



**SUNSHINE COAST REGIONAL DISTRICT  
ELECTORAL AREA SERVICES COMMITTEE  
AGENDA**

Thursday, October 17, 2024, 9:30 a.m.  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>1. CALL TO ORDER</b>	
<b>2. AGENDA</b>	
2.1 Adoption of Agenda	
<b>3. PRESENTATIONS AND DELEGATIONS</b>	
<b>4. REPORTS</b>	
4.1 Pender Harbour Reading Centre Upgrades Construction Agreement - Parks Planning and Community Development Coordinator <b>Community Parks (Voting - A, B, D, E, F)</b>	3
4.2 Pender Harbour Music School Construction Agreement - Parks Planning and Community Development Coordinator <b>Community Parks (Voting - A, B, D, E, F)</b>	8
4.3 Official Community Plan Background Report - Planner 2 and Senior Planner <b>Rural Planning Service (Voting - A, B, D, E, F)</b>	12
4.4 Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 for 2820 Lower Road – Electoral Area D - Senior Planner <b>Electoral Area D - Rural Planning Services (Voting - A, B, D, E, F)</b>	69
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## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Electoral Area Services Committee – October 17, 2024  
**AUTHOR:** Christina Gwilliam, Parks Planning and Community Development  
Coordinator  
**SUBJECT:** PENDER HARBOUR READING CENTRE UPGRADES CONSTRUCTION AGREEMENT

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### RECOMMENDATION(S)

- (1) **THAT the report titled Pender Harbour Reading Centre Upgrades Construction Agreement be received for information;**
- (2) **AND THAT the Sunshine Coast Regional District enter into a Construction Agreement with the Pender Harbour Reading Centre Society for upgrades to the Reading Center (attic and floor insulation, window replacement) including that the Society be responsible for the following:**
- **Assume full responsibility for all associated costs related to the upgrades;**
  - **Acquire all necessary funding, permits, inspections, and insurance, as well as adhere to all applicable building codes, municipal and provincial legislation;**
  - **Have the building assessed for asbestos by a qualified professional prior to construction and follow required asbestos abatement measures;**
- (3) **AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Reading Society.**
- 

### BACKGROUND

The purpose of this report is to seek Sunshine Coast Regional District (SCRD) approval for the community led “Reading Centre attic and floor insulation and the window replacement project”.

On May 5, 2024, the SCRD received a Community Led Improvement Project (CLIP) application from the Pender Harbour Reading Society to install insulation in the attic and under the floor of the Pender Harbour Reading Centre. Further, on July 12, 2024, SCR D received an additional CLIP application from the Pender Harbour Reading Society for the replacement of the Pender Harbour Reading Centre windows. Both the floor and attic insulation and window replacement have the full support of the Reading Centre Board of Directors.

A map showing the location of the Reading Centre and other buildings at the Pender Harbour Ranger Station can be found in Appendix 1.

## DISCUSSION

The SCRD has a Lease Agreement with the Pender Harbour Reading Society for the operations of the Reading Centre building. Under the current terms of the agreement, the Reading Society is responsible for repairs and maintenance related to the interior of the building (including plumbing, furnaces, and electrical) and requires the approval of the SCRD to undertake any alterations or improvements to the building.

The SCRD is responsible for the repairs and maintenance of the exterior of the building, including windows, roof, and major structural components. As parks services continues to work on refinement of a preliminary Capital Plan, annually priorities for capital renewal and replacement must be triaged based upon public safety, infrastructure failure, and regulatory requirements, to remain within the approved annual funding envelop. The replacement of the Reading Centre windows are not expected to be funded through the Parks Capital renewal funding in the foreseeable future. Asset upgrades, such as the addition of insulation, are not funded through Capital renewal funds.

Community Led projects such as these provide a unique opportunity to find efficiencies for renewal of SCRD infrastructure that might not have otherwise been prioritized based on available funding.

The Society is also proposing to replace the existing windows with energy efficient windows. The Reading Centre is not a designated heritage building; however, the Society is to maintain the existing character and aesthetic of the building.

All costs associated with the proposed improvement will be the responsibility of the Pender Harbour Reading Society. The project will have no impact on other lessees or users of the Ranger Station. The Reading Centre will take the lead with local communications and inform other groups at the Ranger Station regarding construction dates and times.

The Pender Harbour Reading Society is willing to enter into a construction agreement with the SCRD that outlines responsibilities and requirements related to securing all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation. All proposed improvements will be completed by certified contractors on behalf of the Pender Harbour Reading Society. The SCRD will monitor progress, as well as inspect the project once completed.

### *Analysis*

Staff recommend that the SCRD enter into a construction agreement with the Pender Harbour Reading Society for the floor and attic insulation and window replacement project.

The agreement would outline roles and responsibilities of the Pender Harbour Reading Society for the installation of insulation in the attic and under the floor and the replacement

of the windows of the Pender Harbour Reading Centre, including the transfer of the asset to the SCRD upon completion of construction and inspection by the SCRD.

### *Financial Implications*

The Pender Harbour Reading Society has received a \$10,000 grant from the Sunshine Coast Community Foundation to cover the cost of the attic and floor insulation project. There are no requirements of, or implications to, the SCRD as part of the Responsive Community Grant provided by the Foundation. This project has no short or long-term implications to the SCRD.

Further, a grant from the Sunshine Coast Community Forest Community Legacy Fund for \$8,000 for the window replacements has been approved. Total project costs are anticipated to be \$16,000 and the Society is fundraising to cover the balance. There are no requirements of, or implications to, the SCRD as part of the Community Legacy Fund Grant. The project will not commence until funds have been secured. Replacement of the windows is already incorporated into the capital renewal plan, which will be adjusted accordingly (replacement of the windows at the end of their useful life, anticipated 40 years).

The addition of attic and under floor insulation, as well as the replacement of the existing windows with energy efficient windows is expected to reduce operational costs through more efficient heating. Under the current terms of the Lease Agreement with the Pender Harbour Reading Society, the Society is responsible for all operational costs.

### *Timeline for next steps or estimated completion date*

Following Board direction, the Construction Agreement would be signed by the delegated authorities.

### *Communications Strategy*

The Pender Harbour Reading Society will take the lead on any communications necessary. The SCRD will approve communications prior to release.

## **STRATEGIC PLAN AND RELATED POLICIES**

Supporting the Pender Harbour Reading Society request aligns with the *Parks and Recreation Master Plan's (2014)* goal to strengthen community fabric throughout the SCRD, as well as the *SCRD Asset Management Policy* goals of long-term sustainability and resiliency as well as financial efficiency, innovation and continual improvement.

## **CONCLUSION**

Staff are recommending and seeking Board approval to enter into a construction agreement with the Pender Harbour Reading Society for the floor and attic insulation and window replacement project. These projects serve to improve building efficiency as well as strengthen community relationships within in the SCRD.

Reviewed by:			
Manager	X - J. Huntington	Finance	
GM	X - S. Gagnon	Purchasing & Risk	X - V. Cropp
CAO/CFO	X - T. Perreault	Other	X - K. Doyle

**Appendix 1 – Map of Pender Harbour Ranger Station Buildings**



Figure 1. Location map, Ranger Station Park – Electoral Area A

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Electoral Area Services Committee – October 17, 2024  
**AUTHOR:** Christina Gwilliam, Parks Planning and Community Development  
Coordinator  
**SUBJECT:** PENDER HARBOUR MUSIC SCHOOL UPGRADES CONSTRUCTION AGREEMENT

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### RECOMMENDATION(S)

- (1) **THAT the report titled Pender Harbour Music School Upgrades Construction Agreement be received for information;**
- (2) **AND THAT the Sunshine Coast Regional District enter into a Construction Agreement with the Pender Harbour Music Society for upgrades to the Pender Harbour Music School building (installation of two heat pumps and three air handlers) that includes that the Society be responsible for the following:**
- **Assume full responsibility for all associated costs related to the upgrades;**
  - **Acquire all necessary funding, permits, inspections, and insurance, as well as adhere to all applicable building codes, municipal and provincial legislation;**
  - **Have the building assessed for asbestos by a qualified professional prior to construction and follow required asbestos abatement measures;**
- (3) **AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Music Society.**
- 

### BACKGROUND

The purpose of this report is to seek Sunshine Coast Regional District (SCRD) approval for the community led project at the Pender Harbour Music School including the installation of two heat pumps and three air handlers (the “project”).

On May 6, 2024, the SCRD received a Community Led Improvement Project (CLIP) application from the Pender Harbour Music Society (the “society”) requesting approval to install two heat pumps and three air handlers in the Pender Harbour Music School. The purpose of this project is to increase the comfortability in the space year-round, increase the efficiency of the heating system, enable cooling, reduce the draw on the current heating system, and reduce heating costs. The building is currently heated by an aging electrical furnace, which will remain as a back-up heating source. The project has the support of the Pender Harbour Music Society Board of Directors.



A map showing the location of the Music School and other buildings at the Pender Harbour Ranger Station can be found in Appendix 1.

## **DISCUSSION**

The SCR D has a Lease Agreement with the Pender Harbour Music Society for the operations of the Music School building. Under the current terms of the agreement, the Society is responsible for repairs and maintenance related to the interior of the building (including plumbing, furnaces, and electrical) and requires the approval of the SCR D to undertake any alterations or improvements to the building.

The SCR D is responsible for the repairs and maintenance of the exterior of the building, including maintaining windows, the parking lot, and major structural components of the building. The installation of the heat pumps is an increase in service level for the Pender Harbour Music School and is not included in the current capital planning for this building.

Community Led projects such as this provide a unique opportunity for upgrades of SCR D infrastructure that might not have otherwise been completed.

All costs associated with the proposed project will be the responsibility of the Society. The project will have no impact on other lessees or users of the Ranger Station. The storage/laydown area will be minimal and temporary. The Music Society will assist with local communications and inform other groups at the Ranger Station regarding construction dates and times.

