

Corporation of the
Village of Cumberland

Advisory Planning Commission

Agenda

A meeting of the APC will be held on Tuesday April 10, 2018 in Council Chambers located at 2675 Dunsmuir Avenue, commencing at 12:00pm.

1. **CALL TO ORDER:**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF THE MINUTES**
 - a) Minutes from the meeting of March 6, 2018.
3. **REFERRALS FROM COUNCIL**
 - a) Development Permit – 2017-15-DP – 2798 Ulverston Avenue (Dinney)
5. **OLD BUSINESS** None
6. **NEXT REGULAR MEETING**

Tuesday May 1, 2017 at 11:00am.
8. **TERMINATION:** Time: ____pm

Please note that copies of the agenda will be ready for pickup by on Thursday March 29, 2018, by 3pm and after 4:30 they will be in the office of the CRI.



*Corporation of the
Village of Cumberland*

***Advisory Planning
Commission
Meeting Minutes***

Minutes of the Advisory Planning Commission held on Tuesday March 6, 2018 in Council chambers located at 2675 Dunsmuir Avenue, Cumberland BC.

PRESENT: Vickey Brown (Chair) Jaye Mathieu
 Eric Krejci Jason Ross

ABSENT: Amanda Howe
 Evan Loveless

STAFF Judith Walker, Senior Planner

1. CALL TO ORDER AT 11:00AM.

2. Advisory Planning Commission Members

Meaghan Cursons has resigned and Council will be sending a thank you letter. The Commission discussed the need to recruit new members and the Village will advertise on the website and in other media as soon as possible.

3. APPROVAL OF AGENDA

Krejci/Ross: THAT the agenda be approved as presented.”

CARRIED

4. APPROVAL OF THE MINUTES

Mathieu/Ross: “THAT the minutes from the meeting of February 6, 2018 be accepted as presented.”

CARRIED

5. REFERRALS FROM COUNCIL:

a) Development Variance Permit Application – 3268 Fifth Street

Mr. Shel Brodesgaard, the applicant, was present.

Mathieu/ Krejci: THAT the Advisory Planning Commission recommends that Council grant the Development Variance Permit for property described as Lot 1, Block 21, District Lot 21, Nelson District, Plan 522C (3268 Fifth Street) to vary the following:

- 1) Left side exterior setback from the permitted 3.0metres to as close as 0.0metres (for the stairs only); and
 - 2) Rear setback from the permitted 4.5metres to as close as 1.1 metres;
- as shown on the site drawing attached to the Development Variance Permit dated March 6, 2018, to be confirmed and replaced by the required survey drawing at footings stage of the Building Permit.

CARRIED

ii) Development Variance Permit Application – 3208 Fifth Street

Ross/Mathieu: THAT the Advisory Planning Commission recommends that Council grant the Development Variance Permit for property described as Lot 1, Block 24, District Lot 21, Nelson District, Plan 522C (3208 Fifth Street) to vary the following:

- a) Left side exterior setback from the permitted 3.0metres to as close as 0.32metres; and
 - b) Rear setback from the permitted 1.5metres to as close as 1.34metres;
- as shown on the site drawing attached to the Development Variance Permit dated March 6, 2018, to be confirmed and replaced by the required survey drawing at footings stage of the Building Permit.

CARRIED

iii) Heritage Alteration & Development Variance Permit –2727 Dunsmuir Avenue

Mr. Wayne Rideout, the applicant, was present. The Commission considered several factors with regard to the Variance request such as: the size of the lot available for parking; the number of units and commercial space in the proposed building; and the bylaw requirements.

Mathieu/Kejci: 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.

CARRIED

Ross/Mathieu: 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.

CARRIED

The Commission recommends to Council that if a development application crosses a certain, not yet determined, density threshold that it be referred to the Homelessness and Affordable Housing Select Committee and the Accessibility Select Committee for their consideration.

- 6. **OLD BUSINESS:** None
- 7. **NEXT REGULAR MEETING** Tuesday April 3, 2017 at 11:00am.
- 8. **TERMINATION:**
 Ross: THAT the meeting be terminated.
 Time: 12:25pm

Certified Correct: <hr style="width: 80%; margin-left: 0;"/> <div style="text-align: right; margin-top: 10px;">Chair</div>	Confirmed: <hr style="width: 80%; margin-left: 0;"/> <div style="text-align: right; margin-top: 10px;">Deputy Corporate Officer</div>
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APC REPORT



REPORT DATE: March 27, 2018
 MEETING DATE: April 3, 2018
 TO: Chair and Members
 FROM: Joanne Rees, Planner
 SUBJECT: Residential Infill Development Permit – 2798 Ulverston Avenue

OWNERS Jayden Dinney
FOLIO No.: 516 000820.244 **PID:** 017-833-469 **File No.** 2017-15-DP
LEGAL DESCRIPTION: Lot A, District 24, Nelson District, Plan VIP54580
OCP DESIGNATION Residential **ZONE:** Residential Infill One A (R-1A)

RECOMMENDATION

1. THAT the Advisory Planning Commission receive “Residential Infill Development Permit – 2798 Ulverston Avenue” report dated March 27, 2018.
2. THAT THAT the Advisory Planning Commission recommends that Council grant the Development Permit (File 2017-015-DP), substantially as presented, for property described as Lot A, District 24, Nelson District, Plan VIP54580 (2798 Ulverston Avenue) substantially in compliance with the attached Development Permit dated April 3, 2018.

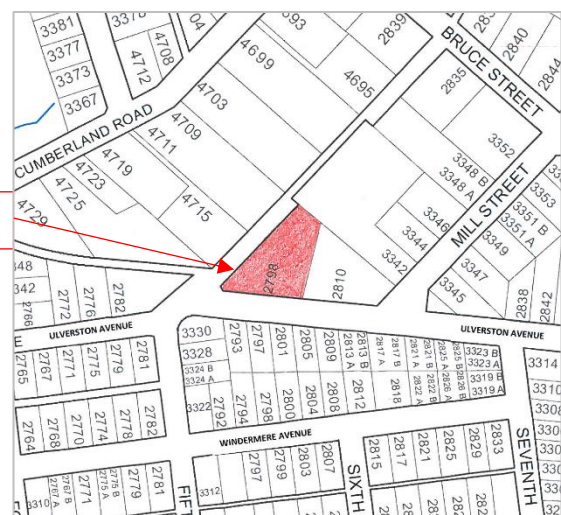
SUMMARY

An application has been received for the above noted property to permit the construction of an Accessory Dwelling Unit.

BACKGROUND

The subject property is within Development Permit Area No. 6 being the “Residential Infill Development Permit Area.”

Subject Property



Residential infill development is intended to build density in mature residential areas located within a short walk of the downtown core. The creation of additional density may impact the privacy of adjacent landowners and the established neighbourhood character of these areas. Generally, residential neighbourhoods in the Village enjoy the privacy and aesthetic benefits of modestly scaled character homes surrounded by well-established tree cover and landscaping. New infill developments are encouraged to maintain and enhance these intrinsic characteristics.

It is the objective of the Village to guide the integration of new housing into established residential neighbourhoods and to promote quality residential environments that maintain desirable relationships to their surrounding context. It is also a Village objective to encourage new development that incorporates energy and water conservation principles as well as designs that work towards reducing greenhouse gas emissions.

DPA#6 – Residential Infill Development Permit

This Development Permit (DP) applies to all the areas in the Village within the Residential One A (R-1A) zone for new Accessory Dwelling Units. The DPA cites two sections of guidelines:

- 10.6.5 Guidelines for Ground Oriented Housing (entire guidelines attached); and
- 10.6.6 Specific Guidelines for Coach Houses (now called Accessory Dwelling Units)

10.6.5 Guidelines for Ground Oriented Housing

The Guidelines for Ground Oriented Housing are meant to cover a variety of housing types including multi-family developments and as such, not all of the guidelines are applicable. In addition to all of the Specific Guidelines for Coach Houses (Accessory Dwelling Units), the following guidelines are considered applicable. All applicable guidelines are incorporated into the Development Permit.

1. Site Design

The subject property is within a “mature” part of the Village and backs onto a ±14.0metre (±9.8foot) wide lane. The lane is well used by local residents but is not maintained by the Village and as such it would be considered seasonal only at this time.

The lot is 0.28hectares (0.701acres) in size and within the Residential Infill One A (R-1A) zone and has subdivision potential. The existing house is sited in the middle of the lot (see attached site drawing) and in order to keep the options for subdivision open the ADU is sited close to the house.

Staff Assessment: The siting as proposed on the attached Schedule B of the Draft Development Permit meets the guidelines.

2. Landscaping

The subject property is within an area of other large parcels (relative to Village Core lots) which are zoned Residential Three (R-3). Most are around 1 acre or less. The rear adjacent properties are mostly well treed and the houses on them are closer to the front of the lots. As such, there appears to be a lesser need for vegetative screening to protect the privacy and to mitigate noise between occupants of adjacent properties as the adjacent lane is wider than most.

Staff Assessment: The Landscape plan has been provided is attached as Schedule B to this report complies with the Development Permit guidelines.

3. **Accessibility**

The DPA requires that accessibility features be integrated into the overall design concept and identified on the site plans, such as but not limited to, barrier-free universal design principles and travel routes a hard, slip-resistant surface with a minimum width per the BC Building Code.

Staff Assessment: The access to the ADU is proposed to be a hardsurfaced pathway from the driveway off of Ulverston Avenue. This complies with the Development Permit guidelines.

4. **Building Form and Character**

This section of the DPA addresses aesthetics, exterior materials, building massing and impacts on adjacent neighbours.

