from 2 to 4 pm at Tarbell's Café. Posters will be distributed.

Mr. Herron reported that the process to register the name Cumberland Community Housing Society is underway with the BC societies registrar. He is seeking volunteers to sit as directors. Mr. Herron further reported on a meeting with Island Health Board on the Island Health lots on Second Street and suggested a role for the new Cumberland Community Housing Society to support a supportive housing project.

Councillor Ketler reported on the submission of a resolution to the Association of Vancouver Island and Coastal Communities conference on social assistance support continuity for housing.

4. Unfinished Business

- 4.1 Continuation of Committee: The continuation of the Committee with a new scope of work was received.
- 4.2 Leisure Access Program: This update was received.
- 4.3 2018 Budget Update: The budget update was received.
- 4.4 Resolution to Association of Vancouver Island Coastal Communities (AVICC), Councillor Ketler update: Received under item 3
- 4.45 Point in Time Count on Wednesday, March 7th, 2018: Received under item 3

5. New Business

- 5.1 Explore establishment and Funding of Housing Corporation / Cumberland Community Housing Society

Further discussion took place on exploring seed funding, operating funding, and project funding; defining the mandate and structure of the new society; to contact the BC Not-for-Profit Housing Association for funding opportunities and guidance.

Discussion also took place on exploring development application fees to a land bank fund, development cost charges reduction, fees or taxes, corporate donations and social procurement, amenity funds, and establishment of an affordable housing reserve fund.

Duperron/Herron: That the Committee explore funding contributions to and the establishment of an affordable housing reserve fund.

Carried

5.2 Homelessness Protocols: To be presented at the next meeting.

5.3 Discussion took place on recruitment of new members.

6. Upcoming meetings

6.1 Members agreed to possibly change the next regular meeting from March 21, 2018 to March 14, 2018, which will be confirmed.

7. Adjournment

Ketler/Duperron: The meeting was adjourned at 11:05pm.

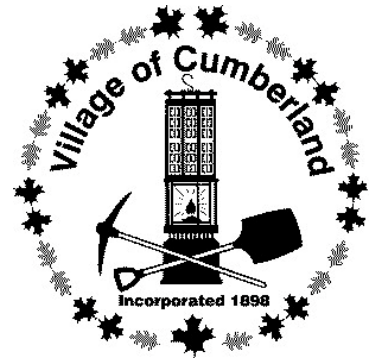
Carried

Certified Correct:

Chair

Deputy Corporate Officer

COUNCIL REPORT



REPORT DATE: March 8, 2018
MEETING DATE: March 14, 2018

TO: Homelessness and Affordable Housing Committee
FROM: Rachel Parker, Deputy Corporate Officer
SUBJECT: Development Variance Permit Application, 2727 Dunsmuir Avenue

Summary

Council has referred the Development Variance Permit application for 2727 Dunsmuir Avenue to Committee. Attached is the staff report providing background information on the application.

The variance request is summarized as:

Required parking spaces:	37 space, plus loading space
Requested variance:	30 spaces, plus loading space
Proposed to be provided:	7 spaces

Please note that a variance for all parking requirements is not able to be met onsite is not supported by staff, except for the loading space.

Background

Upon the completion of the Affordable Housing Implementation Framework in 2016, the Committee made recommendation to Council in August 2017 to

1. THAT the Committee recommend to Council that Council review development cost charges (DCCs) for duplexes and multi-family housing to ensure that the cost of DCCs do not disincentivize building those kinds of housing.
2. THAT the Committee recommend to Council that Council consider endorsing the municipal affordable housing incentive of reduced parking requirements for affordable housing, without reducing any requirement for accessible parking.
3. THAT the Committee recommend to Council that Council consider endorsing the municipal affordable housing incentive of prioritizing multi-family development applications that contain a minimum level of affordable housing.
4. THAT the Committee recommend to Council that Council consider endorsing the municipal affordable housing incentive of tax exemptions for new affordable housing developments by developing a process for non-profit affordable housing developers to apply for tax exemptions or grants.

After considering the staff report of August 25, 2017, Council resolved to direct staff to proceed with the prioritization of development applications that include affordable housing, and a full

development cost charges review. At that time, Council did not “endorse the municipal affordable housing incentive of reduced parking requirements for affordable housing, without reducing any requirement for accessible parking”.

Development Variance Application, 2727 Dunsmuir - Referrals

ON March 5, 2018, the Heritage Commission adopted the following motion:

THAT the Heritage Commission supports the requested 30 parking space variance (2018-01 DVP for 2727 Dunsmuir Avenue) for parking and recommends to Council that the parking variance be granted.

On March 6, 2018, the Advisory Planning Commission adopted the following motions:

THAT the Advisory Planning Commission recommends to Council that with regard to the application 2018-01-HAP & DVP for property described as Lot B, Block 7, District Lot 21, Plan 522 (2727 Dunsmuir Avenue) they recommend that the requirements be varied to require 23 vehicle spaces in total, the developer is prepared to install 7 spaces, so payment of cash-in-lieu for a total of vehicle 16 vehicle spaces, the actual amount to be determined by staff.

THAT the Advisory Planning Commission recommends to Council that with regard to the application 2018-01-HAP & DVP for property described as Lot B, Block 7, District Lot 21, Plan 522 (2727 Dunsmuir Avenue) they recommend that the requirement for a loading zone be varied from 1 to 0 for this development.

Below is a summary of the required parking, applicant proposal, and recommendations from staff, the Heritage Commission and the Advisory Planning Commission:

	Required by bylaw:	Proposed by applicant:	Staff rec:	Heritage Comm rec:	APC rec
Parking spaces provided	37 spaces, plus loading space	7 spaces	37 spaces	7 spaces	23 spaces = 7 spaces provided + payment of cash in lieu for 16 spaces
Not required/ variance		30 spaces; loading space	loading space	30 spaces, loading space	14 spaces, loading space

Attachments:

1. *Affordable Housing Implementation Framework*, Section 4.3: Strategic Actions
2. *Affordable Housing Implementation Framework*, Section 4.1: Discussion of Primary Areas for Action to Create Housing Affordability
3. Staff report March 2, 2018: Heritage Alteration & Development Variance Permit –2727 Dunsmuir Avenue

4.3. Strategic Actions for the Village of Cumberland

Municipalities can pursue a range of measures to support housing affordability. These range from direct incentives or regulations to softer education tools and facilitation measures as shown in section 2.3 (F.I.R.E). The following is an overview in order of priority of all suggested actions. **Impact Potential** refers to the relative ability to create housing units that are affordable relative to other measures presented.

The **Implementation Period** refers to the potential for **immediate** implementation (until February 2017), **short-term** (until summer 2017), **medium-term** (Summer 2018) and **long-term** (after 2018).

#	Strategic Action	Municipal Role	Impact Potential	Period	Priority Area			
					Capacity	Rental	Supp./Transit.	Ownership
1	Approve affordable housing framework	n/a	n/a	Immediate	X			
<i>The Village has to approve or amend the Housing Implementation Framework.</i>								
2	Establish Longer-term Housing Committee or Coordinator	Facilitate	n/a	Immediate	X			
<i>To coordinate the implementation of the framework, the Housing Committee has to be established as a longer-term body. This could be supported through a designated coordinator who would continue to guide the work of the Committee and facilitate the partnerships outlined in the strategic actions below. Resource availability and lines of communication and accountability have to be established through the Terms of Reference.</i>								
3	Agree on incentives/resources the Village is willing to contribute to an affordable housing development	Incentivize	High	Short	X			
<i>The following may be considered as incentives to support housing developments: Reduced parking requirements for affordable housing/in areas with good access to transit, offsets to municipal development cost charges, fast-tracking development applications, property tax exemption or forgiveness, grants/capital contributions to facilitate affordable housing</i>								