The Pender Harbour Music Society is willing to enter into a construction agreement with the SCR D that outlines responsibilities and requirements related to securing all necessary funding, permits, inspections, and insurance as well as adhere to all applicable building codes, municipal and provincial legislation. The project will be completed by certified contractors on behalf of the Society. The SCR D will monitor progress, as well as inspect the project once completed.

### *Analysis*

Staff recommend that the SCR D enter into a construction agreement with the Pender Harbour Music Society for the project.

This agreement would outline roles and responsibilities of the Pender Harbour Music Society for the installation of the heat pumps and air handlers, including the transfer of the asset to the SCR D upon completion of construction and inspection by the SCR D. This approach is like other community led improvement projects and associated agreements, such as the accessibility ramp for the Pender Harbour Reading Centre in 2021.

*Financial Implications*

The anticipated cost of the project is \$29,000. The Pender Harbour Music Society has received a \$12,000 grant from the Sunshine Coast Community Forest Community Legacy Fund to cover part of the cost of the project. The Society will cover the remaining \$17,000 through donations and deferred revenue. The project will not commence until all the necessary funds have been secured.

Once complete, the assets will become the property of the SCRD resulting in a potential long-term financial implication. Should the decision be made to replace the assets at the end of life (approximately 15 years), a funding request would be brought forward through the annual financial planning process for the Boards consideration. Under the current terms of the Lease Agreement, the Pender Harbour Music Society is responsible for the maintenance and operational costs of the heating system.

*Timeline for next steps or estimated completion date*

Following Board direction, the Construction Agreement would be signed by the delegated authorities.

*Communications Strategy*

The Society will take the lead on any communications necessary. The SCRD will approve communications prior to release.

**STRATEGIC PLAN AND RELATED POLICIES**

Supporting the Pender Harbour Music Society request aligns with the *Parks and Recreation Master Plan's (2014)* goal to strengthen community fabric throughout the SCRD, as well as the *SCRD Asset Management Policy* goals of long-term sustainability and resiliency as well as financial efficiency, innovation and continual improvement. Additionally, the request aligns with the *Community Climate Action Plan* goals of retrofitting buildings to increase energy efficiency and using forms renewable energy and expanding cooling centre access during extreme heat events.

**CONCLUSION**

Staff are recommending and seeking Board approval to enter into a construction agreement with the Pender Harbour Music Society for the installation of heat pumps and air handlers. These projects serve to improve building efficiency as well as strengthen community relationships within in the SCRD.

Reviewed by:			
Manager	X - J. Huntington	Finance	
GM	X - S. Gagnon	Legislative	
CAO/CFO	X - T. Perreault	Other	X - K. Doyle X - V. Cropp

Appendix 1 – Location of Pender Harbour Ranger Station buildings

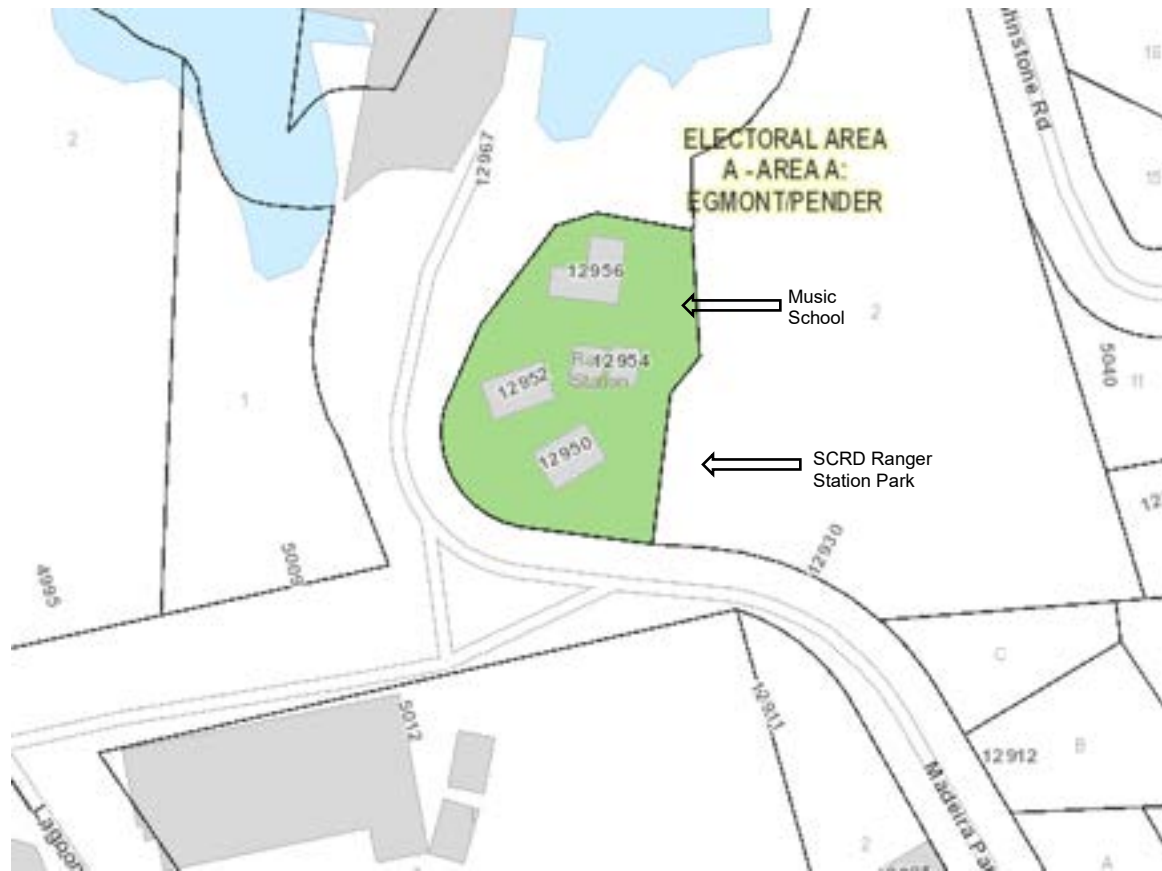


Figure 1. Location map, Ranger Station Park – Electoral Area A

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Electoral Area Services Committee – October 17, 2024

**AUTHOR:** Alana Wittman, Planner 2  
Julie Clark, Senior Planner

**SUBJECT:** Official Community Plan Background Report

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### RECOMMENDATION(S)

**(1) THAT the report titled Official Community Plan Background Report be received for information;**

**(2) AND THAT the Official Community Plan Background Report be referred to the Advisory Planning Commissions for feedback.**

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### BACKGROUND

The purpose of this report is to present to the Board the Official Community Plan (OCP) Background Report prepared by project consultants KPMG.

The OCP and Zoning Bylaw update project has been initiated and is planned for completion Q1 2026. The project is divided into four phases:

1. The first phase assesses the current SCRD planning framework and regional context.
2. The second phase will identify what is needed in the region and how to integrate solutions that will address the challenges being faced.
3. The third phase will build an outline for an updated planning framework, creating new OCP policy that harness the directions established in the previous phase.
4. Phase four will focus on the Zoning Bylaw, ensuring policies established in the OCPs can be implemented.

In all phases of the project, community insights will play a critical role to ensure the needs of the community are reflected in the elements of the new planning framework to ensure both current and future needs are met. Engagement with the community will take place in phases 2, 3, and 4, informed by the Background Report.

### DISCUSSION

#### *Project Status*

The project team has completed the first phase of the OCP update project. The findings from Phase 1 (Project Launch & Background Analysis) are summarized in the Background Report, which will inform the subsequent project phases (see Figure 1).

Figure 1 - Project Timeline



### Analysis

Phase 1 included several tasks, including but not limited to:

- Background document review
- Base mapping and infrastructure inventory
- Desktop technical studies
- Community profile and planning review
- Housing Needs Report

The Background Report summarizes the findings and analysis from Phase 1 and will set the stage for Phase 2. The report provides high-level analysis of the current state of the SCRD's OCPs and communicates key issues that can be addressed in the update to the OCPs.

The Background Report will be used to inform the Phase 2 engagement materials that will serve as the starting point for conversations on OCP update in the community.

### Timeline for Next Steps

The first phase of public engagement will launch in Q4 2024, supported by the Background Report. The purpose of the initial engagement period is to help the community develop a fundamental understanding of what an OCP is and the role of an OCP in shaping the future of our communities, while gathering feedback on the long-term vision, values, and needs for the Sunshine Coast. This work will build on the vision and values included in current OCPs and other vision and values results from recent SCRD engagement.

### Communications Strategy

The Background Report will be published on the SCRD's Let's Talk engagement website and will be available for public review for the duration of the project. A link to the Background Report will be shared through the SCRD's Facebook page and Coast Current Newsletter for broad awareness. Further, copies of the document will be available for review at relevant in-person project engagement events.

The Background Report can be referred to the Area Planning Commissions (APCs). This referral will be a capacity building exercise to help prepare APC members for forthcoming OCP update project referrals and the initial engagement process. Feedback on the document, driven by guiding questions, will be solicited. Results will be reported back to a future Committee as part of a regular update.

**STRATEGIC PLAN AND RELATED POLICIES**

The OCP update project implements all four strategic plan lenses. The four lenses contained in the Board’s Strategic Plan will play a pivotal role in framing outcomes for OCP update.

**CONCLUSION**

The Background Report is a core input into the OCP update process. The report summarizes the findings and analysis from Phase 1 (Project Launch & Background Analysis) and will inform the subsequent project phases.

The report will build broad community understanding of the current state of the SCRD’s OCPs, key issues that need to be addressed in the update process, and the impact the project could have on the region.

**ATTACHMENTS**

Attachment A – Background Report

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall X - S. Gagnon X - R. Rosenboom	Legislative	X - S. Reid
CAO/CFO	X - T. Perreault	Other	



# Background Report



## Official Community Plan Update

Sunshine Coast Regional District

October 2024



# Acknowledgements

## Land Acknowledgement

The Sunshine Coast Regional District is located on the territories of the shíshálh and Sḵwxwú7mesh Nations.