The proposed ADU is proposed to be 1½ storeys (see elevation drawings attached as Schedule C). The living area is on the ground floor entry off the courtyard, with stairs to the second floor over the garage for two bedrooms and a full bathroom. The partial second storey is open to the living room below. The garage is intended for the use of the residents of the ADU and faces the rear lane.

Staff Assessment: The proposed ADU complies with the Development Permit guidelines.

5. **Lighting**

All exterior lighting should follow the DarkSky.org principles of keeping the light where it is needed and not on adjacent neighbours. While Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting like this can be achieved by ensuring that all lighting on buildings be fully-shielded, concealed in soffits and placed where said lighting does not shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.

There are non-invasive functional and decorative lighting proposed in the soffits of the building only and non invasive landscape lighting in the courtyard to light up the space at night and to delineate traffic through this area.

Staff Assessment: The proposal for lighting meets the intent of the guidelines.

6. **Access, Parking, & Amenity Areas**

Access: Access to the ADU is gained from Ulverston Avenue from the proposed circular driveway. From there, a hardsurfaced walkway no less than 1.2metres in width will be provided to the courtyard of the ADU.

Parking: This section requires parking requirements to be on-site as contained in the recently adopted Zoning Bylaw No. 1027, 2016. For an ADU in this zone, the minimum requirement is for one parking space. Parking for the existing single family dwelling is not a requirement of this ADU application.

Amenity Area: The required amenity area will be provided as a courtyard/patio area located on the south end of the proposed ADU.

Staff Assessment: The access, parking, and amenity area as proposed complies with the Development Permit guidelines.

7. Energy Conservation & Reduction of Greenhouse Gas Emissions

This DPA speaks of many voluntary design features which include passive heating, lighting and cooling design features, natural daylight and seasonal shade needs and taking advantage of orientation towards or away from the sun. Building design to incorporate solar ready features and electric vehicle plug-in shall be placed at the right hand side of the garage door opening.

Staff Assessment: Some of these have been realized in the design, as the ADU has small windows to reduce heat loss in winter. The building design shall incorporate solar-ready features and an electric vehicle plug-in will be required. These requirements comply with the Development Permit guidelines.

8. Water Conservation

This section promotes water conservation through voluntary guidelines such as rainfall capture (and reuse), minimizing impervious surfaces, and using native and drought-tolerant plant species for landscaping.

Staff Assessment: The use of native and drought-tolerant plant species for landscaping meets the intent of the guidelines.

9. Stormwater

Management of rainwater from impervious surfaces is a critical feature in today's developments.

A Stormwater Management Report prepared by Andrew Gower, Peng of Wedler Engineering dated January 15, 2018 has been received. This report recommends a rock pit be constructed into which the roof leaders of the ADU will be fed.

Staff Assessment: The recommendations of the engineer will form part of the Development Permit, which will meet intent of the guidelines.

10. Soil Erosion and Sediment Control

A Sediment and Erosion Control Plan shall be prepared by a registered professional for the construction and operational phases of the development.

Staff Assessment: The subject property has a very slight decline towards the rear of the property. If excavation work is done using the lane as access during a dry time, sediment control will not be an issue. Staff recommends that a professional report not be required in this case.

10.6.6 Specific Guidelines for Accessory Dwelling Units			
DP Guideline		How the proposal meets or exceeds	DP Condition
a)	<i>A landscape plan should be prepared, with the broad objectives of providing:</i>		
	i)	<i>Vegetative screening on private lots to protect the privacy and to mitigate noise between occupants of adjacent properties;</i>	The nearest private lot is a significant distance away.
	ii)	<i>Low height vegetation between adjacent driveways on private lots to mitigate the visual impact of paved surfaces.</i>	
b)	<i>Parking areas for all recreational vehicles, trailers and boats, including commercial or industrial vehicles (if permitted by bylaw), should be located behind the front face of the primary dwelling unit. "Temporary" storage or parking areas are not permitted.</i>		This proposed parking will comply with this requirement.
c)	<i>An outside amenity area should be provided in the form of a deck, dedicated yard, garden or similar feature. A parking area does not qualify as an outside amenity area.</i>		This proposed amenity area complies with this requirement.
d)	<i>The amenity area should not be narrower than 2.5metres and must not be less than 10.0metres² in area.</i>		
e)	<i>Minimize impacts of decks and balconies on adjacent properties.</i>		No decks or balconies are proposed.
f)	<i>The civic addressing must be visible from the primary street frontage.</i>		Will comply with this requirement
g)	<i>Each dwelling unit should have a dedicated, unobstructed, hard surfaced path, not be less than 1.2metres in width that links the unit to a public street or lane.</i>		The path shown on the landscape plan complies with this requirement.
h)	<i>New Buildings should:</i>		
	i)	<i>Create visual interest by providing variations in height, rooflines and massing;</i>	This proposed building complies with this requirement.
	ii)	<i>Avoid building plans that are repetitive.</i>	Building plan is not repetitive.
i)	<i>Large blank walls should not dominate the buildings and where windows/dormers/bays are not possible; landscaping should be used to mitigate the blank walls.</i>		No large unarticulated (blank) walls are proposed.

10.6.6 Specific Guidelines for Accessory Dwelling Units			
DP Guideline		How the proposal meets or exceeds	DP Condition
j)	<i>The garage should not be visually prominent, mitigated through the use of staggered setbacks, and varied orientation, materials, scale, and finishes.</i>	The proposed garage is to be accessed from the adjacent lane and complies with this requirement	2(c)(i)
k)	<i>The use of vinyl siding is discouraged.</i>	Vinyl siding is not proposed.	None
l)	<i>Large windows should not face directly onto adjacent properties.</i>	No large windows are being used.	None
m)	<i>The design and siting of buildings should:</i>		
i)	<i>Be sensitive to the scale, mass and form of adjacent buildings</i>	This proposed building complies with this requirement.	2(c)(i)
ii)	<i>Use building materials that reflect the character of the principal dwelling unit</i>		
iii)	<i>Not overlook and shadow adjacent properties</i>		
iv)	<i>Utilize all habitable space opportunities such as building into the truss system of the unit.</i>		

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

The applicants have placed the required sign on-site, they advertised and held a public meeting on February 16, 2018. A copy of the notice sent out and the advertisement is attached to this report. The purpose of the applicant holding a public meeting is to give them opportunity to advise the neighbours of their development plans and to be able to answer questions. No comments were received at this meeting.

Pursuant to the requirements of the *Village of Cumberland Procedures and Fees Bylaw No. 1008, 2014*, notice of Council consideration of a Development Permit was mailed on March 8, 2018 to the neighboring properties within 75.0metres of the subject property which meets the requirement of a minimum of 10 days before the Council considers the application (anticipated to be April 9, 2018). At the time of writing this report, no comments have been received.

FINANCIAL IMPLICATIONS

None

OPERATIONAL IMPLICATIONS

The review of Development Permit applications are part of the services provided by the Planning Department.

STRATEGIC OBJECTIVE

None

ATTACHMENTS

1. DPA#6 Residential Infill Development Permit Area Guidelines
2. Public Meeting: copy of advertisement and notice (no comments were received)
3. Draft Development Permit
 - Schedule A Site Plan
 - Schedule B Elevation Drawings
 - Schedule C Landscape Plan
 - Schedule D Stormwater Management Plan

CONCURRENCE

Rob Crisfield, Manager of Operations

OPTIONS

- i) Recommend granting the application
- ii) Recommend denying the application (must give reasons)
- iii) Any other action deemed appropriate by APC.

Respectfully submitted,

Joanne Rees

Planner

Michelle Mason

Acting Chief Administrative Officer

10.6 DPA 6 - Residential Infill

10.6.1 Justification

This Development Permit Area designation is warranted to promote a high standard of design in ground oriented medium density housing projects. Medium density is intended to include primarily single and two-family dwellings in a more compact arrangement with densities ranging from 25 to 37 units per hectare (10 to 15 units per acre). The renovation of heritage homes to include multiple rental suites is also envisioned within this area. Typical ground oriented medium density development includes the following applications:

- Narrow lot single family dwellings
- Single Family with accessory dwelling unit (garage apartment, coach house, laneway house)
- Duplex dwelling units
- Townhouse dwelling units
- Rowhouse dwelling units

Residential infill development is intended to build density in mature residential areas located within a short walk of the downtown core. The creation of additional density may impact the privacy of adjacent landowners and the established neighbourhood character of these areas.

Generally, residential neighbourhoods in the Village enjoy the privacy and aesthetic benefits of modestly scaled character homes surrounded by well-established tree cover and landscaping. New infill developments are encouraged to maintain and enhance these intrinsic characteristics.

It is the objective of the Village to guide the integration of new housing into established residential neighbourhoods and to promote quality residential environments that maintain desirable relationships to their surrounding context.

It is also the objective of the Village to encourage new development that incorporates energy and water conservation principles as well as designs that work towards reducing greenhouse gas emissions.

This Residential Infill Development Permit Area supports the goals, objectives and policies of this OCP, including but not limited to the following relevant sections of the OCP:

- Growth Management (Section 5.0)
- Environmentally Sensitive Areas (Section 7.0)
- Views and Landscape Character (Section 7.0)
- Climate Change and Adaptability (Section 7.0)
- Recreation, Leisure and Parks (Section 8.0)

10.6.2 Category

This development permit area is designated pursuant to s.919.1 (1)(e), (h), (i), and (j) of the LGA.