#	Strategic Action	Municipal Role	Impact Potential	Period	Priority Area			
					Capacity	Rental	Supp./Transit.	Ownership
4	Develop and enact affordability guidelines for housing agreements with developers that protect designated units in perpetuity	Educate, Incentivize	High	Short		X	X	X
<p><i>Pursuant to section 483 of the Local Government Act, municipalities can enter into a housing agreement with a housing developer. A housing agreement defines the level of affordability required in exchange for development rights. Clear guidelines will enable developers to develop financial feasibility assessments and business models. BC Housing's Housing Income Limits (HILS) for affordable rentals, as well as a total shelter cost payment of 30% of household income, for households earning 80% of median income or less for affordable ownership units constitute typical requirements. Clear guidelines will enable developers and non-profits to develop financial feasibility assessments and business models. Housing Agreements should be structured to ensure affordability in perpetuity on designated units. These agreements can be registered with BC Housing to monitor compliance. New market rentals can be protected through rental protection measures, such as restrictive covenants. Any supportive or transitional units created through a new development project would need to be protected through a Housing Agreement. Housing agreements for affordable ownership need to include resale formulae that balance the need to maintain affordability with the express purpose of allowing tenant-owner households to build equity through their ownership.</i></p>								
5	"Affordable Housing in Cumberland" brochure on how the Village supports market and non-market developers in the development process	Educate	Moderate	Short	X	X	X	X
<p><i>As costs and regulations can vary from municipality to municipality, a simple guide to development in the Village of Cumberland can bring a better understanding of the development process to the boards and staff of non-profits and to the executives of market developers</i></p>								
6	Facilitate partnerships, specifically with development and non-profit partners to identify project opportunities for any type of housing	Facilitate	Very High	Short		X	X	X
<p><i>The Committee has identified non-profits supporting vulnerable individuals in Courtenay through its March 17, 2016 report to Council. Other potential partners should be identified and approached. In order to ensure effective partnerships are developed, the Village should formalize discussions with developers and non-profits, to educate them on current housing needs and to identify tangible projects that can be moved forward. A dedicated champion or group (e.g. the Committee), supported by staff resources is important. A conference or workshop is a potential tool that the Village could host to educate non-profits and developers. The Committee will need to identify which potential partners have the greatest capacity to develop and/or operate housing units and potentially support clients.</i></p>								

#	Strategic Action	Municipal Role	Impact Potential	Period	Priority Area			
					Capacity	Rental	Supp./Transit.	Ownership
7	Assess feasibility and willingness of local non-profits and developer partners to build new (affordable rental) housing in Cumberland	Facilitate, Educate	Moderate	Medium		X	(X)	(X)
<p><i>By collaboratively exploring financial feasibility and approaches to reducing development costs, incl. through incentives, such as reduced parking, grants to reduce property taxes or DCCs, and a streamlined development review process the Village can actively support the development of desired housing units. The feasibility of deep affordability (~\$375) through cross-subsidization with market rental units, or the availability of senior government subsidies is important. This also applies to creating supportive units that could be included in a rental housing building.</i></p>								
8	Support applications to senior government for funds (e.g. CMHC, BC Housing)	Facilitate	High	Medium		X	X	X
<p><i>The Village can strongly shape initial seed funding applications by supporting specific applications. These can range from simple letters of support to matching funds for needs assessments, business planning, etc. If the Village is able to donate land to a project, this can underscore the likely success of the project in any funding application. Seed funding initiatives play a key role in the long-term feasibility, and can lead to interest free loans of up to \$200,000 from CMHC and construction and mortgage financing at highly competitive rates from BC Housing.</i></p>								
9	Develop regulations to protect existing rental market housing stock	Regulate	Medium	Medium		X		
<p><i>Bringing protections to purpose-built rental and mobile homes, as well as limiting short-term vacation rentals in existing rental stock (e.g. secondary suites) can ensure that existing rental housing is protected.</i></p>								
10	Develop Land Bank and/or Affordable Housing Reserve through affordable housing contributions	Facilitate, Incentivize	High	Long-term	X	X	X	X
<p><i>Over the long term the Village should work to ensure that any new developments that require increased density donate to housing resources. This can include the construction of new units to be managed by a non-profit, the donation of land for the purpose of affordable housing or the contribution of money to an Affordable Housing Reserve.</i></p>								

4. Housing Policy Implementation Framework

Based on the discussion of local policies and challenges above, this Framework provides for a ‘hands-on’ approach. **Clear priorities identified for Cumberland are to build capacity to (1) be an active stakeholder in developing affordable housing through new policies and to (2) develop and protect affordable and market rental housing as an active partner in the development process;** and (3) innovate new forms of housing by exploring opportunities for piloting supportive and transitional housing and (4) affordable ownership housing, as they arise.

4.1. Discussion of Primary Areas for Action to Create Housing Affordability

1. Capacity Building for Affordable Housing

Two very different capacity development measures are required to create affordable housing that meets needs in Cumberland. On the one hand, the Village has to maintain and develop the administrative capacity to implement the suggested measures to create in the short-to medium term. This could mean extending the term of the Committee, hiring a Coordinator to facilitate housing partnerships, or designating additional staff time to pursue this work. An important challenge to note, as discussed in the previous section, is the Village’s relatively scarce resources for funding new staff to focus specifically on housing, particularly in light of the Village’s need to fill an economic development role. Any movement on affordable housing will require an ongoing ‘champion’ of the file.

On the other hand, the Village has to develop the long-term capacity to be able to support affordable housing developments through additional resources, such as financial incentives. It is vital that, as Cumberland grows, new developments contribute resources that can be leveraged for affordable housing, which the Village can then use to develop new projects. While there are limitations around existing proposed developments (as rezoning is complete) any new rezoning is an opportunity to require an amenity contribution for affordable housing.

Only by developing both short- and long-term capacities will the proposed efforts succeed.

2. Develop and Protect Affordable and Market Rental

With 57% of renter households (145 households) paying 30% or more of their income toward shelter costs, and no change in the number of renting households between 2001 and 2011 (despite new accessory suite bylaws), developing new rental opportunities, both below market and at market rates, represents a key area for the Village to focus on in addressing housing affordability and availability issues. Families with children, both couples and lone-parents, who earn 80% of median income or less face affordability

gaps when renting an appropriate house. For median earning lone-parent families, this gap is \$455 per month for a two-bedroom unit, while for median earning individuals, the gap is \$235. Although even couples with children earning less than median income (80% of median) appear able to afford a three-bedroom unit, **the lack of available stock is a central concern** (only 6 three-bedroom units were listed in a four-month rental survey conducted by the consultants).

In addition to current low vacancy rates and high rents, market changes can threaten existing rental units. For example, the introduction of web-based short-term vacation rental sites (e.g. AirBnB) and the conversion of purpose-built rentals to strata can impact existing rental units⁷.

Thus far the Village has aimed to strengthen the secondary rental supply through accessory dwelling units (secondary suites and coach houses). While important and likely effective in adding units over the long-term, such infill programs do not typically have strong short and medium term impacts on affordability and supply.

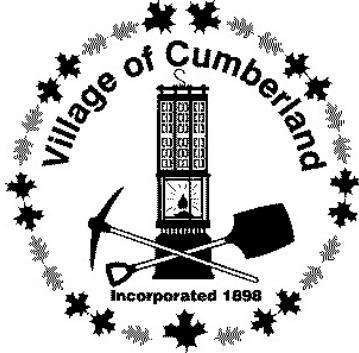
While in 2001 a quarter of households in Cumberland were renters, in 2011 only one-fifth of all households rented their homes (Census, 2011). As the Village grew during this time period, rental housing has not keeping pace with household growth, despite being a key component in attracting and retaining demographically diverse residents. **The main priority for the Village should therefore be to develop and protect affordable and market rental units in Cumberland.**

Building on the need for more affordable housing, at the Open House it was said that other forms of housing form that may add to supply are desired by locals and may be prevented by the Village's regulatory framework and the BC Building Code regulations. These include tiny homes and cluster housing. While these may not create protected, purpose-built affordable rental housing units, which is the key need in Cumberland, they constitute new forms of smart growth development, which community members like to see. The Village should make every reasonable effort to support these as another avenue to smart growth, contingent on community groups bringing ideas forward. Tiny homes in particular, due to their mobility⁸ and low construction cost, can constitute a considerably more affordable housing form that may alleviate pressures on the rental market.

⁷ The consultants monitored the prevalence of vacation rentals in Cumberland via AirBnB. for June/July 2016 on a daily basis. At any given time, no more than 4-5 properties were listed. As of Oct. 9, an average of 9 listings was available for short-term rental in Cumberland. This constitutes a significant increase that is not reflected in this analysis. These suites are not considered legal, as they have no business licenses in place.

⁸ Mobility of tiny homes means that it is considered a recreational vehicle and must be CSA certified.