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# 1. Overview

The Sunshine Coast Regional District (“SCRD”) is located along the southwest coast of British Columbia. While the region is close to Vancouver, it is also remote, accessed primarily by ferries. People are drawn to the natural beauty of the area the forests, inlets and coves, along with a close-knit community and nature-based lifestyles.

Over the last 20 years, the region has seen significant population growth with an influx of new residents and visitors. This population increase, combined with changing climate patterns and aging infrastructure, requires a new framework to plan for the next 20 years of growth. As such, the SCRD is undertaking a comprehensive project to update the Official Community Plans (OCPs) and Zoning Bylaws, known as the OCP Update Project. Together, these plans establish the vision for the SCRD and outline how and where growth and development will occur. Policies set in these bylaws impact nearly everything that the Regional District does and touch on many aspects of how the region’s communities operate, look, and feel.

Over the last several years, the SCRD and other partner organizations and government entities have developed a comprehensive range of data, plans, strategies, and policies for various topics or issues across the region. This information was focused on a range of topics or issues, such as transit, housing needs, natural assets, etc.

This report is a collection and summary of key information that will form the foundation for the OCP Update and provides additional information on what an OCP is. Specifically, Part 1 provides more detail on the scope of the OCP Update project. Part 2 summarizes the planning that has occurred to support this project. Part 3 identifies seven key themes from foundational information that needs to be integrated in future planning. Part 4 invites feedback and talks about how you can engage with the project.



**Part 1:**  
Overview of the OCP  
Update Project



**Part 2:**  
Summary of Recent  
Planning Work



**Part 3:**  
Identifying themes for  
Future Planning Work



**Part 4:**  
Working together on building  
the Future Planning Work

**For the purpose of this document, two different references to the Sunshine Coast will be made:**

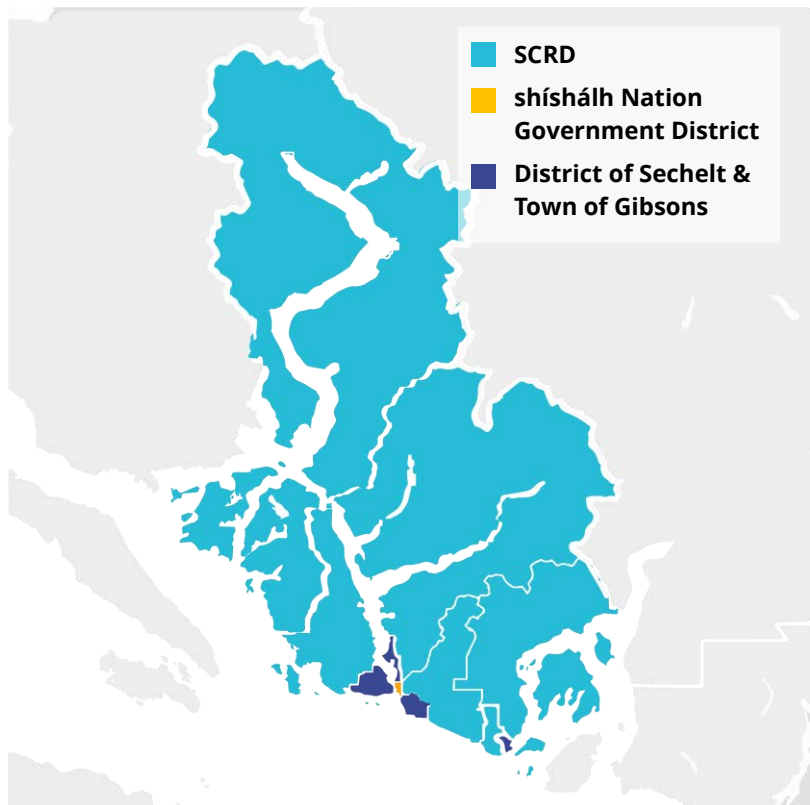
The terms **‘the region’** or **‘the Sunshine Coast’** will refer to the region as a whole, including the Town of Gibsons, the District of Sechelt, and the shíshálh Nation Government District, as shown on the left image below (Map 1).

In this document, the **‘Sunshine Coast Regional District’** or the **‘SCRD’** refers to the local government that provides many services to the region, including, land use planning in the electoral areas outside of the municipalities. It is this geographical area in Map 2 where the updated planning framework will apply.

**Map 1: The Sunshine Coast Region**



**Map 2: The Sunshine Coast Regional District**



## Regional Context

Over the past 20 years, the SCRD has seen a significant amount of population growth and, much like other parts of British Columbia (BC) and Canada, is facing a range of complex community challenges. The region's desirability as a place to live has contributed to the population growth and led to affordability challenges. This growth coupled with a broad range of climate challenges, including significant drought, have placed substantial pressures on the SCRDs ability to address current and anticipated future needs. A range of challenges that have been expressed by community members, SCRD staff and/or Board Members in recent years are outlined below.

### Known challenges include:

- Steep topography
- Vast amounts of watercourses and shorelines
- Inconsistencies in water supply
- Limited access to the region
- More extreme and frequent climate events
- High housing costs
- Limited housing supply
- Regulatory alignment
- Sensitive habitats and natural areas
- Aging infrastructure
- Transitioning economy
- Aging population
- Lack of diversification in housing stock
- Dispersed rural development patterns
- Long distances for infrastructure
- Limited fire fighting capacity
- Availability of developable land

Furthermore, the SCRD also faces jurisdictional complexity, with different government organizations and levels of government often required to coordinate both planning and service delivery. Similarly, historical rural development patterns have lacked coordination with development financing tools contributing to fiscal challenges. As these challenges and changes have been felt by the SCRD residents, discussions around how to approach the evolving needs of the communities continue to take place.

While a variety of data, policy direction, and studies will inform the OCP Update, overall governance for the project is led by an elected Board of Directors who have developed a strategic plan that is the primary driver in establishing the direction and approach for the OCP Update. The additional studies conducted in recent years have begun laying the foundation for understanding how and where the region will grow.

Many of these studies have included or been based on community discussions and ideas for addressing regional challenges and supporting coordination between the SCRD, partner agencies, governments, and First Nations.

Understanding what the most pressing needs are amongst the region's communities is key in establishing impactful and effective solutions.

This report aims to **put into context the challenges that have been felt** over the last 20 years as well as how to **go forward in a way that nourishes the unique and beautiful characteristics** that makes the SCRD the spectacular place that it is.



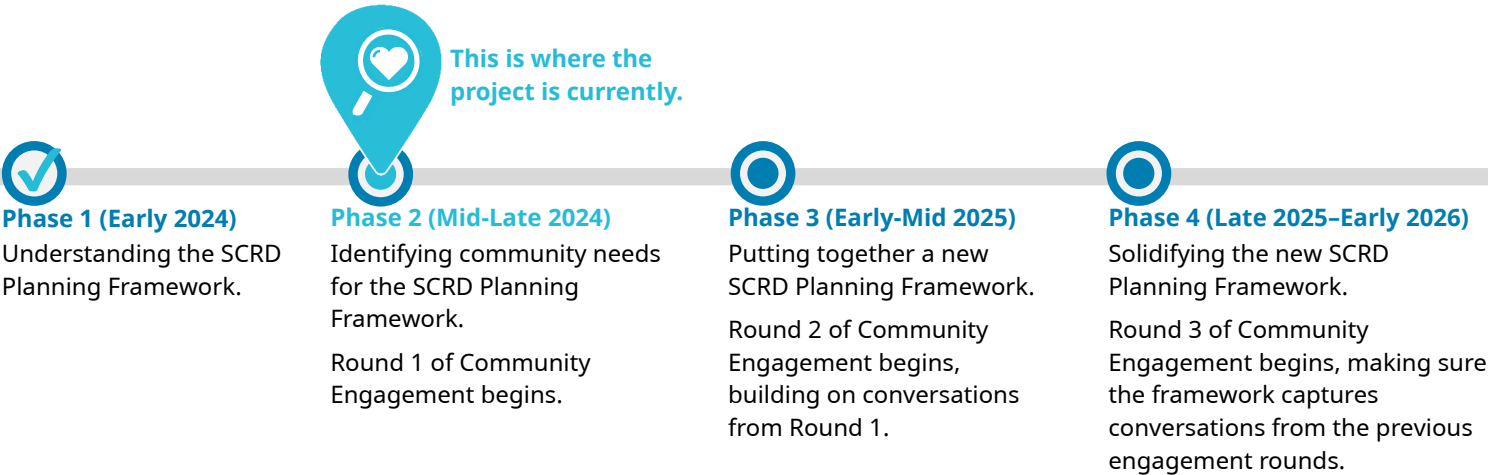
# 1.1 OCP and Zoning Bylaw Update Project

In an effort to be better equipped to address the changes seen throughout the region, the SCRD has initiated a series of steps to update and reshape the overall planning framework, and through that, pertinent planning documents that fall within it. One of these steps includes a project to update the Official Community Plan (OCP) and Zoning Bylaw documents for the five electoral areas.

This update process looks to **update, harmonize, and align policies and regulations** balancing **financial, environmental, and social** priorities so that the region can better **respond to the growth** and changes of the community.

## Project Timeline

The OCP and Zoning Bylaw update project will take place over two and a half years, beginning in early-2024 and completing mid-2026. There are four phases within the project, the first looking into the background of the SCRD and understanding the current planning framework. The second phase looks to identify what is needed in the region and how to integrate solutions that will address the challenges being faced. The third phase starts to build up an outline for an updated planning framework, creating new OCP policies that harness the directions established in the previous phase. Phase four ties in the additional planning framework through the Zoning Bylaw, ensuring policies established in the updated OCP(s) work together to support the regulations from a land use perspective.



Throughout all phases of the project, community insights will play a critical role to ensure the needs of the community are reflected in the elements of the new planning framework to ensure both current and future needs are met.