- e) Establishment of objectives for the form and character of intensive residential development
- h) Establishment of objectives to promote energy conservation
- i) Establishment of objectives to promote water conservation

- j) Establishment of objectives to promote the reduction of greenhouse gas emissions

10.6.3 Exemptions

- 1) A Development permit is not required in the following circumstances:
 - a. Farm Operations as defined under the *Farm Practices Protection (Right to Farm) Act* on properties with Farm Status pursuant to the *BC Assessment Act* where such activity is carried on in accordance with normal farm practices as defined under that Act
 - b. Forestry activities in accordance with the *Forest Act* or *Private Managed Forest Land Act* and subsequent legislation that are not subject to regulation under the LGA
 - c. Mining activities in accordance with the *Mines Act* and subsequent legislation that are not subject to regulation under the LGA
 - d. Hydroelectric facilities licensed by the Province
 - e. Construction involving a building floor area of 10.0square metres or less (does not include additions to existing dwelling(s))
 - f. Internal alterations to a building or structure
 - g. Erection of fences 2.0metres or less in height
 - h. Stream enhancement and fish and wildlife habitat restoration works that are approved by the provincial ministry responsible for the environment and the federal department responsible for fisheries and oceans where notification is given to the Village
 - i. In-stream work as approved by Section 9 of the *Water Act*, or subsequent legislation
 - j. Riparian planting of native vegetation.
 - k. Public infrastructure works undertaken by the Village or their agents, and where such necessary works have been approved by senior government agencies
 - l. Subdivision
 - m. For the addition or alteration of a principal building, where the proposed construction is located within an interior side or rear yard
 - n. For the construction, alteration, renovation or demolition of single-family dwellings and associated landscaping
 - o. For the construction, alteration, renovation or demolition of duplex dwellings and associated landscaping
 - p. For the construction, alteration, renovation or demolition of single-family dwellings with a secondary suite and associated landscaping

10.6.4 Designated Areas

The areas shown on Map C are designated as Development Permit Area No. 6.

DPA#6 Residential Infill Development Permit Guidelines

10.6.5 Guidelines for Ground Oriented Housing

- 1) Site Design
 - q. The Village will work with the principles of Crime Prevention Through Environmental Design (CPTED) in the consideration site design and landscaping.
 - r. Site Design should consider the preservation of natural site features.

- s. Site design should consider the preservation and enhancement of view corridors to open areas and viewscales.
- t. The use of rear lane access to garages and surface parking is encouraged.

2) Landscaping

- u. All landscaping should be irrigated by means of an automated system.
- v. All waste disposal and recycling bins shall be screened on three sides within a solid walled animal-proof enclosure.
- w. Building footprints should be located to create opportunities for courtyards, or garden patio areas with appropriate site furniture and lighting.
- x. The appearance of the both the buildings and the site landscaping should have a strong emphasis toward public street views, incorporating a concept that emphasizes the public realm.
- y. Landscape plans will be provided at the developer's expense, which have been prepared by landscape professional utilizing plants appropriate to the growing conditions. The plan shall include a complete plant list and cost estimate. A performance security will be required before the Permit is issued.
- z. A landscape plan should be prepared, with the broad objectives of providing:
 - i. Vegetative screening on private lots to protect the privacy and to mitigate noise between occupants of adjacent properties;
 - ii. Effective vegetation between adjacent driveways on private lots to mitigate the visual impact of paved surfaces.

3) Accessibility

- aa. Accessibility features shall be integrated into the overall design concept and identified on the site plans.
- bb. 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.
- cc. 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).
- dd. Accessible travel routes shall conform to the requirements of the most current edition of the BCBC.

4) Building Form and Character

- ee. Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise.
- ff. All buildings and expansions thereto, storage, and parking shall be designed to be compatible with surrounding land uses and the major roads fronting the property.
- gg. The use of smooth surfaced, wood, concrete board, acrylic stucco, brick, baked enamel-finished metal siding, or metal panels are encouraged.
- hh. The use of untreated or unfinished concrete, metal, vinyl siding as a final building finish is prohibited.
- ii. Rooftop mechanical equipment shall be hidden behind screens or parapets designed as an integral part of a building to conceal such equipment.

- jj. Building design should include a variety of architectural design treatments, including articulated building footprints to reduce massing and to promote architectural definition and interest.
- kk. Building massing shall consider the preservation or enhancement of view corridors to open areas and mountain vistas.
- ll. Building massing should 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.
- mm. Minimize impacts of decks and balconies on adjacent properties.
- nn. The civic addressing must be visible from the primary street frontage.
- oo. Each dwelling unit should have a dedicated, unobstructed, hard surfaced path, not be less than 1.2metres in width that links the unit to a public street or lane.
- pp. New Buildings should:
 - i. Create visual interest by providing variations in height, rooflines and massing;
 - ii. Avoid building plans that are repetitive.
- qq. Large blank walls should not dominate the buildings and where windows/dormers/bays are not possible; landscaping should be used to mitigate the blank walls.
- rr. The garage should not be visually prominent, mitigated through the use of staggered setbacks, and varied orientation, materials, scale, and finishes.
- ss. Large windows should not face directly onto adjacent properties.
- tt. Main entrances for all dwellings shall be located at ground level and should be prominent to the street.

5) Lighting

Natural cycles of day and night lighting are important for human health, the natural environment, astrophysical endeavors, and the conservation of energy. To minimize these impacts, outdoor lighting should be regulated to control both the quantity and quality of night lighting.

- uu. All site lighting installations should be fully shielded (full cutoff).
- vv. Light should be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter.
- ww. Security and other lighting should be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer.
- xx. Exterior building lighting should generally be concealed in soffits or other similar architectural features.
- yy. Lamp poles and luminaries used for site area lighting should be complementary to the form and character of adjacent sites and Village streetlighting standards.
- zz. There should be sufficient on-site illumination for pedestrian/vehicle safety. Illumination should not encroach onto adjacent properties.
- aaa. Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety.

6) Access, Parking, & Amenity Areas

Large surface parking areas may be broken down into smaller parking lots evenly dispersed throughout the development and integrated with planted, landscaped areas.

- bbb. Parking areas shall clearly identify pedestrian circulation areas, preferably with different paving and landscaping treatment.
- ccc. Parking areas should be surfaced with a paving treatment (including: pervious paving, cellular paving and concrete unit pavers). Parking aisles shall provide a hard travel surface.
- ddd. Developers are encouraged to use permeable surface treatments for roadways, parking areas and other surfaced areas within a development, where appropriate.
- eee. Building entrances should be prominent and clearly visible from access driveways.
- fff. Site designs should include provisions for multi-modal transportation.
- ggg. All parking requirements for the development shall be met on-site.
- hhh. Parking areas for all recreational vehicles, trailers and boats, including commercial or industrial vehicles (if permitted by bylaw), should be located behind the front face of the primary dwelling unit. "Temporary" storage or parking areas are not permitted.
- iii. An outside amenity area should be provided in the form of a deck, dedicated yard, garden or similar feature. A parking area does not qualify as an outside amenity area.
- jjj. The amenity area should not be narrower than 2.5metres and most not be less than 10.0metres² in area.

7) Energy Conservation & Reduction of Greenhouse Gas Emissions

- kkk. Building design should include passive heating, lighting and cooling design features.
- lll. Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs.
- mmm. Building orientation should, where practical, be designed to optimize the benefits of solar orientation.
- nnn. Building design should incorporate solar ready features.
- ooo. Sheltered and secure bicycle parking shall be provided to a level that is consistent with the proposed use.
- ppp. Electric Vehicle Plug-ins should be provided for new developments.
- qqq. All buildings shall be designed and engineered to be solar ready.
- rrr. Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation.

8) Water Conservation

- sss. Development projects should incorporate rainfall capture systems for irrigation where feasible.
- ttt. Development projects should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology.
- uuu. Landscape planting should be designed to reduce water consumption through the use of native and drought-tolerant plant species suitable for the growing area.

vvv. Landscaped areas should be watered by an automatic irrigation system, complete with an automated 'smart' controller.

www. High water use turf, sod and lawn are discouraged.

9) Stormwater

xxx. 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.

yyy. 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 waterbodies.

zzz. Stormwater management shall take advantage of on-site opportunities to recycle water to absorbent soils, wetlands, and forests.

10) 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

10.6.6 Specific Guidelines for Coach Houses

1) A landscape plan should be prepared, with the broad objectives of providing:

aaaa. Vegetative screening on private lots to protect the privacy and to mitigate noise between occupants of adjacent properties

bbbb. Low height vegetation between adjacent driveways on private lots to mitigate the visual impact of paved surfaces

2) Parking areas for all recreational vehicles, trailers and boats, including commercial or industrial vehicles (if permitted by bylaw), should be located behind the front face of the primary dwelling unit. "Temporary" storage or parking areas are not permitted.

3) An outside amenity area should be provided in the form of a deck, dedicated yard, garden or similar feature. A parking area does not qualify as an outside amenity area.

4) The amenity area should not be narrower than 2.5metres and must not be less than 10.0square metres in area.

5) Minimize impacts of decks and balconies on adjacent properties.

6) The civic addressing must be visible from the primary street frontage.

7) Each dwelling unit should have a dedicated, unobstructed, hard surfaced path, not be less than 1.2metres in width that links the unit to a public street or lane.

8) New Buildings should:

cccc. Create visual interest by providing variations in height, rooflines and massing

dddd. Avoid building plans that are repetitive

9) Large blank walls should not dominate the buildings and where windows/dormers/bays are not possible; landscaping should be used to mitigate the blank walls.

10) The garage should not be visually prominent, mitigated through the use of staggered setbacks, and varied orientation, materials, scale, and finishes.

11) The use of vinyl siding is discouraged.

12) Large windows should not face directly onto adjacent properties.