HERITAGE COMMISSION & APC REPORT



REPORT DATE: March 2, 2018
 MEETING DATE: March 5/March 6, 2018

TO: Heritage Commission and Advisory Planning Commission

FROM: Judith Walker, Senior Planner

SUBJECT: Heritage Alteration & Development Variance Permit –2727 Dunsmuir Avenue

FILE:	2018-01-HAP & DVP		
OWNER:	0907289 BC Ltd.		
AGENT:	Rideout Construction Ltd. - Wayne Rideout		
PID:	008-974-900	Folio:	516-000085.000
LEGAL DESCRIPTION:	Lot B, Block 7, District Lot 21, Plan 522		
ZONE:	Village Commercial Mixed Use One (VCMU-1)	OCP DESIGNATION:	Commercial Mixed Use
Zoning Bylaw Parking	Required	Proposed	Requested Vriance
6.13(b) On every other site with non-residential rural, commercial, industrial, public assembly-institutional or interchange zones, the minimum number of stalls in addition to the required parking shall be for buildings with a Gross Floor Area less than or equal to 465metres ² one space is required.	1 loading space	0	0 Loading space
6.3.3 VCMU-1			
Commercial	1 space	0 space	1 space
Commercial visitor	3 spaces	0 space	3 space
Residential	24 spaces	5 spaces	19 spaces
Residential visitor	3 spaces	0 space	3 space
Accessible	2 spaces	1 space	1 space
Electric vehicle	2 spaces	1 space	1 space
Expectant mothers	2 spaces	0 space	2 spaces
Total vehicle spaces	37 spaces + loading	7 spaces	30 spaces + no loading

RECOMMENDATION

- i) THAT the Commissions receive the application for Heritage Alteration Permit and Development Variance Permit (2018-01 HAP & 2018-03 DV) report dated March 2, 2018;
- ii) That the Advisory Planning Commission recommends that Council approve the 2018 - 01 HAP & DVP for property described as Lot B, Block 7, District Lot 21, Plan 522 (2727 Dunsmuir Avenue) substantially in compliance with the Heritage Alteration Permit 2018-01 HAP & DVP, dated March 2, 2018.

- iii) That the Heritage Commission recommends that Council approve 2018 - 01 HAP & DVP for property described as Lot B, Block 7, District Lot 21, Plan 522 (2727 Dunsmuir Avenue) substantially in compliance with the Heritage Alteration Permit 2018-01 HAP & DVP, dated March 2, 2018.

SUMMARY

Subject Property

Rideout Construction Ltd. has applied for a Heritage Alteration Permit in order to construct a four storey mixed use building on Dunsmuir Avenue. The ground floor contains a commercial use area and two residential units. The three storeys above contain 24 small residential units. An HAP is required under 11.1.5.5(1)c) of the OCP: *A Heritage Alteration Permit is required.....(to) alter a building or structure or land within the area.*



Although the applicant has the ability to secure off-street parking through the cash-in-lieu provisions contained within the Zoning Bylaw, the applicant has also requested a Development Variance Permit to reduce parking requirements. A Variance request for all parking requirements not able to be met onsite is not supported by staff and the supported variance for only the loading space, is attached for APC, Heritage Commission and Council consideration.

BACKGROUND

This property is one of two empty lots between the King George Hotel and the “Seeds” building at the corner of Third Street and Dunsmuir Avenue. The King George Hotel trespasses approximately 2.2metres onto the subject property (refer to site plan). The new building proposes 114.67metres² of commercial space on the ground floor fronting Dunsmuir Avenue, with two residential units with lofts at the rear of the building and 24 small studio units on the remaining three floors. The building is proposed to have an elevator, laundry facility for the residents, three adaptable units (one per floor above ground level), covered bike parking and a fenced garbage recycling area.

Elevation from Dunsmuir Avenue



Elevation from Lane



The building is proposed to be finished with brick and stucco, with metal and cedar details in the deck screens and canopies. The windows and doors are metal framed. The garbage and fence will be wood construction, as per the building drawings. The combination of materials and details provide an interesting blend of historical references and appropriate use of modern materials. Refer to the attached building elevations.

Height

The height of the building is proposed to be 14.77metres (VCMU-1 Zone permits 15.0metres). The zoning bylaw requires that the minimum ground floor ceiling height be 4.2metres to match historic commercial building's first floor ceiling heights. The proposed ceiling height on the ground floor is 4.9metres. It permits a loft for the residential units on the ground floor, which adds to the unit's liveable area.

Units

The two ground floor units are 40.5metres² (plus 20.28metres² loft) and 53.2metres² (plus 20.67metres² loft) and the remaining units are between 27.7 to 28.9metres². These are considered bachelor or studio units, without a separate bedroom. This allows for small units which can be more affordable, partially due to the legislation which dictates that units less than 29metres² are not subject to Development Cost Charges (DCC's). The DCC's for a unit above that size is \$12,429 per unit. The developer will be charged for water and sanitary connections for each unit.

These smaller units allow for individuals to rent private living space, with the potential for more affordable rents. The developer considered a mix of some larger units for families but cannot justify the cost increase due to the DCC's, without charging high market rents, which would defeat his vision for such a development as is proposed.

One unit per floor is designated an adaptable unit due to the door widths, bathroom layout and extra wall bracing to permit easy additions of grab bars and other safety features. An elevator is proposed for the building to make all floors accessible.

The building is proposed to be retained in ownership by the owner and will be rental units only. The applicant has stated that the tenant lease agreement will not allow any re-renting or subletting of the apartments without prior to consent of the landlord. This is to eliminate vacation rentals of the units, in order to provide a more stable community of tenants.

Development Cost Charge (DCC) Exemption

In the *Local Government Act* Section 561:

(7) Subject to a bylaw under subsection (8) or a regulation under subsection (11) (a), a development cost charge is not payable in relation to the construction, alteration or extension of self-contained dwelling units in a building authorized under a building permit if

(a) each unit is no larger in area than 29 square metres, and

(b) each unit is to be put to no other use other than the residential use in those dwelling units.

The DCC portion for Parks is included in this exemption.

Fire Protection

Due to the height of the building and the absence of a ladder truck in the Cumberland Fire Department, the building, including the balconies, will be sprinkled.

Parking

The applicant is proposing to provide seven parking spaces: five residential vehicle spaces, one electric car plugin parking spaces, and one accessible parking space. The parking spaces required by the Zoning Bylaw is 37 vehicle spaces plus a loading space, shown in the table below. The lot size can only accommodate the seven spaces. Although the applicant has the ability to secure off-street parking through the cash-in-lieu provisions contained within the Zoning Bylaw, the applicant has applied for a variance for the parking shortfall of 30 vehicle spaces and one loading space. Staff does not support the variance for the 30 vehicle spaces which is reflected in the DVP attached.

Parking Calculations

Parking	Required	Proposed	Deficit
Residential	$(0.9/\text{unit} \times 26 \text{ units})=24$	5	19
Residential Visitor	$(0.1/\text{unit} \times 26 \text{ units})=3$	0	3
Commercial	$(0.25 \text{ space}/100\text{m}^2 \times 114.67\text{m}^2)=1$	0	1
Commercial Visitor	$(2/100\text{m}^2 \times 114.67\text{m}^2)=3$	0	3
Total	31 (13 can be small car)	5	26
Special stalls			
Accessible	$(5\% \text{ of } 31 \text{ spaces})=2$	1	1
Electric vehicle	$(5\% \text{ of } 31 \text{ spaces})=2$	1	1
Expectant mothers	$(5\% \text{ of } 31 \text{ spaces})=2$	0	2
Totals		7	30
Loading space	1 (for GFA less than 465m²)	0	1

Loading Space- Request for Variance

For loading spaces (6.13 Off-Street Loading) there is an ability in VCMU-1 to designate as time-limited on-street stalls, that do not adversely affect parking, if there is no other practical solutions to accommodating loading stalls on-site. Staff does not recommend that the developer take up street parking with timed loading zone parking and since there is no provision for providing cash in lieu for such a space, staff recommends that Council considers approving a Development Variance Permit to vary the bylaw to not require a loading space for this development.