# Goals & Objectives

## Project Goals

The intended outcome of this project is to have the updated OCP(s) and Zoning Bylaws:

- Establish a policy foundation based on equity and environmental sustainability.
- Align future development with amenities, service delivery and economically feasible infrastructure provision.
- Factor in input from the community through engagement.
- Develop clearer bylaws that better implement future growth and reflect the community's current and future needs.

## Project Objectives

1. Establish a new land use framework that is simplified, modern, and easy to understand while remaining consistent across the electoral area's.
2. A. Develop OCP(s) that aligns with legislation and responds to public input and technical expertise, and that provides clear and consistent guidance and direction for the Board, staff, and the community.  
B. Develop harmonized and modernized OCP policies for the region with a focus on addressing current and future needs related to housing, climate resilience, and sustainable development.
2. Update the Zoning Bylaw(s) that align with and are implemented with the updated OCP(s) (likely to include consolidating some zones).
3. Update Development Permit Area policy framework and implementation strategy that will result in Development Permit Areas and guidelines that are clear, accurate (data-driven), consistently applied across the region and meet established leading practice.
4. Define and enhance the unique character in each electoral area through the policies and regulations and potentially new planning tools.
5. A. Establish land use designations that include density targets, reflect development capacity accurately, and have appropriate zones associated.  
B. Regarding density targets, develop a Housing Needs Report in alignment with the provincial legislation, providing data inputs and key findings for this matter (OCPs must address the total number of housing units anticipated to be needed within a 20-year period).
6. Update spatial data associated with the new land use framework.

Achieving these objectives will establish a new planning direction for the Board, staff, and the community, as well as provide policy harmonization and alignment across the SCRD that can similarly support regional-level service delivery.

## What can be accomplished through this update process?

Part of what forms an OCP is input from community members, specifically around the time a plan is being updated. Engagement with community members helps to guide and inform structure through identifying social, environmental, and economic priorities. It is recommended that OCPs be updated every five years and are reviewed regularly, looking at incremental ways to maintain these priorities while carrying forward the vision for the community in the long run.

Updated and harmonized OCPs and Zoning Bylaws can bring sharper focus to policies and can clearly link a vision (OCPs) with the way land is used, and how and where buildings are constructed (Zoning Bylaws). As part of the review of the Zoning Bylaw, protection of environmental areas, hazards, and form and character considerations will be included with the Development Permit Areas (DPAs). Plain language, consistent policy and interpretation can increase user-friendliness, community awareness, and the overall capacity to engage in planning processes. Updating Zoning Bylaws ensures SCRDs vision for growth, development, and land use reflects current community thinking and responds to current and future needs while also allowing these quintessential documents to fully align with provincial legislation.



OCPs are intended to establish organization-wide values and unified direction. These planning documents not only provide structure and guidance for decision making related to key community matters, but also helps with the delivery of key capital projects and services that support community building. Planning aspects such as infrastructure and amenities to support housing needs must be considered through tactile matters such as water, wastewater, parks, recreation centres, schools, transit, firehalls, and more. Through the OCP process, the financial implication of future infrastructure is considered, and necessary changes are planned or made to corresponding bylaws.

In the context of this update project a large focus will be placed on housing and sustainable development solutions through the legislative requirements that fall within these planning documents.



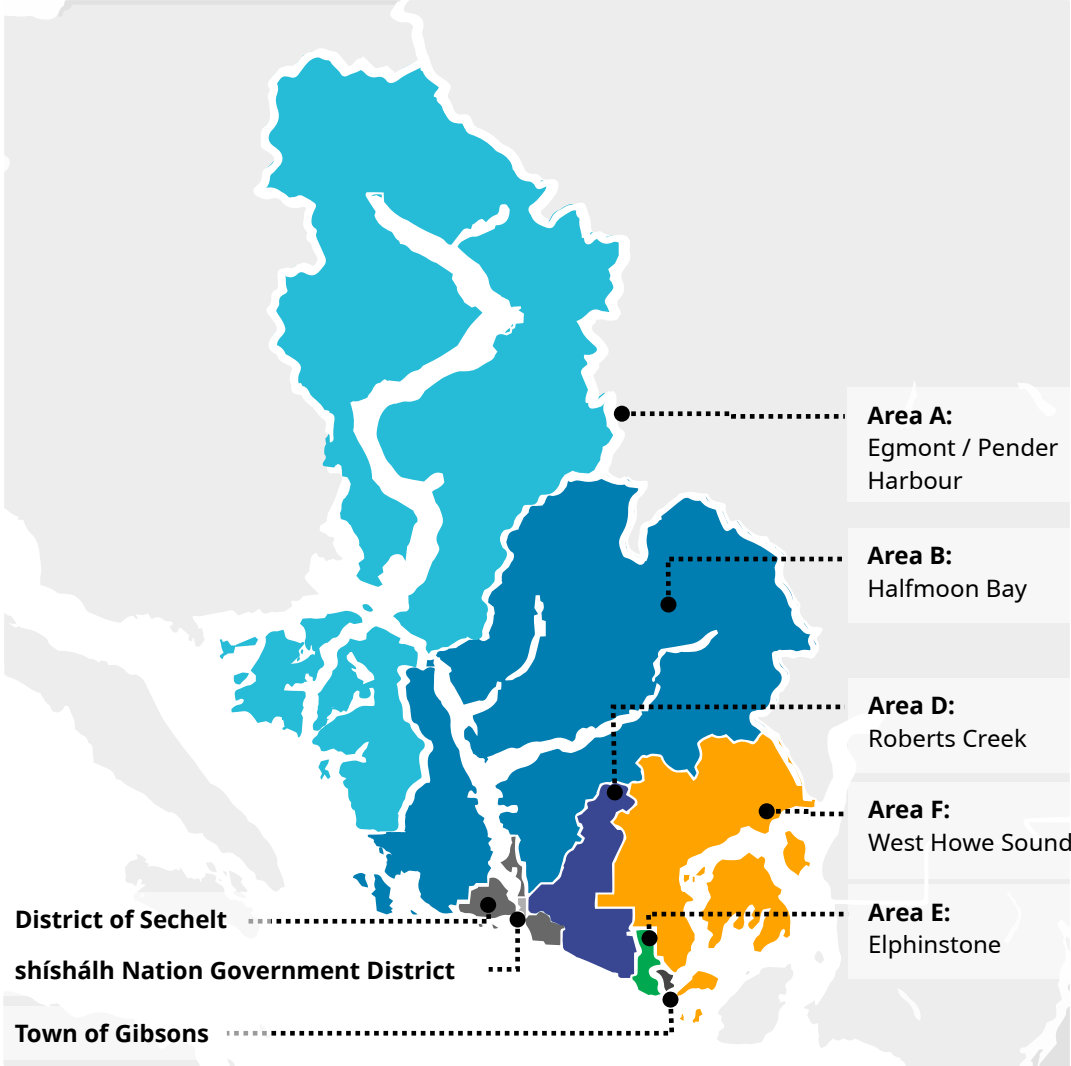
# 1.2 Planning Framework Context

The SCRD is the local government servicing residents on the lower Sunshine Coast. The SCRD is located within the territories of the shíshálh Nation and Sḵw̱wú7mesh Nation, extending from Port Mellon to Egmont.

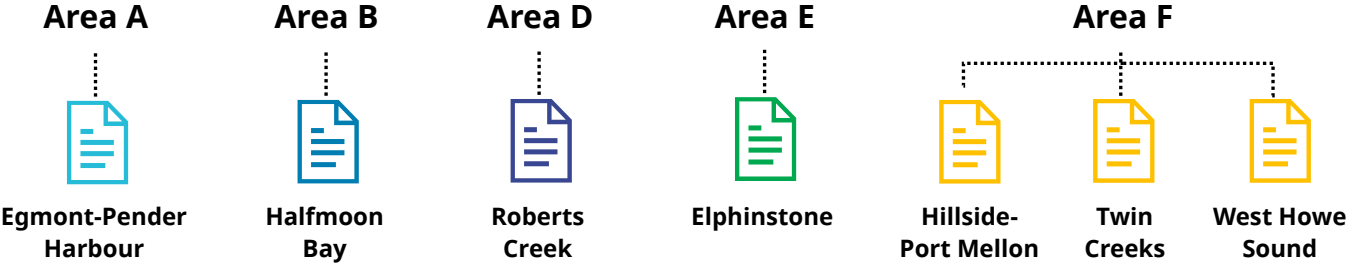
The Sunshine Coast is governed by a Board of Directors. The Board is made up of elected officials from each municipality and electoral area within the region. Member jurisdictions within the region include:

- Area A – Pender Harbour and Egmont
- Area B – Halfmoon Bay
- Area D – Roberts Creek
- Area E – Elphinstone
- Area F – West Howe Sound
- District of Sechelt
- shíshálh Nation Government District
- Town of Gibsons

**Map 3: SCRD Local Government Boundaries**



Land use planning across the region is informed by Official Community Plans (OCPs) for each of the municipalities, shíshálh has a Strategic Land Use Plan, and Squamish Nation has a sacred land use plan. Regarding the five electoral areas in the SCRD, there are seven OCPs total:



### What is an Official Community Plan?

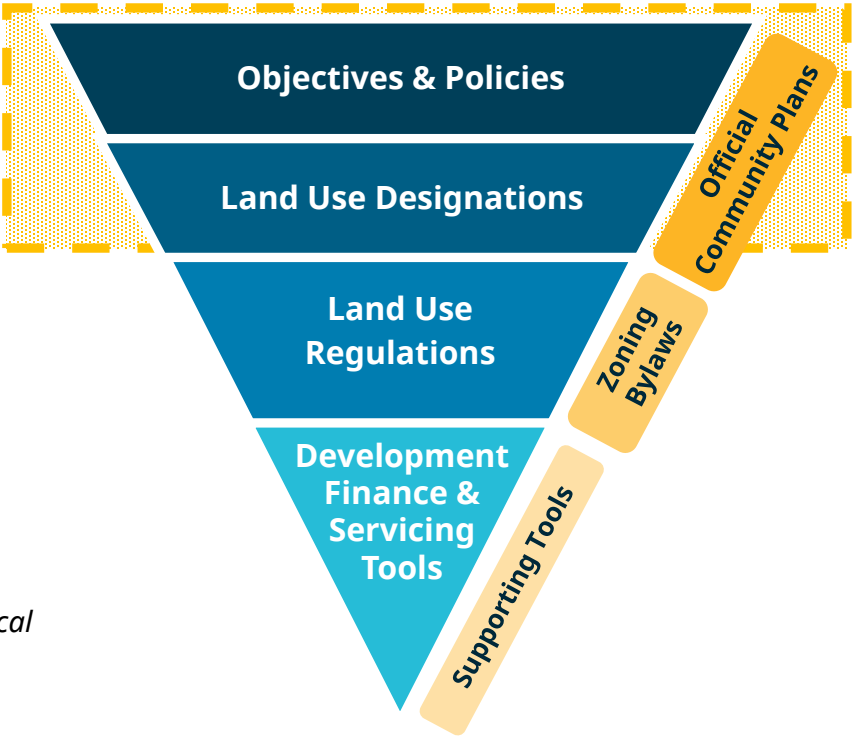
Various planning tools and documents are used to help provide structure and guidance around how decisions and actions are made toward growth and development for communities.