13) The design and siting of buildings should:

eeee. Be sensitive to the scale, mass and form of adjacent buildings

ffff. Use building materials that reflect the character of the principal dwelling unit

gggg. Not overlook and shadow adjacent properties

hhhh. Utilize all habitable space opportunities such as building into the truss system of the unit

Jayden Dinney and Britt Hanson
 2798 Ulverston Ave
 Cumberland BC
 (250)-818-5293
 jaydendinney@gmail.com

Copy of Letter sent to adjacent neighbours regarding the public meeting.

February 3, 2018

Attn: Adjacent Property Owners and/or Residents

Dear Sir and/or Madam:

Re: Invitation to Neighborhood Meeting By the Applicant

Please take notice that an application has been made to the Village of Cumberland for:	
An application for:	Development Permit – Residential Infill DPA#6
The purpose of the application is to:	To permit an Accessory Dwelling Unit on property at 2798 Ulverston Ave Cumberland BC.
This application requires that the applicant host a Neighborhood Public meeting. At this meeting, detailed plans of the proposal will be provided for your review and any questions that you have can be answered by the proponent.	
As an adjacent land owner and/or resident, you are invited to attend the Neighborhood Meeting at:	DATE: Friday February 16th, 2018
	TIME: 7:30pm
	LOCATION: Cumberland Masonic Lodge No. 26, 2687 Dunsmuir Ave Cumberland BC.
Please note that this is not a Village-sponsored meeting but instead it is a requirement of the application process.	
Contact information for the Applicant	Jayden Dinney (250)-818-5293 jaydendinney@gmail.com
Planning Staff at the Village are also able to answer questions about the application.	The Planning Department at the Village of Cumberland PO Box 340, 2673 Dunsmuir Avenue Cumberland, BC V0R 1S0 Telephone: 250-336-2291

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COMMUNITY ANNOUNCEMENTS	COMMUNITY ANNOUNCEMENTS	COMMUNITY ANNOUNCEMENTS	COMMUNITY ANNOUNCEMENTS	EMPLOYMENT/EDUCATION	EMPLOYMENT/EDUCATION
<p>Invitation to neighbourhood meeting by Jayden Dinney</p> <p>The purpose of this meeting is to review a proposed application to permit an accessory dwelling unit at 2798 Ulverston Avenue, Cumberland, BC.</p> <p>The meeting will be held on Friday February 16th, 2018 at 7:30pm at Cumberland Masonic Lodge No. 26 located at 2687 Dunsmuir Ave Cumberland, BC.</p> <p>By shopping local you support local people.</p>	<p>Advertise in the 2018 BC Hunting Regulations Synopsis Largest Sportsman publication in BC Call Annemarie 1.800.661.6335 or email: fish@blackpress.ca</p>	<p>ALCOHOLICS ANONYMOUS Call Day or Night Anytime 250-338-8042</p> <p>MAKE A Connection. Real People. Flirty Chat Call FREE! 250-220-1300 or 1-800-210-1010. www.liveinks.com 18+0</p> <p>MAR-ANON - Are you affected by someone's drugs use? We can help! Wednesday's, 7:30 p.m. Group at 260-4th Street Eureka Support Society Call Jack 250-334-3465 Friday's 7:30 p.m. Group at 3322 Comox Rd. Korok's Health Centre Call Vicki 250-338-2983.</p>	<p>Established property maintenance company downsizing, selling client list. Mowing/gardening. Clients in Campbell River, Comox Valley. Start up opportunity or add to existing. Annual income \$47,000. Asking \$6000 OBO. Can be sold separately. Reply to mararun26@gmail.com.</p>	<p>jobshop THE RESOURCE FOR JOBS SEEKERS</p> <p>Unemployed? Need a resume? We have resources in our Self-Service Centre to help you create your own resume.</p> <p>For FREE job search help call 250-334-3119. Visit 103-555 4th St. in Courtenay. www.thejobshop.ca</p> <p>Canada BRITISH COLUMBIA The Employment Resource of the British Columbia Government and the Province of British Columbia.</p>	<p>WorkBC Employment Services Centre</p>
<p>CRIMINAL RECORD? Why suffer Employment/Licensing loss? Travel/Business opportunities? Be embarrassed? Think: Criminal Pardon. US Entry Waiver. Record Purge. File Destruction. Free Consultation 1-800-347-2540. accesslegalmjf.com</p> <p>YOUR COMMUNITY, YOUR CLASSIFIEDS 1-866-965-4460</p>	<p>LOST AND FOUND</p> <p>Found on Guthrie road, laminated house plans, call 250-941-8661</p> <p>LOST Ladies Bulovia Watch 250-941-8318</p>	<p>PERSONALS</p>	<p>EMPLOYMENT/EDUCATION</p>	<p>EMPLOYMENT/EDUCATION</p>	<p>EMPLOYMENT/EDUCATION</p>



TO: Jayden Dinney and Brittany Hansen

OF: PO Box 192, 2798 Ulverston Avenue, Cumberland, BC V0R 1S0

This Development Permit (2017-15-DP) is issued subject to compliance with all of the bylaws of the Village of Cumberland applicable thereto, except as supplemented by this Permit for the purposes of construction of an accessory dwelling unit.

1. This Development Permit applies to and only to those lands within the Village of Cumberland described below:

Legal Description: Lot A, District Lot 24, Nelson District, Plan VIP54580

Folio: 516 00820.244 **PID:** 017-833-469

Civic Address: 2798 Ulverston Avenue

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

a) **Site Design**

The siting be substantially in conformance with the attached Schedule A.

b) **Landscaping**

The landscape plan will be substantially in conformance with the attached Schedule C.

c) **Accessibility**

Accessibility features be integrated into the overall design concept and identified on the site plans, such as but not limited to barrier-free universal design principles and travel routes a hard, slip-resistant surface with a minimum width per the BC Building Code.

c) **Building Form and Character**

i) The ADU is to be constructed substantially in compliance with the attached Schedule B.

ii) Civic addressing will be visible from the primary street frontage (Fourth Street).

- d) **Lighting**
- i) Exterior building lighting will be concealed in soffits or other similar architectural features.
 - ii) Neither lamp poles and luminaries used for site area lighting shall be permitted.
- e) **Access, Parking, & Amenity Areas**
- i) The parking space shown on the attached Schedule A will be for the exclusive use of the ADU resident. The parking space shall be surfaced with a paving treatment (including: pervious paving, cellular paving and concrete unit pavers).
 - ii) Access from the parking space to the ADU will be concrete and at least 1.2metres wide.
 - iii) The required outside amenity area will be a grade level patio as shown on the drawing Schedule A. This area shall be fenced or screened to provide privacy of use.
 - iv) Parking areas for all recreational vehicles, trailers and boats, including commercial or industrial vehicles (if permitted by bylaw), should be located behind the front face of the primary dwelling unit. "Temporary" storage or parking areas are not permitted.
- f) **Energy Conservation & Reduction of Greenhouse Gas Emissions**
- i) The ADU shall be designed and engineered to be solar ready.
 - ii) An electric vehicle plug-in will be required.
- g) **Water Conservation**
- The Owner is encouraged to:
- i) Incorporate rainfall capture systems for irrigation where feasible;
 - ii) Use native and drought-tolerant plant species suitable for the growing area in landscaping;
 - iii) Not use high water use types of turf, sod and lawn.
- h) **Stormwater**
- A Stormwater Management Plan prepared by Wedler Engineering dated January 18, 2018 is attached to and forms part of this Permit.
- i) Place 300mm of amended topsoil in any new landscaped (pervious) areas;
 - ii) Install a rock pit infiltration gallery to limit peak flow rates and volumes in accordance with the schedule attached to the report.

3. **Security**

- a) A security in an amount which represents 120% of the cost estimate for the approved landscape plan shall be received before the Permit is granted.
- b) When the plan has been completely implemented the Owner shall request an inspection. If found to be 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.

4. **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.

5. **Timing and Sequencing of Development**

None

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

- Schedule A Site Plan
- Schedule B Elevation Drawings
- Schedule C Landscape Plan
- Schedule D Stormwater Management Plan prepared by Wedler Engineering dated January 18, 2018

7. **Contaminated Sites Regulation**

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.