Cash in Lieu Option

The Zoning bylaw 6.2 Cash in Lieu Provisions permit an owner to pay to the Village a one-time fee for each vehicle parking space that is not able to be met on site. These funds are deposited into the “Municipal Cash-in-Lieu Fund” for the Village to improve parking options within the Village. The applicant has chosen not to pursue this option for the parking shortfall but to request a variance for the parking requirements. Staff does not support a variance for the required 30 vehicle spaces and is recommending that Council require the cash-in-lieu payment of \$130,660 as calculated from Zoning Bylaw No. 1027, 2016, as follows:

26 vehicle spaces @\$3800	\$98,800
1 accessible vehicle space @\$5560	\$5,560
1 electric plugin vehicle space @\$18,700	\$18,700
2 Expectant mother vehicle spaces@\$3800	\$7,600
Total Cash-in-lieu	\$130,660

Bicycle Parking

Parking	Required	Proposed
Residential Class 1	None	0
Residential Class 2	None	0
Commercial Class 1	$(0.05/100\text{metre}^2 \times 114.67\text{metre}^2)=1$	7
Commercial Class 2	$(1/100\text{metre}^2 \times 114.67\text{metre}^2)=2$	0
Total	3	7

Four more bike parking spaces have been proposed than is required. The developer is encouraging alternate transportation mode by providing the extra proposed covered bike parking.

Statutory Right of Way (SRW)

There is a requirement for the applicant to provide a SRW on the laneway for potential future widening of the lane. The landscape plan shows only landscape plantings in the 1.5metre SRW area which is acceptable. The applicant will provide the SRW prior to granting the HAP.

FINANCIAL IMPLICATIONS

There is no direct financial implication of this application.

OPERATIONAL IMPLICATIONS

The review of Heritage Alteration and Development Variance Permit applications are part of the services provided by the Planning Department.

STRATEGIC OBJECTIVE

Medium Term Priorities 1.(e) Revitalize the historic Village commercial core

ATTACHMENTS

1. Checklist of the HCA Guidelines
2. Neighbourhood Meeting results
3. Heritage Alteration Permit
4. Development Variance Permit

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Pursuant to the requirements of the *Local Government Act*, notice of Council consideration of a Development Variance Permit must be mailed or otherwise delivered to owners of adjacent properties a minimum of 10 days before the Council considers the application. The required notice was mailed to the neighboring properties within 75.0metres of the subject property on February 16, 2018. No comments have been received to date and any comments received will be included at the meeting of the Commissions and in the next report to Council.

CONCURRENCE

Rob Crisfield, Manager of Operations

OPTIONS

- i) That the Advisory Planning Commission recommends that Council grant 2018 - 01 HAP & DVP for property described as Lot B, Block 7, District Lot 21, Plan 522 (2727 Dunsmuir Avenue) substantially in compliance with the Heritage Alteration Permit 2018-01 HAP & DVP, dated March 2, 2018.
- ii) That the Heritage Commission recommends that Council grant 2018 - 01 HAP & DVP for property described as Lot B, Block 7, District Lot 21, Plan 522 (2727 Dunsmuir Avenue) substantially in compliance with the Heritage Alteration Permit 2018-01 HAP & DVP, dated March 2, 2018; or
- iii) Any other recommendations deemed appropriate by the Commissions.

Respectfully submitted,

Judith Walker
Senior Planner

Sundance Topham
Chief Administrative Officer

Heritage Alteration Permit Guidelines Checklist

WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
11.2.2 Guidelines		
1. GENERAL		
a) Restorations or renovations should retain the existing siting, roofline design, height, and number of storeys of the affected building or structure. Where foundations require replacement, the siting and height of the affected building or structure may be reasonably altered. Whenever possible, original forms, materials and details should be uncovered or left in place, and preserved.	N/A New construction	None
b) Alterations shall not be made to a building that interferes with the relationship of the upper and lower storey.	N/A New construction	None
c) The retail/commercial appearance of the street level of a building shall not be significantly altered from the original.	N/A New construction	None
d) The Village requires the adaptive re-use of residential structures on Dunsmuir Avenue for commercial purposes provided the renovations of the structure respect and do not significantly alter the exterior character of the residential building.	N/A New construction	None
e) The Village requires new construction, especially which is proposed by chain stores or fast food restaurants, conforms to the design objectives of the HCA1.	Design meets 11.1.2 HCA1 Objectives by providing infill development that is consistent with guidelines and heritage scale of the area & to support densification of the surrounding residential area, and to promote pedestrian friendly and an accessible downtown core.	
f) Consolidation of properties into large parcels shall be discouraged unless the proposed building design is sensitive to the small scale shop frontages typical in the commercial area of Cumberland.	N/A No consolidation	None
2. SITE DESIGN		
a) The downtown commercial area is the social, cultural, historic, and economic heart of the Village. It is also the most visible part of the community and requires special design consideration which extends beyond the buildings themselves to the site development. All new construction must meet the common parking standard as outlined in the Village's zoning bylaw, and on-site parking will be	On-site parking located at rear. Variance for loading and vehicle spaces requested for remainder of parking requirements.	DVP

WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
located at the rear of the lot with access from the rear lane.		
b) All developments will be required to reserve a non-buildable area a minimum of 1.5metres, and grant a Statutory Right-of-Way (SRW) for that area along the rear lane to enable the Village to construct and maintain a lane of sufficient width to provide rear access, travel, and snow removal.	To be provided prior granting permit	3.(e) (v)
c) No vehicle access will be permitted off Dunsmuir Avenue.	No access granted from Dunsmuir Avenue	None
d) Where a rear access lane is present, access shall be from the rear lane.	Lane access only	None
e) Site layout shall consider locating buildings in order to incorporate pedestrian courtyards, plazas, and common gathering areas with coordinated site furniture and lighting.	Courtyards and plazas not feasible on this lot size.	None
f) Site design shall consider the preservation or enhancement of natural site features.	No natural features	None
g) Site design shall maintain key view corridors to open areas and surrounding landscape vistas.	May block some views to mountains	None
h) The proposed development shall demonstrate the principles of Crime Prevention through Environmental Design (CPTED) in the implementation of the site and landscaping design process.	Proper lighting, visibility throughout site, and no small alcoves will meet the CPTED principals	3.(e) (i) (iv)
3. LANDSCAPING		
a) Landscaping shall respect the heritage character of the area and be consistent with neighbouring properties. Property owners are encouraged to use plantings and landscape elements that reflect the historic development of HVCC. Mature plantings that provide historic context, and character-defining elements, shall be taken into consideration in any redevelopment of the site or before undertaking any new construction	The planting palette is complimentary to the character of the area and neighbouring properties with the introduction of formalized hedging mixed with ornamental and native drought tolerant species. There are no existing mature plantings on site.	3. (a)
b) In order to maintain the existing open appearance, owners or designates are encouraged to limit whenever possible the height of fences or solid hedges between the front of the principal building and the front lot line	No fences or solid hedges are at the front of the building	3. (a)
c) Where construction of a new fence is contemplated, owners or designates are encouraged to erect a fence or wall of historic	Fencing is at rear parking area only. Wood fence is proposed.	3. (a)

WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
	appearance (e.g., various styles of pickets or stone walls)		
d)	Landscaped areas shall be watered by an automatic irrigation system, complete with an automated 'smart' controller.	Will be provided- refer to landscape irrigation legend and notes	3. (a)
e)	Except where precedent exists for renovation of historic landscapes or gardens, high water use turf, sod, and lawn are prohibited.	No turf/lawn is proposed.	3. (a)
f)	Landscape planting shall be designed to reduce water consumption through the use of plants suitable for the growing area. Development projects should incorporate rainfall capture systems for irrigation where feasible.	The planting plan incorporates ornamental and native drought tolerant species. Rainfall capture for irrigation is not provided due to very limited area for recharge.	3. (a)
4. ACCESSIBILITY			
a)	All new construction will require the installation of sidewalks along the frontage and, if on a corner lot, along the adjacent side street to the rear lane.	Existing sidewalk at frontage. Is not a corner lot	None
b)	Accessibility features shall be integrated into the overall design concept and identified on the site plans.	Accessibility features to be in compliance with BCBC building code: -level access from street to main entrance (both commercial and residential entry) and level access from parking area to rear entrance -access from entry (main and rear) to elevator -accessible parking stall located near entry	3.(a)
c)	Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and shall incorporate barrier-free universal design principles.		
i)	Accessible travel routes shall be of a hard, slip- resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC).	Unit concrete pavers	3.(a)
ii)	Accessible travel routes shall conform to the requirements of the most current edition of the BCBC.	Unit concrete pavers	3.(a)
5. BUILDING FORM AND CHARACTER			
a)	Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise.	Visual privacy is provided through the lack of windows to adjacent properties. No light spillage onto adjacent properties.	3. (e) (iv)

WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION	
b)	New buildings in the area shall give special consideration to the following:		
i)	New buildings shall not be set back from the street or side property lines unless there are specific design reasons, such as the development of a garden for seating, built into the design. Parking shall not be permitted in front of a building which is set back from the street;	Building is at zero setback for side and front. No parking is provided at the front of the building.	None
ii)	New buildings shall respect the design of adjacent buildings. For example, new construction can carry through a cornice line in the new structure or repeat the window pattern of an adjacent building;	Has been considered – lines from the adjacent King George Hotel are picked up in location of canopy and windows.	3. (a)
iii)	All new buildings shall have large window openings onto the street. New buildings shall not be constructed with solid unbroken walls facing the street which will appear uninteresting and uninviting to the pedestrian.	Commercial level provides significant window openings which respect and recall heritage window designs (mullion pattern etc.)	3. (c)
c)	All buildings and expansions thereto, storage, parking, and supply yards shall be designed to be compatible with surrounding land uses and the major roads fronting the property.	Yes, building and parking compatible with surroundings	3.(a)
d)	Rooftop mechanical equipment shall be hidden behind screens or parapets designed as an integral part of a building to conceal such equipment.	Yes, screening will be provided. Required prior to Building Permit approval	3 (e) (vi)
e)	Building massing shall respond to a human scale with materials and details that are proportionate to human height and provide visual interest at the street and sidewalk level.	At street level, large windows are provided with scale that reflects heritage design (mullion pattern etc.). Warm brick and planter boxes at the window bases provide further pedestrian scale and texture. Overhead is a canopy for weather protection and provided with a wood soffit.	3.(a)
f)	The form and scale of new construction and materials shall respect and complement the adjacent structures. Building massing shall consider the preservation or enhancement of view corridors to open areas and mountain vistas.	The ground floor has a taller ceiling height to continue the commercial storefronts of the adjacent buildings along Dunsmuir Avenue. Residential units are located on the ground floor to the rear of the building and above.	3.(a)
g)	The original proportions of storefront elements (i.e., windows, doors, entranceways, cornices, and bulkheads) shall be retained or if necessary reconstructed.	N/A New construction	None

WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
6. ADDITIONS AND PROJECTIONS		
a)	Additions to heritage buildings shall respect and conform to the type of massing suggested by existing structure. This is a core principle in maintaining the heritage character of the area. The following shall also be considered:	
i)	Due to the nature of traditional construction methods, it is important that any new construction blend sensitively where it joins with an older building;	Lines from adjacent buildings are picked up in the new construction. 3.(a)
ii)	The visual impact of building additions shall be minimized from adjoining streets;	N/A New construction None
iii)	Additions to the front of historically intact heritage building façades may not be permitted, except where the proposed addition replaces an existing addition or where the addition is a porch;	N/A New construction None
iv)	Architectural elements such as front porches, verandahs and bay windows shall be retained and, where possible, restored to their original design.	N/A New construction None
7. SUSTAINABLE BUILDING - EXISTING BUILDINGS WITHIN THE HERITAGE CONSERVATION AREA		
a)	Materials: Retain existing building envelope materials as possible, including siding. Design and install rain screen sidings with care, as they have the potential to introduce life cycle considerations and may impair heritage character through the removal of original material.	N/A New construction None
b)	Windows and Doors: For historic buildings, every reasonable attempt shall be made to repair original window sashes and doors, or to replace inappropriate later additions with replicas of the originals. Excellent thermal efficiency may be achieved through the repair and maintenance of existing wooden windows. Wood-framed storm windows will also aid with thermal efficiency and sound abatement. Replacement of originals windows shall only be undertaken as a final resort in cases of extreme deterioration.	N/A New construction None
c)	Mechanical Systems: Inefficient mechanical systems are one of the main reasons why existing buildings are poor thermal performers. Consider installing energy-efficient appliances when possible.	N/A New construction None

WHAT THE OCP SAYS	HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
d) Insulation: Introduce extra insulation, especially in attic spaces. Consider the use of weather-stripping and other draft- proofing measures.	N/A New construction	None
e) Improve the performance of heritage and existing buildings, including by reference to the Vancouver Heritage Foundation’s Old Buildings: <u>Your Green Guide to Heritage Conservation</u> available at www.vancouverheritagefoundation.org	N/A New construction	None
8. SUSTAINABLE BUILDING - NEW BUILDINGS WITHIN THE HERITAGE CONSERVATION AREA		
a) Building design should include passive heating, lighting and cooling design features.	Considered – exterior shading louvers provided	3.(a)
b) Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs.	Considered – exterior shading louvers provided. Deciduous trees on the south side provide winter sun and summer shade.	3.(a)
c) Building orientation should, where practical, be designed to optimize the benefits of solar orientation.	Orientation determined largely by Dunsmuir. Rear ground units face south with significant windows.	3.(a)
d) Building design should incorporate solar ready features.	Solar ready details required prior to building permit approval	3.(e)(ii)
e) Sheltered and secure bicycle parking shall be provided to a level that is consistent with the proposed use.	Seven secured bike parking spaces are proposed (four more than required in the bylaw)	3.(a)
f) Electric vehicle plug-ins should be provided for new developments.	Two electric vehicle plug-ins are required and details will be required prior building permit approval.	3.(a)
g) All buildings shall be designed and engineered to be solar ready.	Details on solar ready building will be required prior to building permit approval	3.(e)(vii)
h) Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation.	N/A New construction	None
9. Architectural Detailing		
a) Design proposals for heritage buildings shall be examined to determine what original architectural details remain and may be rehabilitated. The historic character of heritage buildings is dependent on a variety of architectural details. It is recognized that:	N/A New construction	None
b) In some cases, certain features have been lost or obscured by many years of weathering, inappropriate renovation or lack of maintenance;	N/A New construction	None

WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
c)	Not every detail of every building may be feasibly restored, but surviving features shall be retained and repaired. Inappropriate later additions shall be removed or replaced.	N/A New construction	None
d)	Inappropriate new architectural details will not be permitted.	N/A New construction	None
e)	Building details shall be compatible with the date the building was constructed or, where appropriate, a historically defensible later dates, and shall be based on documentary evidence.	N/A New construction	None
f)	Fake or imitation "heritage looking" elements such as sunburst windows or "gingerbread" woodwork shall not be applied to the façades of buildings if they were not a part of the original fabric of the building.	N/A New construction	None
g)	Awnings are recommended, where appropriate. The awning or canopy shall be well set back from the curb.	Awning details to be provided prior to building permit approval.	3.(e)(iii)
h)	Awning and canopy dimensions shall be as follows:		
i)	2.8metres minimum height from ground level to bottom of awning;	In building permit drawings	3.(e)(iii)
ii)	1.8metres maximum projection from building;	In building permit drawings	3.(e)(iii)
iii)	45degree awning or canopy angle;	30° proposed as the 45° reviewed and determined not to be appropriate for proposed building design.	3.(e)(iii)
iv)	1.8metres maximum frame height.	In building permit drawings	3.(e)(iii)
10. MATERIALS			
a)	Original materials shall be maintained in order to ensure visual continuity. Any new materials used shall respect both the style and the date of the individual building.	N/A New construction	None
b)	Original materials shall be left in place, or exposed when intact.	N/A New construction	None
c)	All materials used in alterations or additions shall be sympathetic in appearance to the original structure.	N/A New construction	None
d)	Original wood siding and trim shall be repaired, painted and maintained to a generally acceptable standard. This is both a sound restoration and environmental practice. If replacement is necessary. In these cases, the original configuration, assembly and appearance of wooden elements shall be duplicated.	N/A New construction	None

WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
e) Recommended Exterior Materials:			
i)	Low profile horizontal drop or bevel siding, where appropriate	N/A Refer to building drawings at building permit approval	3.(a)
ii)	Wood shingles, where appropriate	N/A Refer to building drawings at building permit approval	3.(a)
iii)	Sandstone and good quality brick, where appropriate	Tan-coloured brick as shown on building permit drawings.	3.(a)
iv)	Appropriately designed stucco as a cladding material, where appropriate	Stucco as shown on building permit drawings.	3.(a)
v)	The use of tile as a decorative entryway and façade material is encouraged. Tile shall be limited to small decorative areas. Tiles shall be relatively small, 152.0millimetres or less square, and solid in colour	No tile proposed.	None
11. WINDOWS AND DOORS			
a)	Several of the early Cumberland buildings originally had double-hung or casement wooden sash windows and wooden doors. Every attempt shall be made to repair original windows or to replace inappropriate later additions with replicas of the originals).	N/A New construction	None
b)	Metal Frame Windows and Curtain Walls are acceptable if there is clear demonstration of scale, material, colour and pattern sensitively integrating with the surrounding context.	Metal storefront/curtain wall windows proposed. Colour dark bronze as shown, mullion pattern as shown.	3.(c)
c)	Vinyl window systems are not permitted.	N/A No vinyl windows proposed.	None
d)	If the original windows have been removed, restoration shall be considered.	N/A New construction	None
e)	Windows that are blocked up in whole or in part shall be opened and properly reglazed.	N/A New construction	None
f)	Window openings that have been changed in size shall be returned to their original dimensions and appropriate window sash reconstructed.	N/A New construction	None
g)	Where possible, original window and door hardware shall be conserved and reused.	N/A New construction	None
12. COLOUR			
The choice of a colour scheme for a building shall be made on the basis of what is most appropriate for the individual building and also what colours may be compatible with adjacent buildings. Respect for nearby buildings will help		Colour scheme as shown on attached drawings. Final details will be required prior to building permit approval.	3.(a)

WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
to give a unified appearance within the Heritage Conservation Area			
13. INTERIOR FEATURES			
While these guidelines do not apply to the interior of buildings, owners, or designates, are encouraged to restore or retain historic interiors in a manner that is complementary to exterior façades.		N/A New construction	None
14. LIGHTING			
a)	All site lighting installations shall be fully shielded (full cut-off).	Details will be required prior to building permit approval.	3.(e)(iv)
b)	Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter.	Details will be required prior to building permit approval.	3.(e)(iv)
c)	Security and other lighting shall be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.	Details will be required prior to building permit approval.	3.(e)(iv)
d)	Exterior building lighting shall generally be concealed in soffits or other similar architectural features, where feasible.	Details will be required prior to building permit approval.	3.(e)(iv)
e)	Lamp poles and luminaries used for site area lighting shall be complementary to the form and character of adjacent sites and Village Streetlighting standards.	Details will be required prior to building permit approval.	3.(e)(iv)
f)	There shall be sufficient on-site illumination for pedestrian/vehicle safety.	Details will be required prior to building permit approval.	3.(e)(iv)
g)	Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas shall be designed at a human scale (i.e., low level bollards) and address pedestrian safety, in a historically sensitive manner.	Details will be required prior to building permit approval.	3.(e)(i)
15. SIGNAGE (SUBJECT TO COMPLIANCE WITH VILLAGE'S SIGN BYLAW)			
a)	The following sign types are recommended for use in the HCA designated area:		
	i) Painted wall signs: Historically, businesses in Cumberland painted signs on the exterior walls of their buildings. Painted wall signs can be effective although caution shall be taken to avoid large garish brightly coloured wall signs that would be out of place in Cumberland.	Signage proposed to be installed perpendicular to the exterior wall, so that it is visible to pedestrians approaching from either end of the sidewalk. Signage is proposed to be painted metal and wood (details to be confirmed prior to building permit approval)	3.(e)(viii)

WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
ii)	Canopy or awning signs: The valances of canopies and awnings are often used for signage. Generally, the sign message shall be confined to the valance area of the awning or canopy although logos may be placed on the angled surface of the awning or canopy.	No signage proposed for the canopy	None
b)	No signs shall be equipped with flashing, oscillating or moving lights or beacons.	None proposed	None
c)	Sign illumination for new signs shall be exterior, from the front and downcast. Internally illuminated signs may include halo lighting or the direct back lighting, only for individual letters and logos.	Sign illumination to meet the guidelines. Details required prior to Building Permit approval.	3.(e)(viii)
d)	No signs shall be permitted on a roof.	None proposed	None
e)	The following materials are recommended for signage:		
i)	Painted or sandblasted wood;	Details at building permit	3.(e)(viii)
ii)	Painted or enameled metal;	Details at building permit	3.(e)(viii)
iii)	Neon (appropriately designed in a period style);	N/A None proposed	None
iv)	Painted signs on fabric canopies or awnings.	N/A None proposed	None
16. ACCESS, PARKING AND AMENITY AREAS			
a)	Ensure the safe, efficient, convenient, and functional movement of multiple modes of transportation with priority given to alternate modes of transportation, including public transit, bicycles, and pedestrians.	Bike parking is provided. Building on transit route	3.(a)
b)	Promote the safety and mobility of through traffic by minimizing the number of access and egress points.	Parking lot has one access point	3.(a)
c)	Parking areas shall clearly identify pedestrian circulation areas, preferably with different paving and landscaping treatment.	Refer to landscape plan. Different pavers proposed for pedestrian area.	3.(a)
d)	Parking areas shall be surfaced with a paving treatment (including: pervious paving, gravel with binders to minimize dust, cellular paving and concrete unit pavers).	Parking area to be surfaced with gravel and binder, as permitted in the bylaw	3.(f)(i)
e)	Owners are encouraged to use permeable surface treatments for roadways, parking areas and other surfaced areas within a development.	Parking area to be surfaced with gravel and binder, as permitted in the bylaw	3.(f)(i)
f)	Building entrances shall be prominent and clearly visible from access driveways, Dunsmuir Avenue or visitor/customer parking areas.	Entrances will be clearly visible and marked with address numbers	3.(a)

WHAT THE OCP SAYS		HOW THE PROPOSAL MEETS THE GUIDELINE	HAP CONDITION
g)	All developments must provide adequate garbage and recycling facilities located at the rear of buildings.	Refer to site plan. Details required prior to Building Permit approval.	3.(a)
17.	STORMWATER		
a)	A stormwater management plan shall be required as prepared by a registered professional engineer that has as its goal the maintenance of post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season.	Stormwater management plan is required prior to Building Permit approval	3.(d)(ii)
b)	Stormwater management shall follow source control (on-site) principles and practices and minimize the use of conventional pipe and pond techniques, and avoid direct discharges to streams and other water-bodies.	Stormwater management plan is required prior to Building Permit approval	3.(d)(ii)
c)	Stormwater management shall take advantage of on-site opportunities to recycle water to absorbent soils.	Stormwater management plan is required prior to Building Permit approval. It will determine if this is feasible	3.(d)(ii)
18.	soil erosion and sediment control		
	A Sediment and Erosion Control Plan shall be prepared by a registered profession for the construction and operational phases of the development	A Sediment and Erosion Control plan is required prior to Building Permit approval	3.(d)(i)

Neighbourhood Meeting Results

- Meeting held: Monday February 19, 2018
- 31 people signed in



Wayne Rideout
P.O. Box 70
Lazo BC V0R 2K0

Bus.: 250-334-2880
Cell: 250-207-0415
Email: rideoutconstruction@gmail.com

February 5th, 2018

Property Owner / Tenant

Notice Of Public Information Meeting

When: February 19th, 2018

6:30 PM

Where: Cumberland Masonic Hall

2687 Dunsmuir Avenue , Cumberland , B.C.

Rideout Construction has made a proposal to construct a four storey mixed use commercial / residential building at 2727 Dunsmuir Avenue . As a property owner / tenant in the neighbourhood , we are required by The Village Of Cumberland to notify you of the planned development and hold a public information meeting regarding the development .

We are seeking a "Heritage Alteration Permit" and a "Development Variance Permit" for this project .

Information including a copy of the landscaping plan , site plan , and building plans including floor plans and elevations will be available for your review at the public meeting . We (the contractor) will be available to answer your questions and written feedback sheets for your comments will be provided at the information meeting .

Please note that this is not a Village-sponsored meeting but instead a requirement of the application process . Planning Staff at the Village are also able to answer questions about the application and can be contacted at : The Planning Department at the Village Of Cumberland

P.O. Box 340 , 2673 Dunsmuir Avenue
Cumberland , B.C. , V0R-1S0
Telephone : 250-336-2291

Thank You
Wayne Rideout
Rideout construction

Invitation to Neighborhood Meeting by Rideout Construction Limited

To review a proposed Four Storey mixed use Commercial/Residential building.
Proposal to include Heritage Alteration Permit and Development Variance Permit on property at:
2727 Dunsmuir Avenue, Cumberland BC.