To understand how to navigate and benefit from these tools and documents, it is important to know what roles they play in the context of a region and its needs. Additionally, it is important to understand how these planning tools and documents interact with each other. In the context of planning, the scope of these documents includes **objectives and policies, land use designations, and land use regulations** (see figure below).

**Objectives and policies** along with **land use designations** are two planning tools established in a planning document called an Official Community Plan (OCP).

The purpose of an OCP is to provide a policy statement of objectives and policies to guide decisions on planning and land use.

An OCP document is a legislative requirement established in the *Local Government Act*.

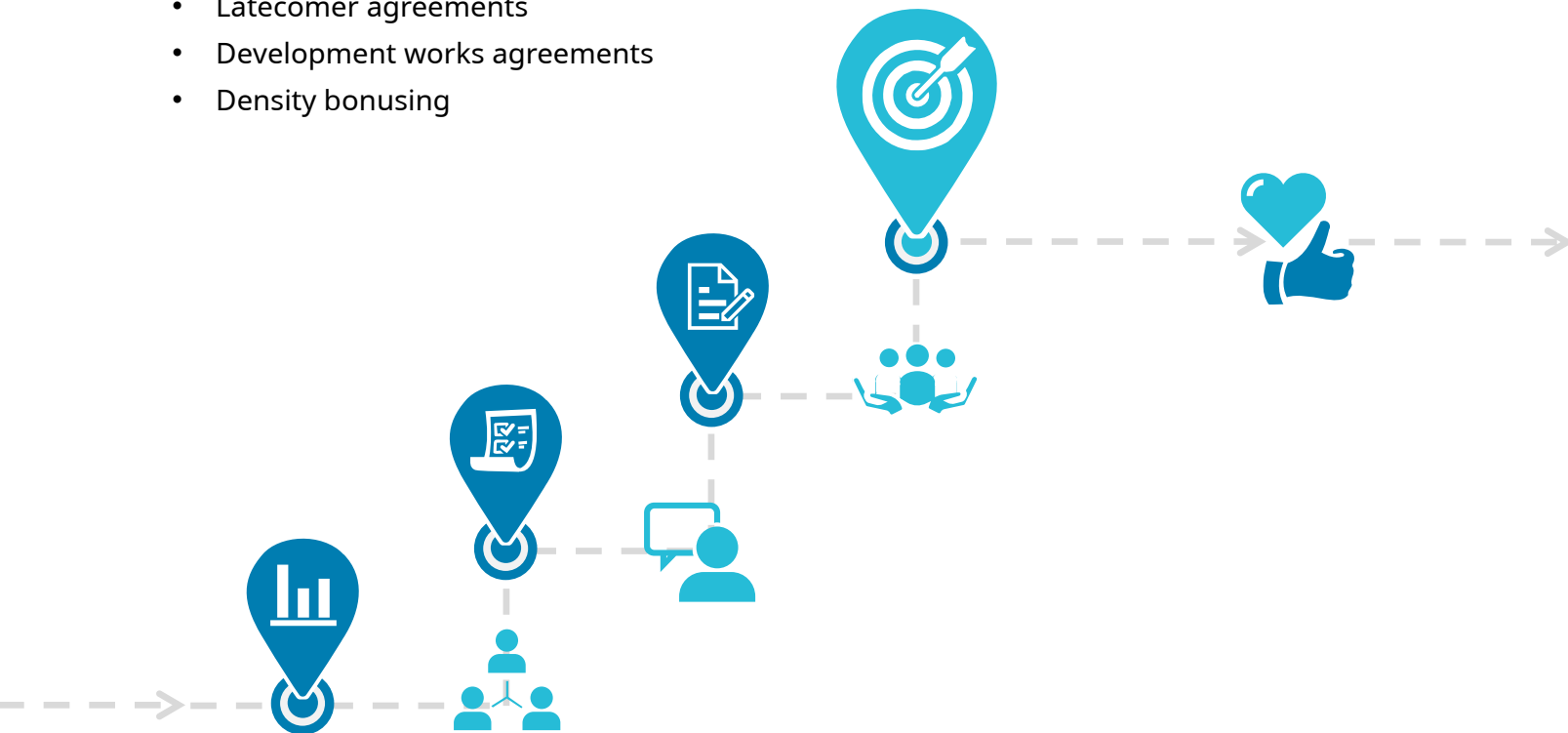


The **Local Government Act** creates regulations for municipalities and regional districts to follow and provides these local governments with the authority to govern their communities around certain planning matters, including OCPs and Zoning Bylaws. Further, to support community development, the *Act* outlines several additional **development finance and infrastructure servicing tools** to support development.

Finance-related planning tools help fund the costs of development like infrastructure and amenities needed to support a growing population, and servicing standards to guide infrastructure requirements.

**Some of these tools include:**

- **Development Cost Charges (DCCs)** and **Development Cost Levies (DCLs)**
- **Amenity Cost Charges (ACCs)**
- Subdivision servicing bylaws
- Excess or extended services
- Latecomer agreements
- Development works agreements
- Density bonusing



These development finance and infrastructure servicing tools will be updated following the OCP update project to support SCRDs implementation of the new OCP(s) and Zoning Bylaw(s).

## The legislative purpose of an OCP is described as:

471 (1) ... a **statement of objectives and policies to guide decisions on planning and land use management**, within the area covered by the plan, respecting the purposes of local government.

## Legislative Requirements

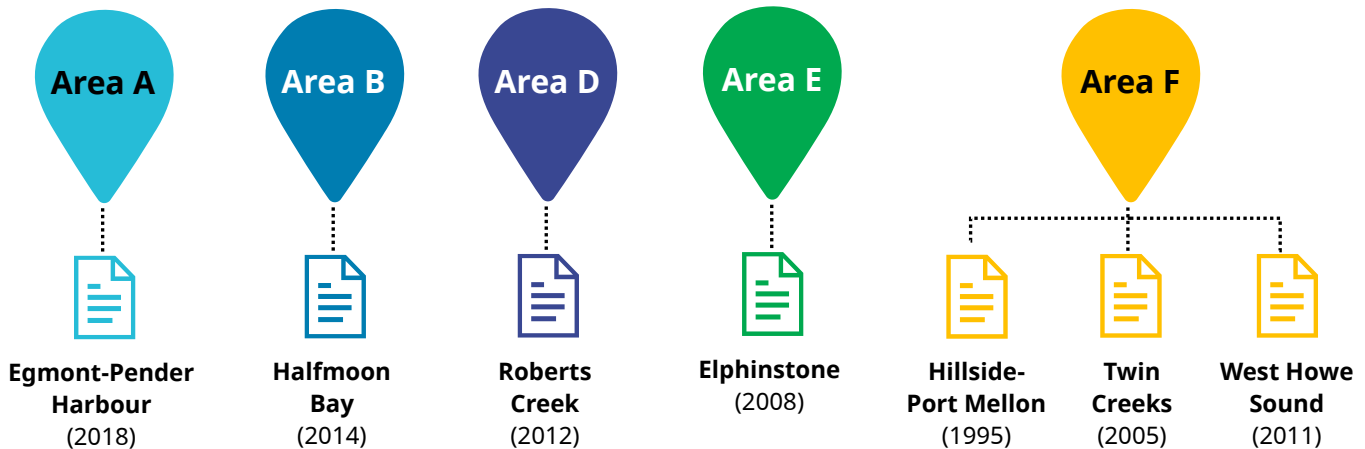
The *Local Government Act* provides a set of required content and optional content to be addressed in an OCP, including:

Required Content	Optional Content
<ul style="list-style-type: none"><li>• Location, amount, type and density of residential development to meet housing need for 5 years</li><li>• Location amount type of commercial, industrial, agricultural, recreational, and public use lands</li><li>• Location and area of sand and gravel deposits suitable for future sand and gravel operations</li><li>• Restrictions of use of land subject to hazardous conditions or that is environmentally sensitive</li><li>• Location and phasing of any major road, sewer and water systems</li><li>• Location and type of public facilities</li><li>• Housing polices</li><li>• Greenhouse gas (GHG) reduction targets</li></ul>	<ul style="list-style-type: none"><li>• Social needs</li><li>• Farming and farmland</li><li>• Preservation and protection of natural environment</li><li>• Development Permit Areas (DPAs)</li><li>• Temporary Use Permit Areas</li><li>• Development Approval information areas</li><li>• Heritage conservation areas</li></ul>

## What can an Official Community Plan do for the SCR D?

OCPs are living documents, acting as a vital planning tool that helps communities navigate growth in a long-term context. These documents aid in determining how and where growth should occur, while balancing and maintaining the traits that are beloved within a community. Visions, goals, and policies are established in these documents, and are used to guide Board directors on their decisions around how land is used and developed.