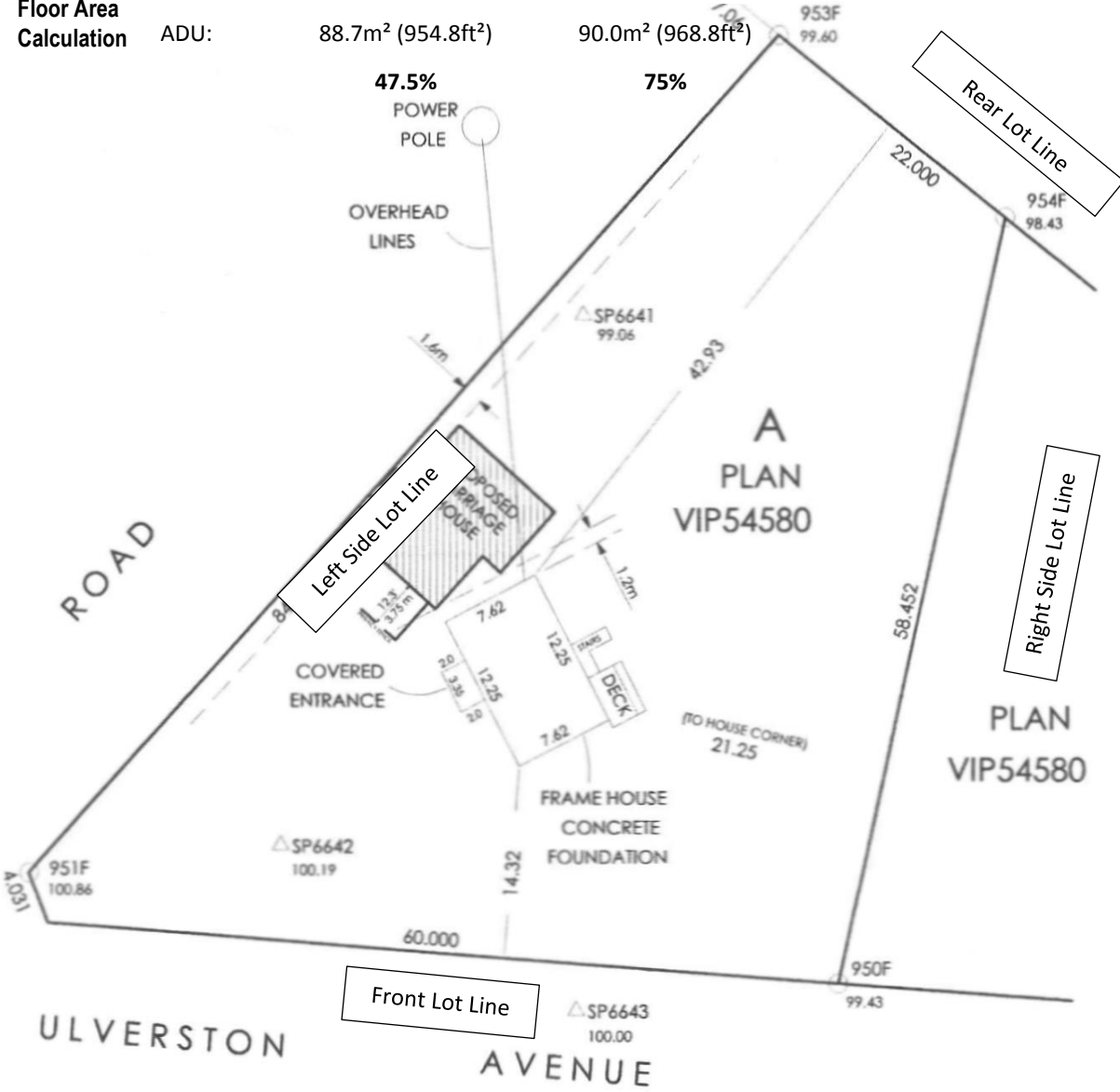
8. This Permit is **not** a Building Permit.

CERTIFIED as the **DEVELOPMENT PERMIT** granted by resolution of the Council of the Corporation of the Village of Cumberland on _____, 2018 and issued on _____, 2018 (*the Council issues the Permit, and senior staff shall grant the Permit when all the conditions have been met. (such as the landscaping bond, etc)*)

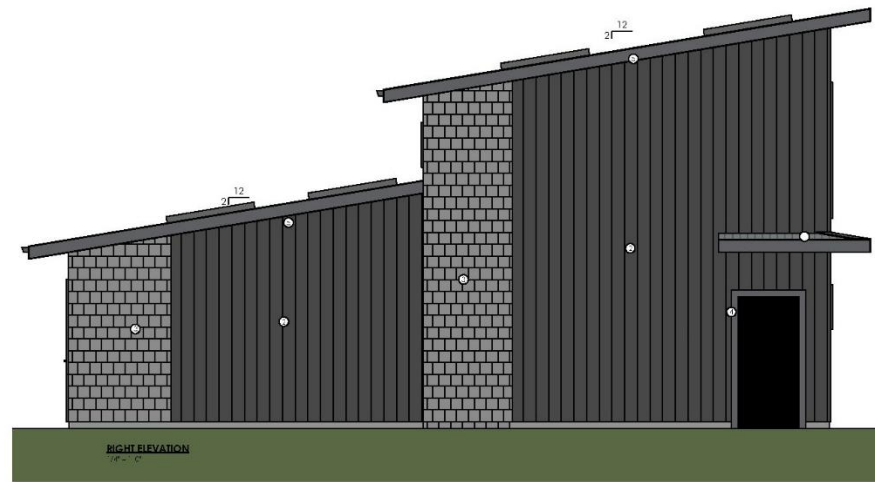
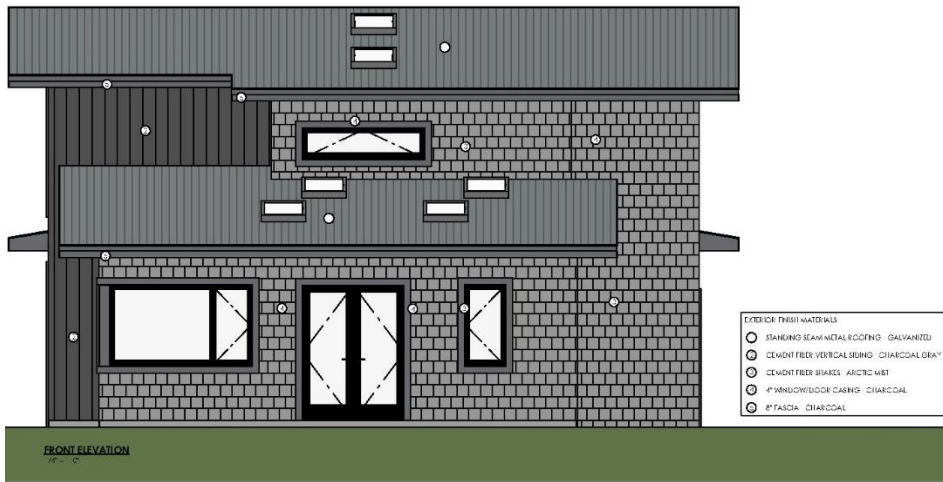
Corporate Officer

Schedule A Site Plan

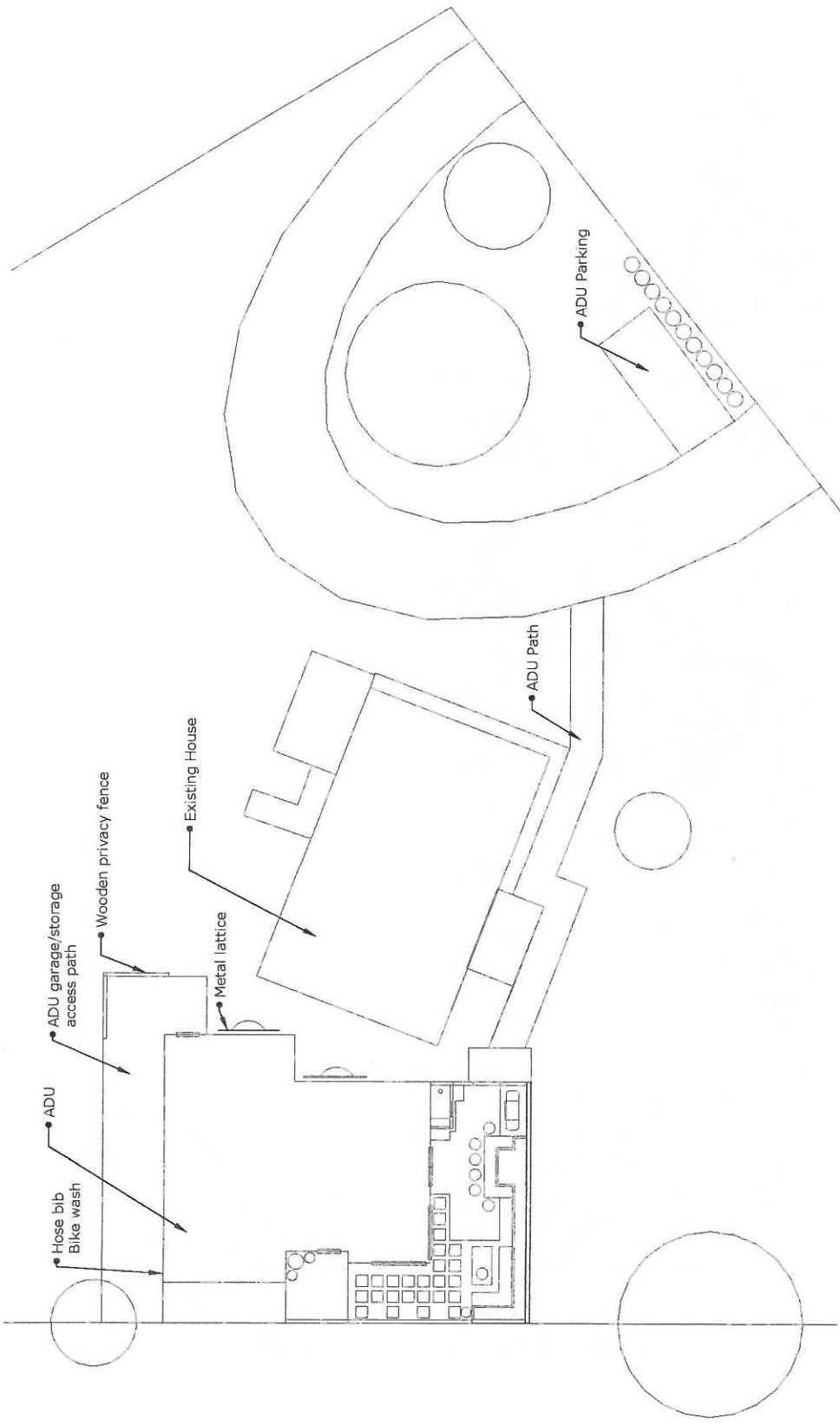
Lot Area		Existing	Minimum
		2,836.9m ² (30,535.6ft ²)	334.5m ² (3,600.0ft ²)
Lot Coverage Calculation	Existing & Proposed		Maximum
	SFD:	110.5m ² (1,189.4ft ²)	40%
	ADU:	98.4m ² (1,059.2ft ²)	
	Total Lot Coverage	208.9m² (2,248.6ft²)	
		7.4%	
Gross Floor Area Calculation	Existing & Proposed		Maximum
	SFD:	186.6m ² (2,008.5ft ²)	None
	ADU:	88.7m ² (954.8ft ²)	90.0m ² (968.8ft ²)