**The meeting will be held on Monday
February 19, at 6:30 pm at the
Cumberland Masonic Hall located at
2687 Dunsmuir Avenue, Cumberland BC**



Wayne Rideout
P.O. Box 70
Lazo BC V0R 2K0

Bus.: 250-334-2880
Cell: 250-207-0415
Email: rideoutconstruction@gmail.com

Public Information Meeting

February 19th, 2018

Minutes

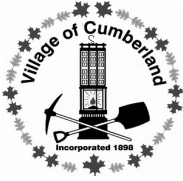
- 1) Plans & Specifications displayed throughout the room .
- 2) Sign-in sheet & comment forms provided at entrance table . (samples attached)
- 3) People mingled and viewed plans from approx. 6:15 PM until 7:00 PM
- 4) Brief introduction was made with regards to my ties and relationship to the community .
- 5) Presentation was made explaining the project , its conception , timelines , and design criteria , thought process related to unit sizes , affordability , location and market target .
- 6) Question & Answer period was held and ALL questions were addressed .

*7) ALL PARTICIPANTS LEFT AND MEETING ASSURED
C 8 PM.

The meeting started out with a lot of interest and much curiosity about the thought process which led us to this particular design . I felt that most concerns had been addressed and the project was well received . We did have one resident (Eric Krejci) , who was clearly not in support of the project , citing unit sizes / height / parking & exterior design as "not acceptable". Though vocal during the meeting i did not receive any feedback by way of comment sheet ? He may have decided to take a comment form and send directly to the Village , as i had encouraged people to do as an option ? Overall i think the meeting was a worthwhile process and definitely allowed me the opportunity to address misinformation . The parking was discussed at length as this was disclosed as the required variance . The other two items which seemed to resonate with much discussion was the affordability aspect and proposed renter demographic .

Respectfully Submitted
Wayne Rideout

Comments from the neighbourhood meeting are in the printed copy of the agenda available at the Village office.



Corporation of the
Village of Cumberland

**HERITAGE
ALTERATION PERMIT**

TO: 0907289 BC Ltd

Agent: Wayne Rideout

OF: PO Box 70, Lazo, BC V0R 2K0

1. This Heritage Alteration Permit 2018-01-HAP is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto for the purposes of construction of a four storey mixed use (commercial and residential) building.

2. This Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 8, Block 7, District Lot 21, Nelson District, Plan 522

Folio: 516 00085.000

PID: 008-974-900

Civic Address: 2727 Dunsmuir Avenue

3. The land described herein shall be developed substantially in accordance with the following terms and conditions and provisions of this Permit:

a) The siting and design of the building and landscaping will be substantially in compliance with the site plan and drawings attached to this Permit as Schedules A and B.

b) Colour and materials of the building and site, as per Schedule B.

c) Metal storefront and curtain wall windows as shown on Schedule B.

d) **Required before Permit is granted:**

i) A Sediment and Erosion Control Plan shall be prepared by a registered profession for the construction and operational phases of the development. To be attached to this Permit as Schedule C.

ii) A Stormwater Management Plan prepared by a registered professional engineer that has as its goal the maintenance of post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season. To be attached to this Permit as Schedule D.

e) **Required before Building Permit is approved:**

i) The proposed new development shall demonstrate, where possible, the principles of Crime Prevention through Environmental Design (CPTED).

- ii) Details on how the building will be made solar-ready will be required at building permit drawings.
 - iii) Awning detail to be provided.
 - iv) Lighting detail shall be provided which shall show all lighting to be fully-shielded (full cut-off) and providing sufficient illumination for pedestrian and vehicle safety.
 - v) A 1.5metre wide Statutory-Right-of-Way (SRW) along the rear lane for the purposes of enabling the Village, in the future, to construct and maintain a lane of sufficient width to provide improved rear access, travel, and snow removal.
 - vi) Mechanical equipment on the roof will be hidden from view on all sides by screening by either painted or stained wood, or metal screens.
 - vii) Electronic plugins for vehicles are required prior to building permit approval.
 - viii) Signage to be painted metal and wood, and details to be confirmed prior to Building Permit approval.
- f) Required after Development Permit is granted and Building Permit is approved:
- i) Parking area is to be surfaced with gravel and binder
 - ii) Sheltered and secure bicycle parking for seven bicycles.
 - iii) Two electric vehicle plug-in spaces to be provided on site.

4. Security

- a) A security in the amount of 120% of the cost estimate for the approved landscape plan and shall be received before the Permit is issued.
- b) An inspection shall be carried out upon completion of the plan and if compliant, a refund of 75% shall be made.
- c) The remaining 25% will be held back for one year at which time the Owner will request an inspection. If the plantings are to the satisfaction of the Village, the holdback will be returned to the person who paid it. If any of the plants have not survived, they shall be replaced by the Owner per the approved landscape plan, or failing this, the Village may use the holdback to replace the plants. Any amount of the security not used for the purpose it was intended will be returned to person who paid it.

5. Timing and Sequencing of Development

None

6. **List of Reports or Plans attached as Schedules**

- a) Schedule A – Site Plan
- b) Schedule B – Architectural Drawings
- c) Schedule C – Landscape Plan
- d) Schedule D - Stormwater Management Plan & Erosion and Sediment Control Plan

7. This Permit is **not** a Building Permit.

CERTIFIED as the **HERITAGE ALTERATION PERMIT** issued by resolution of the Council of the Corporation of the Village of Cumberland on _____, 2018 and granted on _____, 2018.

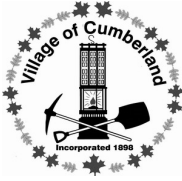
Corporate Officer

Schedule A- Site Plan



Schedule B- Architectural Drawings





**Corporation of the
Village of Cumberland**

**DEVELOPMENT
VARIANCE PERMIT**

TO: 0907289 BC Ltd

Agent: Wayne Rideout

OF: PO Box 70, Lazo, BC V0R 2K0

1. This Development Variance Permit (2018-01-DV) applies to and only to those lands within the Village of Cumberland and is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as specifically varied or supplemented by this permit for the purpose of varying the requirement for a loading space.
2. This Development Variance Permit applies to and only to those lands within the Village of Cumberland described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 8, Block 7, District Lot 21, Nelson District, Plan 522

Folio: 516 00085.000 **PID:** 008-974-900

Civic Address: 2727 Dunsmuir Avenue

3. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this Permit are varied as follows:

Section 6.1.3 Off Street Loading	b)	On every other site with non-residential rural, commercial, industrial, public assembly-institutional or interchange zones, the minimum number of stalls, in addition to the required parking shall be as follows:	
		GFA of building	Spaces Required
		Less than or equal to 465m ²	0

4. **Security**

None

5. **Expiry**

Subject to the terms of the permit, if the Owner of this Development Permit does not substantially start any construction with respect to which the permit was issued within 2 years after the date it is issued, the permit lapses.

6. **Timing and Sequencing of Development**

None

7. **List of Reports or Plans attached as Schedules**

None

8. **Contaminated Sites Regulation** (*choose one of the following as applicable*)

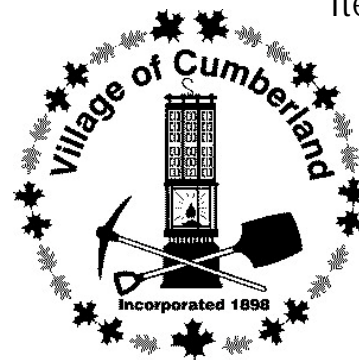
This Permit is issued pursuant to the requirements of the *Environmental Management Act*, whereby the Owner has completed a "Site Declaration" for the subject property.

9. This Permit is **not** a Building Permit.

CERTIFIED as the **DEVELOPMENT VARIANCE PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on the _____, 2018 and issued on _____, 2018.

Corporate Officer

COUNCIL POLICY



<p>Title: Homelessness and Affordable Housing Select Committee, Terms of Reference</p> <p>Adopted Date: January 26, 2015 Amended Date: February 12, 2018</p>	<p>No. 1.8</p> <p>Section: Administration Motion No. 15-40, 18-83</p>
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Policy Framework

The 2014 official community plan housing objectives and policies (5.2) include:

- Encourage a range of safe and affordable housing options which meet the needs of individuals and families of varying income levels, age groups, and needs.
- Integrate seniors and special needs housing into the community where there is good access to public transit and basic support services.
- Support the creation of new, and the retention of existing, rental housing and discourage the conversion of rental housing to strata ownership.
- Encourage alternative housing tenures within residential areas such as cohousing, cooperative housing, and fee-simple town homes, especially where these meet an affordable housing need.
- Support the location of supportive or transitional housing within the Village for special needs groups, such as the physically or mentally disabled, young people and others who have unique social needs
- Encourage the retention and creation of manufactured home parks in appropriate locations, as a viable and important source of affordable home ownership

Purpose of the Committee

The purpose of the committee is to undertake and complete the scope of work set out in this policy by June 2019.