Within SCR D, each of the electoral areas have one OCP document, aside from West Howe Sound which has three. Combined, these seven OCPs provide a long-term vision for the region and set out objectives and policies to guide planning and land use management within the area.

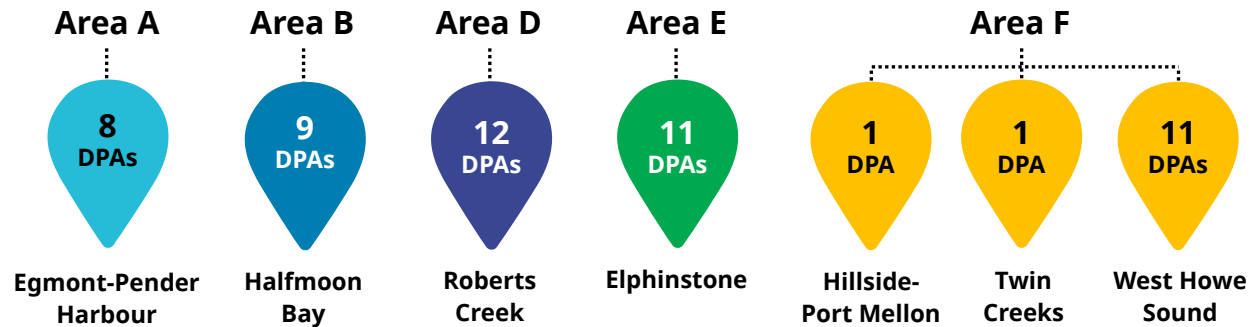


The adoption date of these seven OCPs range from 1995 to 2018. The OCPs have become increasingly more complex over the years, as the community continues to grow and evolve from the times when these documents were initially created. To put the age of the existing OCPs into context they range from 29 to 6 years old. As times change, priorities change, so an update is needed to ensure the OCPs reflect the current needs of the SCR D and its constituents.

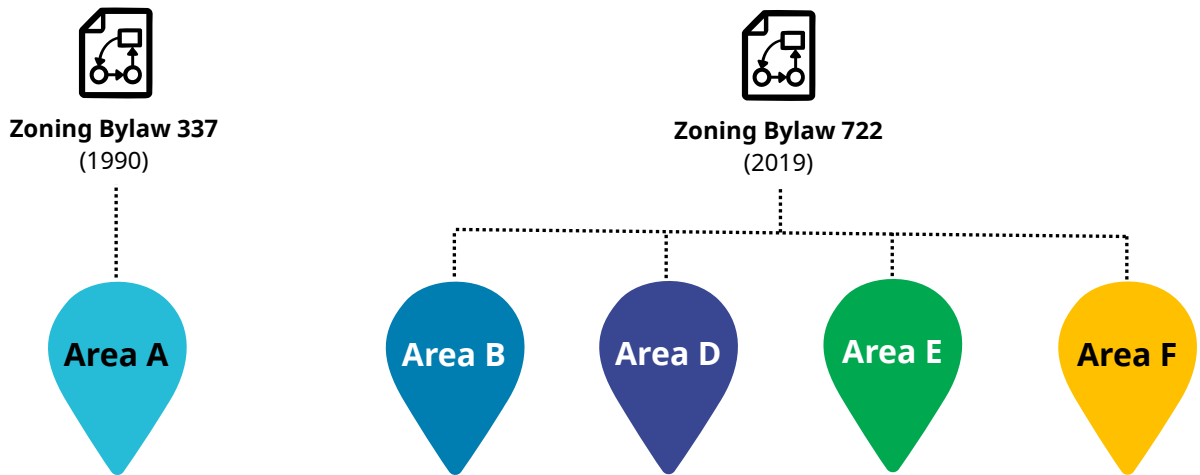
Although some aspects of the current OCPs continue to be relevant to guide matters of planning and development, as SCR D navigates ongoing changes, an update to the policies throughout these documents would offer updated tools to direct growth.

OCP's are supported by additional planning documents, including Zoning Bylaws and Development Permit Areas (DPAs). These supporting documents provide guidelines which further define parameters for development in the context of ongoing growth and changes within a community.

Within the SCRД there are 54 DPAs throughout the existing OCPs. Currently, five out of seven of the OCPs include eight or more of the same DPAs.



Within the SCRД there are two Zoning Bylaws, the oldest (No. 337) covering electoral area A (Egmont / Pender Harbour) which was adopted in 1990, and the more recent Zoning Bylaw (No. 722) covering the remaining electoral areas (B: Halfmoon Bay, D: Roberts Creek, E: Elphinstone, and F: West Howe Sound), adopted in 2019.



The challenges faced in the OCPs in part stem from these additional planning documents as they are complex and time-consuming regulatory frameworks to wade through when determining what can be built and where. An update to make the Zoning Bylaws and DPAs less repetitive and more simplified can make the development process more efficient and accessible, better aiding future growth directions outlined in the SCRДs OCPs.

## 2. What planning has been happening in the community?

To make the most out of the opportunities that come from updating planning frameworks, such as an OCP, it is important to first understand:

- What is happening in the SCRD?
- How has growth changed across the electoral areas or the region?
- How and where is growth anticipated over the next 20 years? How can the updated OCP(s) balance growing needs based on environmental, social, and economic considerations?
- How well do the seven current OCPs work, and how do they compare to one another?
- How will the updated OCP(s) inform other implementation tools such as the zoning bylaw(s) and other servicing or financial tools?
- What are the key challenges and opportunities?
- What needs to be protected?

Answering these questions helps to highlight topics to consider during the update process and can aid in establishing clearer policies, direction, and organization.

### 1.1. Recent Planning Work

Work has recently been completed to better understand how past planning documents have either remained aligned or differed from the current vision and direction of the SCRD.

### This work includes:

- A **Comparative Analysis** of SCRDS electoral area Official Community Plans and Zoning Bylaws
- **Community Profiles** of SCRDS five electoral area's
- SCRDS-wide **Regional Growth Baseline Study**
- 2023 **Development Approvals Process Review** outlining the importance and need for policy alignment and a new planning framework
- **2024 draft Housing Needs Report** for SCRDS five electoral area's, a Provincial requirement that directly informs OCP requirements

### How can I access these documents?

You can visit the [SCRD Let's Talk page](https://letstalk.scrd.ca/ocp-update) to access work done around the OCP update project.



SCRD Let's Talk

<https://letstalk.scrd.ca/ocp-update>

In addition to the work completed by the Sunshine Coast Regional District, several partner organizations have compiled, or are in the process of compiling, additional data and information on community goals and objectives.

### These organizations include, but are not limited to:

- The Town of Gibsons
- The District of Sechelt
- The shíshálh Nation
- The Skwxwú7mesh Nation
- Islands Trust
- The Ministry of Transportation and Infrastructure (MOTI)
- BC Ferries
- Sunshine Coast Community Services Society
- The Sunshine Coast Resource Centre
- The Sunshine Coast School District 46
- BC Transit
- BC Parks / Recreation Sites and Trails BC
- Agricultural Land Commission (ALC)
- Vancouver Coastal Health
- Sunshine Coast Affordable Housing Society
- Sunshine Coast Regional Economic Development Organization (SCREDO)
- Sunshine Coast Chamber of Commerce
- Sunshine Coast Community Foundation
- UBC Early Learning Partnership
- UVIC Environmental Law Centre
- Coastal Douglas Fir Conservation Partnership

Various plans, documents, data, and strategies from these organizations will be used to inform the OCP update project.



## Comparative Analysis of fundamental planning documents

In the early stages of this update project, a Comparative Analysis was conducted to help better understand how the current OCPs and Zoning Bylaws align with professional practices and meet the legislative needs of the region.

### Findings from the Comparative Analysis:

Key findings from the analysis included identifying inconsistencies in the organization and method of regulating land use designations and development permit areas across the seven OCPs.

**Number of DPAs:** A key finding from the analysis were inconsistencies in organization and method regulating land use designations and development permit areas (DPAs) across the seven OCPs. Further, the analysis found the current DPAs to require further policy alignment to legislative. To improve the development approval processes, policy alignment across the electoral areas as well as integration of leading practices and incorporation of new legislative requirements will be needed as part of the OCP Update.

**OCP Requirements:** There is an extensive list of criteria that needs to be met from a legislative level. This looks at policies around housing density and affordability, building form and design, mapping, Indigenous reconciliation, environmental hazards and protection, alongside clearly distinguished visions that set a plan to adeptly meet these items.

**Focus on Housing:** For policies around housing density, the oldest OCPs from Hillside-Port Melon and Roberts Creek do not provide any guidance, while others, such as Egmont/Pender Harbour, Halfmoon Bay, and Elphinstone, only partially address the topic. In terms of statements on housing affordability and special needs in housing supply, only Egmont/Pender Harbour, Roberts Creek, and West Howe Sound include this guidance in their OCPs. Other planning work has shown the ongoing challenges to provide housing that is difficult to address, is in part due to these policy inconsistencies.

## Findings from the Comparative Analysis (continued):

**Focus on Environment:** The SCRD has recently adopted a Community Climate Action Plan (CCAP) which has implications for how the region should grow and develop, working towards a low carbon and climate resilient future. The CCAP builds on existing SCRD and community actions to address climate change and allows the SCRD to proactively identify opportunities for action that advance the community towards low carbon resilience of its social, economic, built, and natural systems. The CCAP consists of 15 goals, 25 actions and 58 supporting actions, several of which could be considered/included within updated OCP and Zoning bylaws.

When considering how the SCRDs current OCPs measure up, it is important to consider that since the time when they were prepared, the science of climate change and adaptation has evolved considerably, and the urgency of climate action has increased. Based on the comparative analysis of the seven OCPs only three of the seven OCPs featured policies that could be considered as aligning with LGA requirements for reducing GHGs. Fire Smart and Wildfire policies are not required by the LGA but it is an emerging concern related to climate resilience and only two of the seven OCPs mentioned this topic, which could be strengthened to align with leading practices.