Schedule B Elevation Drawings



Schedule C Landscape Plan



November 27, 20

Page 2 of 6

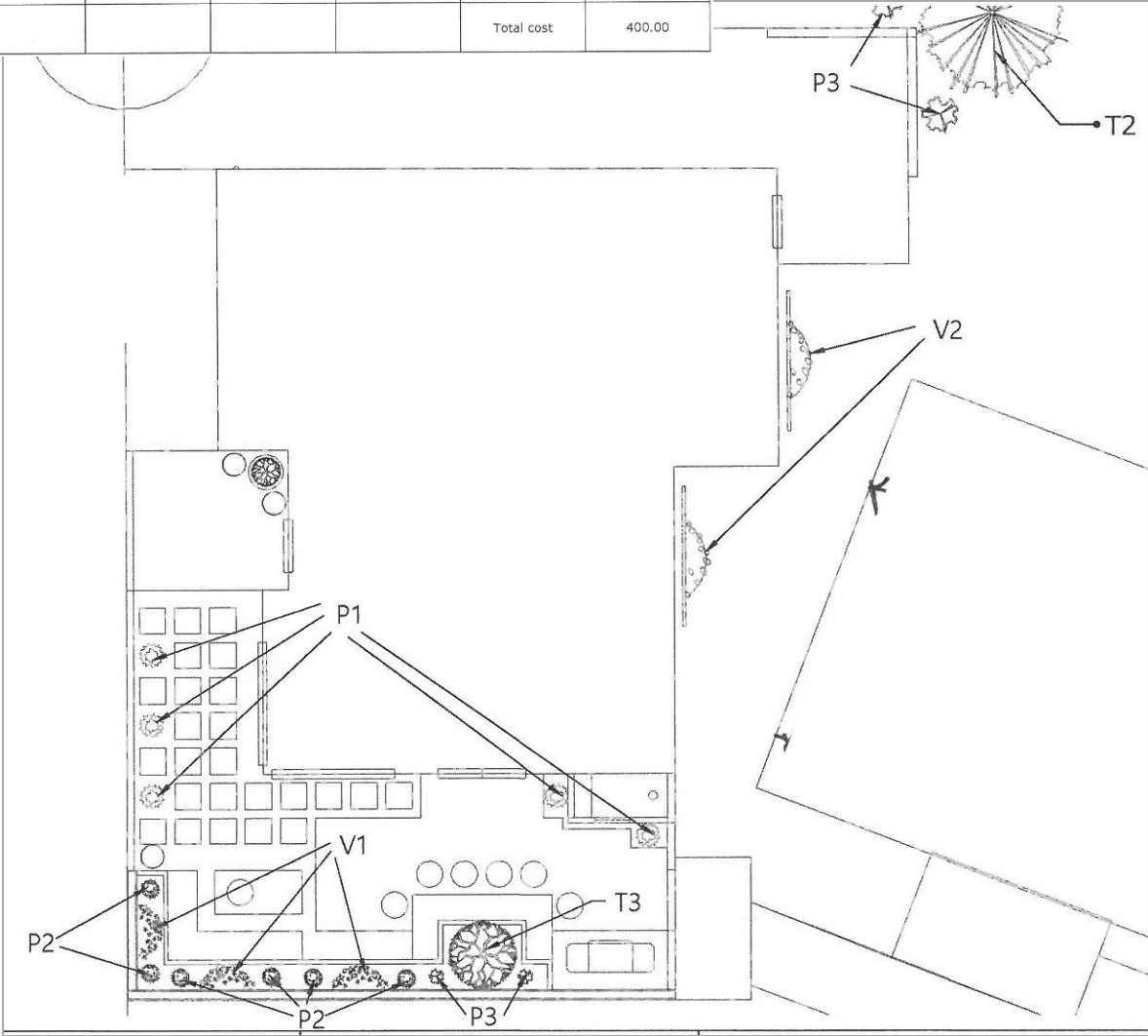
ADU Access

Dinney
2798 Ulverston Ave

Silver and Or
Design Co.

Schedule C Landscape Plan

CODE	SCIENTIFIC NAME	COMMON NAME	SUGGESTED VARIETY	QUANTITY	PRICE
T1	Acer Palmatum	Red Laceleaf Japanese Maple	Tanuke Yama (Weeping)	1	100.00
T2	Tsuga Mertensiana	Mountain Hemlock		1	75.00
P1	Calamagrotis x Acutiflora	Feather Reed Grass	Eldorado	5	50.00
P2	Carex Glauca	Blue Sedge Grass		6	60.00
P3	Polystichum Munitum	Western Swordfern		2 + 2	40.00
V1	Akebia Quinata	White Flower Chocolate Vine	Shirobana	3	45.00
V2	Parthenocissus Quinquefolia	Virginia Creeper		2	30.00
				Total cost	400.00



Wedler Engineering LLP
211-2459 Cousins Avenue
Courtenay, BC V9N 3N6



WEDLER
ENGINEERING
File Ref: V18-0320/A

January 15, 2018

Village of Cumberland
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0

Schedule D Stormwater Plan

Attention: Joanne Rees, Planner

**Reference: Proposed New Carriage House - 2798 Ulverston Ave, Cumberland, BC
Hydrology and Stormwater Management Report**

As requested by the Village of Cumberland this letter is intended to fulfill the requirement for a stormwater management report to address the proposed new carriage house at the subject property.

In order to maintain flow rates at pre-development levels, some form of stormwater detention and retention will be required. On other Village projects, and in directions provided by the Village, the “Water Balance Model” is referenced as the design guideline to follow. The “Water Balance Model” is an online tool for determining the impacts of certain stormwater management practices on the stormwater performance of a proposed development. From the Water Balance Model Website:

The web-based “Water Balance Model powered by QUALHYMO” integrates the site with the watershed and the stream. This scenario comparison tool underpins Beyond the Guidebook, a provincial initiative to advance implementation of green infrastructure policies and practices throughout British Columbia.

As such, the “Water Balance Model” does not, in itself, present any best management practices, being simply a tool for assessing the impact of said practices. Therefore, the “Beyond the Guidebook” publication is referenced in the preparation of this letter.

“Beyond the Guidebook 2010: Implementing a New Culture for Urban Watershed Protection and Restoration in British Columbia” does not include individual project site solutions or guidelines. Rather, it details how a greater policy shift can be achieved to greener infrastructure and better stream health in the receiving waters of urban centres. This publication does reference Department of Fisheries and Oceans Guidelines for stream health and environmental protection. Furthermore, it references a 2008 publication “Beyond the Guidebook: The New Business as Usual – Create Liveable Communities and Protect Stream Health – Establish Watershed-Specific Runoff Capture Performance Targets”. This publication, per its title, focuses on watershed level targets, and provides little guidance as to site specific goals, beyond reducing runoff, and limiting post-development flows to pre-development flows.

Finally, the “Beyond the Guidebook” publication references a June 2008 publication “Beyond the Guidebook: The New Business as Usual – Create Liveable Communities and Protect Stream Health – Rainwater Management: An Introduction to the Guidebook for British Columbia”. This publication does list performance targets that are applicable to a site specific design.

January 15, 2019

The following measures are recommended in the June 2008 publication:

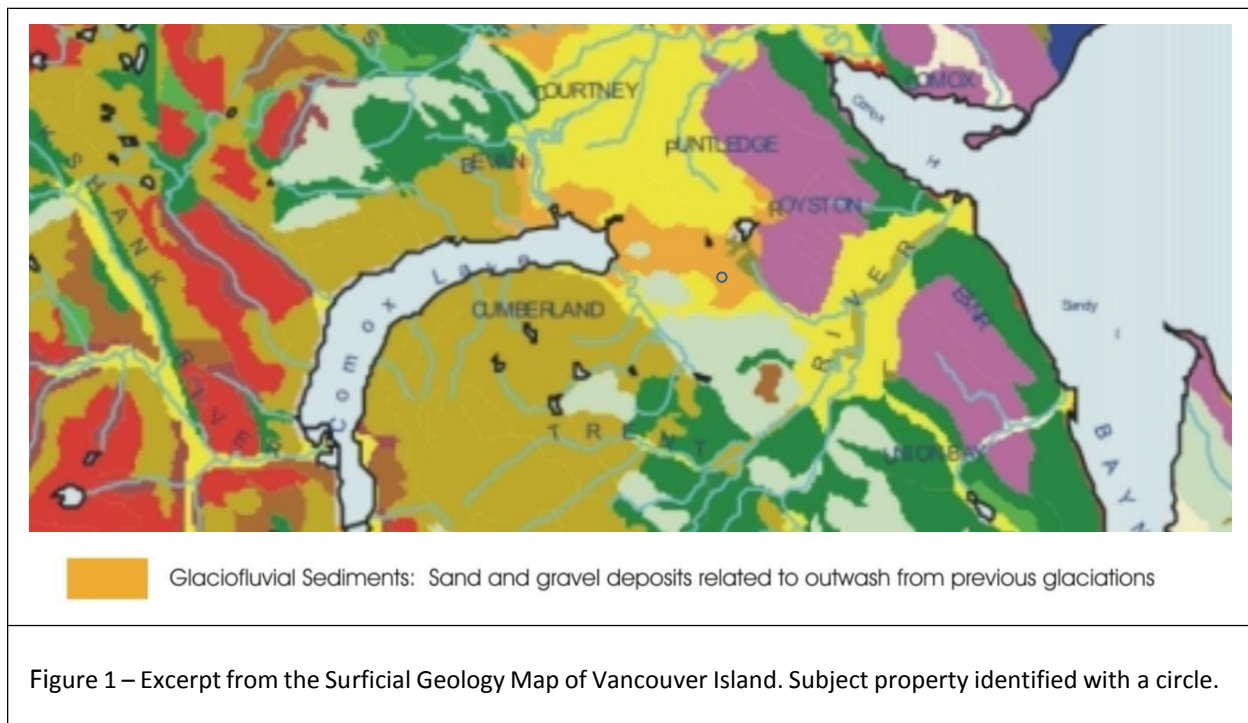
- *Rainfall Capture - keep rain on site by means of 'rainfall capture' measures such as rain gardens and infiltration soakaways*
- *Runoff Control - delay overflow runoff by means of detention storage ponds which provide 'runoff control'*
- *Flood Mitigation – reduce flooding by providing sufficient hydraulic capacity to 'contain and convey'*

As such, this report will address on-site rainfall capture and some run-off control for the subject property in order to minimize the impacts from the proposed carriage house.