Scope of Work

1. Homelessness: To make recommendations to Council on
 - (1) provisions for individuals whose personal circumstances make conventional housing and shelter solutions problematic.

- (2) a strategy to accommodate individuals who live
 - (a) in public spaces,
 - (b) by trespass on private property,
 - (c) in structures on private property that contravene Village bylaws, and
 - (d) in ways that are considered a risk to health and safety.

2 Affordable Housing

- (1) Explore the establishment and funding of a Cumberland not-for-profit housing corporation that is independent of the municipality.
- (2) Facilitate partnerships, specifically with development and non-profit partners, to identify project opportunities for any type of housing in conjunction with the mayor and Village staff;

2.1 Consider any other matters referred to it by Council.

Reporting

- 3. The Committee will report to the Council through
 - (a) meeting minutes, which may include recommendations to Council,
 - (b) reports, and
 - (c) consultant reports.

Membership

- 4. Council will appoint up to seven members to the committee, including
 - (a) one member of council who may not sit as chair or vice-chair,
 - (b) up to six community-at-large members.
- 5. The members must select a chair and vice-chair from amongst the members.
- 6. Representatives from local and regional not-for-profit organizations and community service organizations may attend Committee meetings as non-voting liaisons.

Procedures and Administration

- 7. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
- 8. The Committee must meet monthly on a regularly recurring day at least 10 times per year. At its first meeting and the meeting in November or December each year after, the Committee must set out its schedule of meetings for the following year.
- 9. The Committee will have the following staff resources:

- (1) Administrative support for
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets
 - Taking of the minutes
 - Submission of minutes to Council agenda for receipt
 - (2) Planning support for
 - Social planning advice
 - Guidance on the official community plan and any zoning bylaw review
 - Provision of data and resources
10. Each year in November, the Commission must develop and submit to Council a work plan and budget request for the following year.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;">  <p>SCHEDULE</p> </div> <div style="text-align: center;"> <p><i>"A huge thank you to all the staff involved in putting together this RENT. Well done, excellent workshops and well worth the price. And the food was great too!"</i> — Willow Point Supportive Living Society</p> </div> <div style="text-align: center;"> <p><i>"I was impressed by the organization and the content of the RENT., and its members. It was an honour to assist an organization of groups that are stepping up to address one of the most serious and important issues of our time, the right to proper housing. I was informed and inspired by attending."</i> — RENT Sponsor: D'Ambrosio architecture + urbanism</p> </div> <div style="text-align: right;">  <p>R·E·N·T Regional Education Networking & Tradeshow</p> </div> </div>					
7:30	Registration				
8:00 – 9:00	Light Breakfast, Tradeshow & Networking				
9:00– 10:00	Traditional Welcome & Opening Plenary				
10:00– 10:30	Tradeshow & Networking Break				
	OPEN TO ALL	LEADERSHIP	OPERATIONS	ASSET MANAGEMENT	OPEN TO ALL
10:30 – 12:00		<p>Developing Affordable Housing on the Gulf Islands In this session, participants will explore the unique challenges of developments within the Islands Trust. The multi-jurisdictional framework draws on agencies including the Ministry of Transportation, Island Health and the Capital Regional District, making the development process difficult to navigate. And because communities in the Islands Trust are rural, development must be mindful of the amenities and environments that make them unique. The session will use case studies of affordable housing projects on three different Gulf Islands to walk participants through the process.</p>	<p>Increasing Housing Stability and Preventing Homelessness This session explores homelessness prevention frameworks at the community-wide level, as well as the available tools and best practices to support those strategies. Participants will learn what housing providers can do to increase housing stability for tenants and prevent damages, disturbances and evictions, and review the work of a community that recently developed a preventative and success-based pathway into housing. Discover how to shift policies away from eviction and instead implement successful – and promising – housing practices.</p>	<p>Creating a Capital Plan Capital planning is the key in preparing your organization for the eventual renewal of your building's various systems. This workshop will help provide an overview on what a capital plan is and why it is important to have one. Participants will also have a hands-on opportunity to explore Asset Planner software, sample data and BCNPHA's Capital Planning Template. As there will be a limited number of laptops, please feel free to bring your own.</p>	<p>Engage Your Association! Meet your BCNPHA regional representatives for a dialogue session geared to understanding the issues facing Vancouver Island non-profit housing providers, and to provide feedback on how your association could best support your work. Bring your questions, thoughts, challenges and ideas and join us in this exploratory discussion.</p>
12:00 – 1:30	Lunch Plenary & Tradeshow Housing Developments through Partnerships - Panel Discussion				
1:30 – 2:45	<p>Inspired Leadership Leaders are individuals who actively choose to make a positive contribution to the world they inhabit, which requires a commitment to self-awareness and conscious attention to how they show up in the world. In this course, brought to you in partnership with BC Housing and the Justice Institute of BC, you'll reflect on the values and beliefs that support your leadership style and engage in activities that encourage you to honestly explore your own strengths and challenges in the context of solid leadership competencies.</p>	<p>New Societies Act The New Societies Act came into force on November 28, 2016 and the 27,000 societies in BC will have two years to file their Transition Application. This workshop will provide useful information on the bylaw and policy changes necessary for your organization to effectively make the transition, including information specific to non-profit housing providers. Topics include: preparing for transition, the basics for BC Housing funded societies; overview and key changes; timelines; and resources</p>	<p>Professional Boundaries for Front-line Staff This session reviews the importance and purpose of workplace boundaries when providing services to homeless and at-risk populations, and other tenants in non-profit housing. The challenges of setting and maintaining effective workplace boundaries are explored and specific boundary issues such as; personal disclosure of information to clients from staff, client-staff relationships outside of work, dual relationships, gift-giving and gift-receiving, and confidentiality are discussed. This session is an interactive learning experience where participants have the opportunity to get involved in discussions and ask questions.</p>	<p>Are You Ready to Build? Are you concerned about the need for more affordable housing in your community? Do you want to know how to meet that need? Have you started the process, but not sure what to do next? This session will help you understand: key steps in the development process and who is involved on the development team; public and private sector partners; and, the basics of financial feasibility. If you are ready to learn more about housing development, join the Ready, Set, Build! full-day workshop on April 13 as well.</p>	<p>Housing Operations Programs: Earn \$, Save \$ BCNPHA program partners go the extra mile to support societies in their housing operations. Experts and BCNPHA staff will answer questions and offer solutions to your housing issues, including insurance, investments, benefits, communications, property management, repairs and the new building remediation program. Participants will learn about BCNPHA member programs and services that create revenue and save money for your housing society.</p>
2:45 – 3:15	Tradeshow & Networking Break				
3:15 – 4:30	<p>Inspired Leadership continued. **This session runs until 5 pm. **</p>	<p>The New Societies Act: Bylaws This session is targeted to those who have attended the introductory New Societies Act workshop and have questions about their bylaws. In this session we'll review key bylaw changes including membership classes, director's qualifications and others. Bring your questions and your bylaws, and (optional) your laptops.</p>	<p>Dementia Friends As the population of our province ages, we will all be affected by dementia - as friends and family members, neighbours and people in the labour force. The Dementia Friends workshop is an opportunity to enhance your knowledge of how to best support people living with dementia in your community. Learn how to recognize and build awareness of dementia among your tenants, staff and others in your housing environment. We can all play a role in making our community a great place to live for people with dementia.</p>	<p>Maintenance Planning Work Well Worth Doing - Good building management is about getting the right things done at the right time by making the best use of your available resources. Making just a few of your daily tasks more efficient can cut your annual operating costs by 25% or more and improve the quality of your buildings. The presenter will demonstrate planning tools for budgets, staffing and schedules, hiring contractors, managing tenants and dealing with fire and safety. The results? Happier occupants and a building that is healthier and more profitable.</p>	
5:00 - 7:00	CMHC & BC Housing Networking Social @ the Timber Room Bar & Grill - <i>Space is limited; please RSVP during registration process (Complimentary event)</i>				