**Regulation & Document Consistency:** Having a lack of consistency in the regulations around significant OCP components makes the development process in SCRD complicated, time-consuming, and ultimately inefficient due to the various inconsistent layers of policies and regulations. The update of the OCPs is an opportune time to address these shortcomings. Actions like simplifying and consolidating land use designations and development permit areas is a step towards creating a more efficient and accessible development process. The inclusion of policies reflecting and addressing current and future challenges being faced by the region will help make SCRDs planning framework a key decision making tool for meeting community needs and helping to nourish the unique characteristics of the SCRD.

## Understanding characteristics & demographics through Community Profiles

Conducted alongside the Comparative Analysis in the early stages of the update project, a Community Profile report was completed, looking to provide insights on the characteristics and demography of the communities throughout the SCRD. These profiles provide insight on trends and data to be considered for future planning approaches by gaining a better insight on what changes have occurred over the past 20 years.

### Findings from the Community Profile:

There is a **limited housing stock** throughout the SCRD, and the current housing shortage is contributing towards affordability challenges along with limitations in the variety of the housing stock available. The housing stock is predominantly older, single detached homes, and many of its inhabitants and caretakers are residents over the age of 55.

As a whole the SCRD is experiencing an **aging population**, with 31% of residents being over the age of 65. An aging population has specific needs that will influence the complexity of the housing, land use, and community services delivery in the future.

Significant policy changes will need to be made to ensure growth patterns and changes among the community can be met with appropriate housing stock and ensure there is ample supply to meet demand.

The Profile also illustrates that **there are other issues and trends that need to be fully explored to better inform** decision making and land use planning. For example, employment across the SCRD is heavily concentrated in local service sectors including construction, retail, and social assistance services with opportunities for diversification and additional local economic development. Given that wages in these sectors have not kept pace with the increase in rents or housing prices, future housing or lack of housing will impact the ability of employers to staff these types of roles. More work needs to be done to better understand the role that housing plays in attracting and retaining employees. Considering the nuances behind this information will be important during the update process as it can ensure policies and regulations will best reflect the changes being seen through influencing factors such as work from home, seasonal industries, income in the face of a prevalent retired population, and so on.

## Assessing the Housing Needs across the communities

Following the Comparative Analysis and Community Profile, a Housing Needs Report was created. While a Housing Needs Report is required to be completed by the BC Provincial Government, it was essential to ensure the insights provided within the report contributed towards the update project by helping to understand growth patterns and challenges being faced across the SCRDS communities. The report also highlights opportunities for SCRDS decision makers.

### Findings from the 2024 Draft Housing Needs Report:

The SCRDS is experiencing rapid population growth, with an increase of almost 10% between 2016 and 2021 within the five electoral areas. The increase in demand for housing is compounded by stagnant new housing developments, which further strains the availability of affordable homes.

An analysis of the current and future housing needs reveals that **3,018 additional housing units will be required** across SCRDS five electoral areas **over the next 20 years**. For comparison, 1,705 new homes were built in the SCRDS from 2001 to 2021.

## Studying changes that have occurred from Regional Growth

During a series of SCRDS-focused regional growth baseline reports completed in 2023, studies conducted around current planning documents helped to establish fundamentals for the update project. These reports set a lens for regional growth to be complete, compact, have low environmental impact on communities based on energy-efficient settlement patterns and protection of the environment, and is harmonious with the natural environments a community is set in.

### Findings from the Regional Growth Study:

Key findings from the OCP documents found a strong emphasis around the importance of **protecting rural character and the natural environment**.

Regarding approaches to development, the findings discussed how commercial and community-oriented uses, and **denser forms of housing should be located in village centres and areas identified as 'community hubs'**, which in turn supports a more efficient delivery of infrastructure and services. In this growth study, certain electoral areas such as Egmont / Pender Harbour stated being open to more economic and industrial land uses.

## 1.2. Planning Next Steps

### Using the recent work to help update SCRD's planning framework

Through the recent planning work, findings and insights highlighted from the mentioned studies and reports have helped to identify prevalent patterns. Seeing themes be consistently discussed over time helps to solidify necessary focus areas and establishes clear planning directions.

### Common themes have emerged from a review of existing documents and past community conversations include:

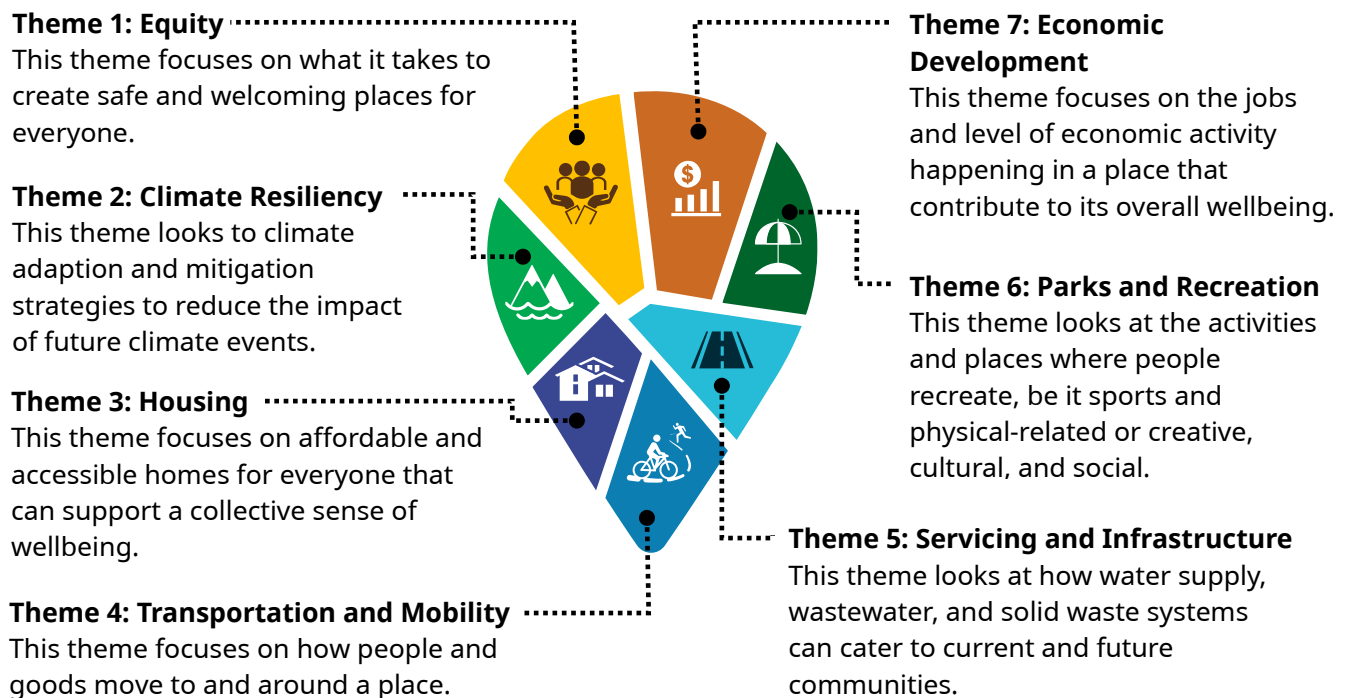
- Growth in the community can and should facilitate **equitable** services and protection of the **natural environment**;
- Community demographics in the context of **housing needs** and **amenities**;
- **Servicing** and **infrastructure** to meet growth **demands** alongside **transportation and mobility**;
- **Economic development** that can help sustain for the next generation.

These highlighted topics help to answer some of the questions asked at the beginning of the chapter, offering guidance on how to approach the update project. Having a strong grasp on where to look when identifying and highlighting community needs, along with how to cater to them from a planning lens, is what will help make future OCP(s) and other planning documents be most effective in achieving visions sought out for SCRD.

# 3. Themes that will impact Future Growth


Planning for future growth in the SCRD will include a deeper understanding of a variety of topics that encompass social, economic, and environmental needs of the people who live, work, and play in the SCRD. While these themes are interconnected to plan for the efficient delivery of services, seven themes have been identified based on the planning insights established in the previous chapter to help guide further data analysis and community conversations.

Each of the themes include a list of key plans and strategies (either completed or in development) that will help to inform the OCP and Zoning Bylaw update project. From these plans and strategies, it is clear the seven themes do not occur in isolation of each but are rather integrated when considering how growth will be managed in the region. While the themes will help shape future community conversations, and ultimately the policy structure of the future OCP(s), the interrelationship between the themes is identified so further data analysis and community feedback can facilitate a comprehensive approach for informing where and how the SCRD will grow over the next 20 years.



### 3.1. Equity

Equity is about creating safe and welcoming places for everyone whether they live, work, or play in the Sunshine Coast. It is about being inclusive, embracing diversity in all its forms, ensuring services are accessible to anyone, and our shared human experiences are respected in both space and time.



**In many ways, equity is a journey we continually strive for as our knowledge and understanding grows while staying rooted in our history and culture shaped by the land and environment of the region.**

For future planning, equity is about incorporating all voices in the development of policies that shape future growth. It is also about breaking down system barriers that have caused past inequality, and to change policies, rules, or procedures that will build a more equitable, and ultimately sustainable future for everyone.

**Some of the key plans and strategies, either developed or in development, that will inform an equitable approach for the update include:**

- Accessibility Plan (currently underway)
- 2024 Youth Development Instrument Report - UBC Early Learning Partnership
- 2024 Middle Years Development Instrument Report - UBC Early Learning Partnership
- 2024 Sunshine Coast Vital Signs Report - Sunshine Coast Community Foundation
- 2023-2027 Sunshine Coast Regional District Strategic Plan
- 2023 Sk̓wx̓wú7mesh Nation Sacred Land Use Plan - Sk̓wx̓wú7mesh Nation
- 2022 Transit Futures Action Plan
- 2023 Sunshine Coast Social and Housing Needs Assessment
- 2021 Strategic Framework for Action on Poverty Reduction - Sunshine Coast Resource Centre
- 2021 shíshálh Nation Land Use Plan - shíshálh Nation 2020 Sunshine Coast Child Care Action Plan



## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans above that outline key considerations for the OCP update include:

### 2023-2027 SCRD Strategic Plan Social Equity and Reconciliation Lens:

We will embrace compassion and reconciliation, and expand opportunities to meet the needs of all people regardless of age, ability, gender, income, education level, culture or background.