Pre-Development Site Condition and Hydrology

The parcel area is approximately 0.28 Ha in size, and contains an existing house and gravel driveway. Rain falling on the site would be absorbed to the capacity of the in-situ soils, and then sheet flow off into the existing ditch to the north. Water in this ditch flows east, eventually being conveyed to the Village's sewage lagoons, Maple Lake Creek, and then the Trent River. Surficial geology consists of glaciofluvial sediments (sand and gravel) which is typical of this area. Figure 1 is an excerpt from the Vancouver Island Surficial Map produced by the Ministry of Environment.

The site is contained within the catchment of the "East Ulverston" subcatchment of the Maple Lake Watershed¹. Figure 2 shows the subject parcel relative to the larger sub-catchments of the Village and surrounding area. The total area of the catchment is ±645 hectares all contained within Village limits. Approximately one-third of that area is settled urban and sub-urban lands within the Village core.



¹ Per the 2010 "Stormwater Drainage Master Plan", McElhanney Consulting Services Ltd., July 13, 2010

January 15, 2019

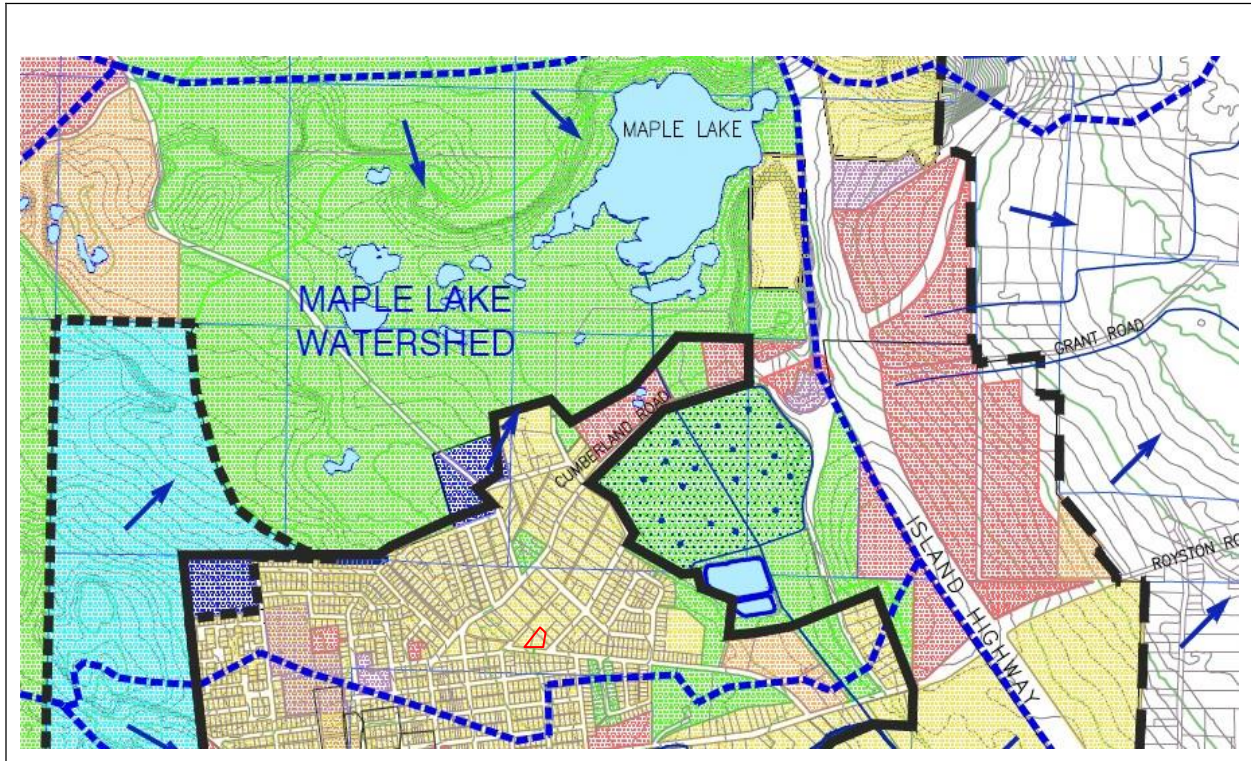


Figure 2 – Excerpt from Stormwater Management Plan – subject parcel outlined in red.

Figure 3 shows the subject parcel in relation to the smaller sub-catchments in the Village.

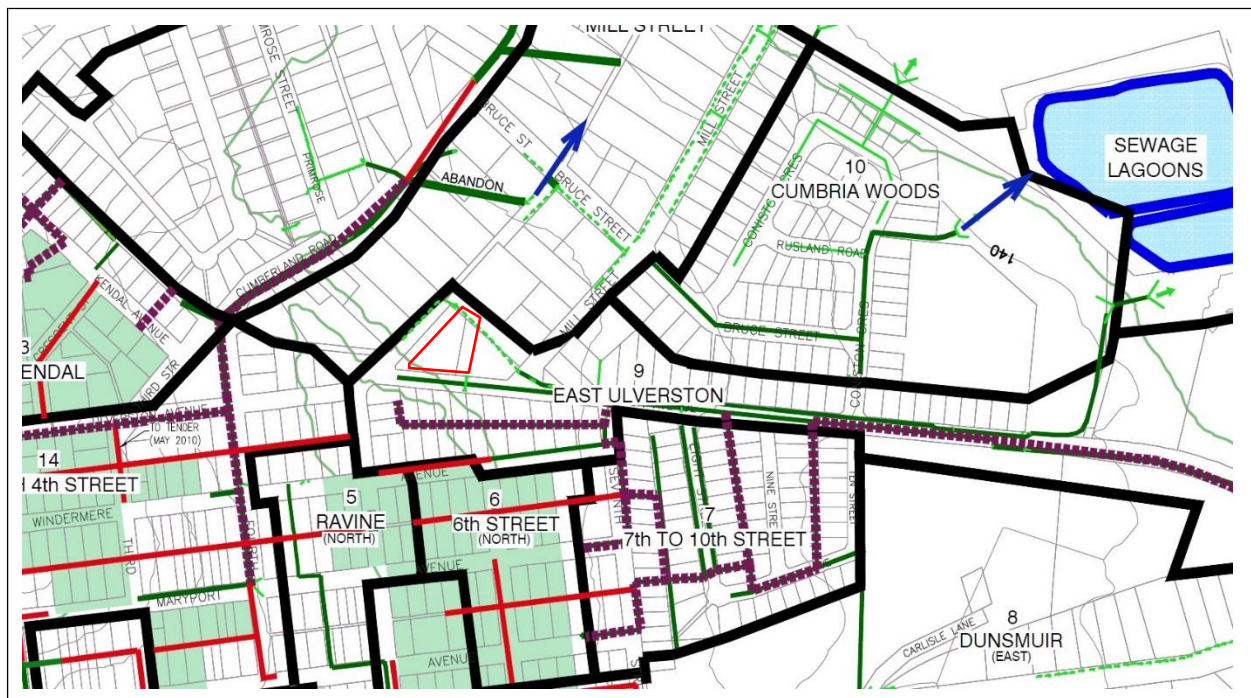


Figure 3 – Excerpt from Stormwater Management Plan – subject parcel outlined in red.

January 15, 2019

The site was developed to its current state prior to the late 1990's. Historical aerial photos were reviewed to determine when works on the site were completed. Figure 2 presents four historical aerial photos demonstrating the development work over time.



Figure 4 – Historical aerial photos. Top left is 1996, top right is 2004. Bottom right is 2012. Bottom left is 2014. Subject parcel outlined in red.

Considering that the site has been developed in its current state for over 20 years, only the impact of the new structure will be analyzed. Downstream receiving waters will have adjusted to the current flow regime from the property.

Figure 5 shows the proposed carriage house on the subject parcel. The carriage house will have a roof area of 141 m². If 50% of the Mean Average Rainfall (MAR) is retained or detained on site, this will mitigate flows from the carriage house for 90% of rainfall events throughout the year. This is equal to 24 mm of precipitation over a 24 hour period, using rainfall data from Comox airport.

January 15, 2018

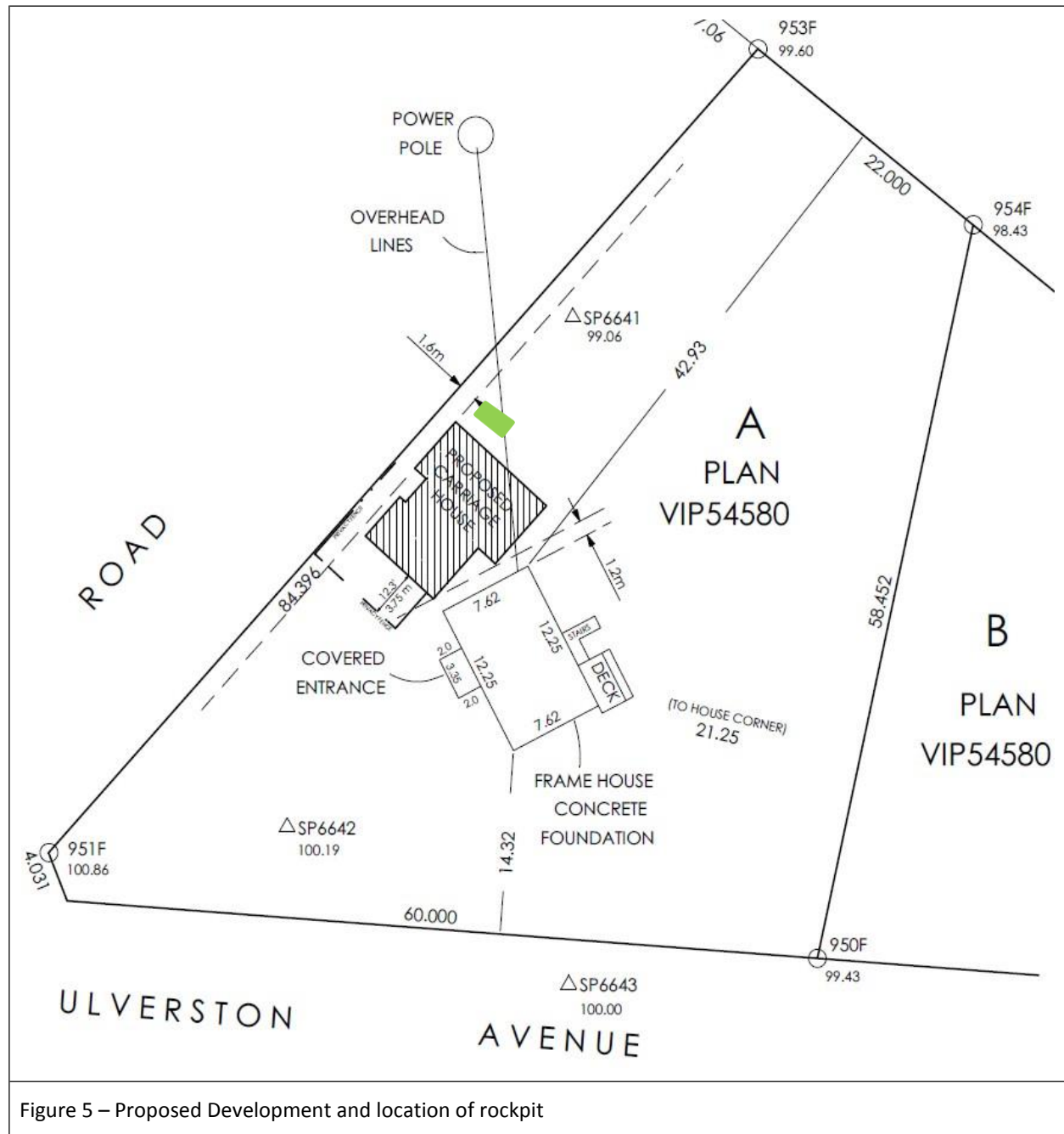


Figure 5 – Proposed Development and location of rockpit

Proposed Runoff Mitigation Strategies

The following strategies are recommended for mitigating the increase in runoff from this site after the proposed carriage house is completed:

- All rain water leaders from the proposed structure be drained to an in ground soak-away or “rockpit”.
- Landscaping be pervious in nature, and the gravel driveway be retained

The rockpit will be limited to 1 m in depth to maximize infiltration potential. The roof of the carriage house will require that 3.39 m³ of rainfall be attenuated.

January 15, 2018

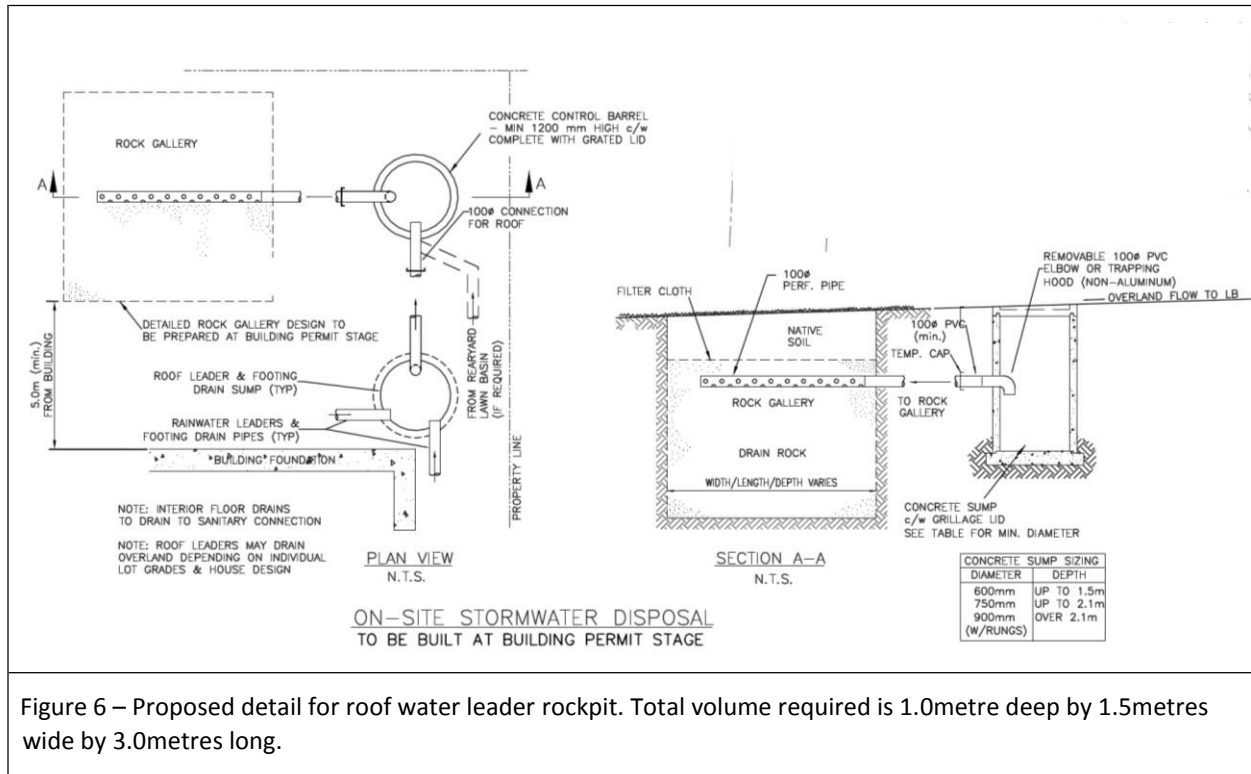


Figure 6 – Proposed detail for roof water leader rockpit. Total volume required is 1.0metre deep by 1.5metres wide by 3.0metres long.

A rock pit 1.0m deep by 1.5m wide by 3.0m long will have a base area of 4.5 m². Applying a conservative infiltration rate of 20 mm / hour, this will allow 2.16 m³ of runoff to percolate into the soil. The remaining 1.23m³ can be stored in the rock pit, and will release slowly after the initial 24 hour period. With a void ratio of 0.3 (to be conservative), the proposed rock pit will have a detention volume of 1.35m³.

Figure 6 lays out the proposed details for this rock pit. Final location and details should be determined in the field, with the following requirements maintained:

- 3.5m horizontal separation to the house foundation, with a minimum of 1.5m of undisturbed native soil retained between the rock pit and the foundation. This separation will provide sufficient limitation to rock pit influence on the perimeter drain.
- 0.3m vertical separation between the floor slab and the lawn basin / grit separator sump. This will not result in increased risk of surcharging if the storm service is connected per the BC Plumbing Code.
- Outside the dripline of any trees.

Final site grading should allow for overland flow of storm runoff from the lawnbasin to the ditch to the north of the site.

Proposed erosion and sediment control measures for during construction

The following measures are recommended for the construction stage of the proposed carriage house:

- Construct permanent or temporary fencing around sensitive features and their buffers.
- Retain as much natural vegetation as possible. Minimize the size of the cleared area required for construction.
- Prevent any disturbance within the root zone (drip line) of established trees.
- Retain the natural soils and put them back onsite during landscaping.
- Reduce soil compaction by avoiding machinery use except where necessary.
- Cut-off potentially sediment laden surface water with interception ditches or compost filled geotextile tubes.
- Build and maintain a sedimentation pond that captures all run-off from cleared areas.
- Cover any areas that will be left unplanted with straw to reduce soil stripping.
- Stage construction and stripping to avoid having large areas of the site excavated.

The staging will depend on day-to-day activities on site, and overall erosion and sediment control is the responsibility of the Contractor.

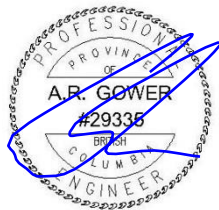
Conclusion

The construction of a rockpit per the details in this report will attenuate 90% of rain events from the proposed carriage house. As such, all impacts on water quality and quantity as a result of the proposed carriage house on the subject property can be easily mitigated.

Yours truly,

Wedler Engineering

LLP Per:



Andrew Gower, FEC, P.Eng., PE,
CCA Partner • Project Engineer
agower@wedler.com

CC: Rob Crisfield, Village of Cumberland