### 2020 Sunshine Coast Child Care Action Plan Guiding Principles:

That accessible, affordable and quality child care is an essential part of ensuring an equitable society where all children, including those who may be more marginalized (e.g. lower income, Indigenous, new immigrants, those with extra support needs), have opportunities to grow and develop to their full potential.

## Equity considerations for the OCP update

Equity is a theme that will inform policy development, updates to the regulatory system (i.e., Zoning Bylaw(s) and other bylaw updates required for alignment), and implementation actions when reviewing future development applications, capital planning initiatives and program development.

Given the breadth and importance of this theme, the SCRD will be looking for input from the community on what equity means and ideas on how to implement this type of a framework through the OCP update.



## Equity will inform every aspect of the OCP update, for example:

### **Current Theme: Equity**

How can the history and culture of the Sunshine Coast be better reflected in our changing communities?

What are some options to enhance social connection and diversity?

How can reconciliation efforts be integrated?

### **Theme 2: Climate Resiliency**

How can climate resiliency goals respect the history and culture of the SCRD, and support broader community wellbeing and inclusion?

### **Theme 3: Housing**

How can housing and associated service delivery support the diversity of people who live, work, and play in the region?



### **Theme 7: Economic Development**

What industries can support fair access to jobs?

### **Theme 6: Parks and Recreation**

What changes to the parks or recreation opportunities in the SCRD are needed to be more inclusive and accessible?

### **Theme 5: Servicing and Infrastructure**

How can the location and cost of infrastructure support an equitable approach to housing?

### **Theme 4: Transportation and Mobility**

How can transportation options be equally available to all?

## Some concepts that are likely to shape the OCP update include:

- History and Culture
- Community and Social Connectivity
- Diversity and Inclusion
- Reconciliation

### 3.2. Climate Resiliency

Weather does not have administrative boundaries and the impacts of climate change are being acutely experienced throughout the SCRD. Drought, wildfires, flooding, and other weather events have wreaked havoc on communities and daily lives.



**There is a need to better integrate climate adaptation and mitigation strategies in community design and infrastructure planning to reduce the impact of future climate events.**

Planning for climate resiliency can include many considerations such as where and how development occurs to balance protection of the natural environment, integration of natural assets as ‘green infrastructure’, proactive planning for hazard areas to limit known risks to communities, groundwater management practices before, during and after construction, setting targets for reducing GHG emissions, electrification, and limiting deforestation and managing recreational trails to reduce the risk of wildfires, integrating nature-based solutions for future infrastructure.



**Some of the key plans and strategies, either developed or in development, that will inform a climate resilient approach for the OCP update, include:**

- Water Strategy (currently underway)
- Water Efficiency Plan (currently underway)
- 2024 Community Climate Action Plan
- 2024 Hazards, Risk, and Vulnerability Assessment
- 2023-2027 Sunshine Coast Regional District Strategic Plan
- 2023 Natural Asset Management Policy
- 2023 Corporate Carbon Neutrality Plan
- 2022 Climate Risk and Vulnerability Assessment Report
- 2022 Watershed Business Case
- 2021 Future Climate Projections Summary
- 2014 Twin Creeks Geotechnical Report
- 2013 Halfmoon Bay/Elphinstone/Roberts Creek Geotechnical Reports
- 2012 We Envision
- 1994 Hillside OCP Area Geotechnical Hazards Study
- Quantitative Historical Data on Climate
- Coastal Flooding Analysis
- SCRD GHG & Energy Emissions Inventory Report
- Tree Cutting Permit Bylaw

## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP update include:

### 2023-2027 SCRD Strategic Plan Climate and Environment Lens:

We will reduce the carbon impact of all our services and activities, and take action to protect, adapt and restore the environment that sustains us, especially watersheds and aquifers. We will also build our capacity to respond to and recover from emergencies.

### 2024 Climate Action Plan Key Opportunities and Actions:

- Integrate a climate lens into decision making and planning.
- Create resilient action plans for critical infrastructure.
- Continue to advance knowledge about climate change impacts on water supply and integrate evolving impact of climate change into water plans.
- Integrate Complete, Compact Communities principles into Official Community Plans to facilitate walking, cycling, and transit use.
- Increase public transit convenience and ridership.
- Require new buildings to be more efficient and use cleaner energy (i.e., higher performance steps of the BC Energy Step Code or Zero Carbon Step Code).
- Develop an inventory of natural assets and green infrastructure, and associated level of service contribution.
- Review Official Community Plans and regulatory tools to include ecosystem health.
- Support market readiness for significant scaling of renovations that improve energy efficiency.

## Climate Resiliency considerations for the OCP update

Similar to equity, climate resiliency is a theme that will influence almost every aspect of the OCP update, to varying degrees. As an issue that impacts every aspect of daily life, the integration of climate resiliency into policy development, the regulatory function, and overall implementation of the planning framework will be a key factor in shaping the OCP update project.

## **Climate Resiliency**

Climate resiliency will be established through a data-based approach to understand the environmental constraints, areas identified as high value for protection, and opportunities related to future growth. With a diverse landscape across the region, certain areas are higher risk for hazards and for severe climate events. Some areas would benefit from additional layers of protection to reduce the likelihood and/or impacts from future climate events as well as an opportunity to leverage land use decisions to reduce carbon pollution.

The integration of natural assets into how we think about growth can help shape our understanding of where and how communities should grow and where protection of the environment should guide preservation instead of development. Often the role of the region's parks offer a protection role, but also provide opportunities for integrating 'green infrastructure' throughout a community such as a shaded, cooling place during heat waves. These considerations will similarly have a lens of equity, including how climate resiliency can have a shared benefit for the region's wellbeing.

## **Stormwater**

The historical approach of considering stormwater conveyance as an infrastructure project alone is costly and vulnerable. A shift in thinking and approach for this OCP update project will include stormwater as part of the climate resiliency theme.

This change stems from the integrated nature of stormwater and natural assets. As development occurs, the land is changed in how it absorbs or integrates rain and precipitation, leading to 'stormwater' runoff, or the movement of that water after it falls to the ground.

Typical methods to address stormwater includes storm sewers or pipes in the ground to collect and convey that water further downstream. However, as development has increased and storms have become more extreme, the ability for these methods to adequately address conveyance of stormwater is challenged. The need to capture and re-use stormwater in the face of drought leads to thinking about new approaches for stormwater that are linked to climate resiliency and better land management.

**Climate resiliency will inform every aspect of the OCP update, for example:**

**Theme 1: Equity**

What areas of the region should be preserved for future generations?

**Current Theme: Climate Resiliency**

What are the key aspects of climate resiliency that should be considered in the OCP?

What are some of the key risks around climate resiliency that concern you?

What are some opportunities for nature-based solutions?

What are some of the region's key natural assets?



**Theme 7: Economic Development**

How can climate resiliency goals support the regions transitioning economy and opportunities for new business development?

**Theme 6: Parks and Recreation**

How can the region's parks and recreation system further enhance climate resiliency efforts?

**Theme(s) 3 & 5: Housing & Servicing and Infrastructure**

How should climate resiliency shape housing and infrastructure design?

**Theme 4: Transportation and Mobility**

What additional changes are needed to support active modes of transportation to reduce GHG emissions?

**Some concepts that are likely to shape the OCP update include:**

- Natural assets, watersheds and stormwater
- Greenhouse gas emission reduction
- Environmental protection
- Hazards and development permit areas
- Electrification

### 3.3. Housing

Housing is fundamentally about where people live. It is reflective of the basic human right to have a place to call home. For the SCRD, it is about affordable and accessible homes for everyone that can support a collective sense of wellbeing.

Like much of the rest of British Columbia, the SCRD is experiencing a shortfall in housing which is leading to affordability challenges for both renters and homeowners. The provincial government has taken several legislative steps to address this housing shortfall, which the SCRD is responding to as part of the OCP update project.



**Specifically, local governments are required, by provincial legislation, to produce a Housing Needs Report and integrate the findings from in an updated OCP with clear policy direction enabling the development of the needed housing supply.**

The established benchmark in Canada for measuring housing need is the concept of ‘core housing need’ – which refers to households that fall below at least one of the following thresholds:

- **Adequacy:** Their housing does not meet acceptable standards.
- **Suitability:** Their housing is not suitable to their needs.
- **Affordability:** They would have to spend 30% or more of their before-tax income to pay the median rent of alternative local housing that is acceptable.

Through the draft 2024 Housing Needs Report, the total number of units needed in the SCRD as well as additional identification for specific types of units to meet different types of housing needs, are identified. To accommodate this future growth, housing will need to be part of the discussion on complete communities, including servicing and infrastructure needs/costs, recreation opportunities, mobility connections, and job opportunities.

**Some of the key plans and strategies, either developed or in development, that will inform housing for the OCP update, include:**

- 2024 Housing Needs Report (currently underway)
- 2023 Social and Housing Needs Report
- 2020 Housing Needs Report
- 2020 Housing Needs Assessment Implementation Framework

## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP update include:

### DRAFT 2024 Housing Needs Report Excerpts:

Approximately one in ten households in the region are facing affordability challenges. Renters are more likely to be affected by ongoing affordability challenges than homeowners with one in four renters experiencing core housing need.

The SCRD is experiencing rapid population growth compounded by lower levels of new housing development. The result is a growing housing challenge affecting a broad spectrum of the population already struggling to find adequate, affordable housing.

### 2020 Housing Needs Report Excerpts:

The single-detached home is the most common type of housing across the SCRD and is unaffordable for median earning households in almost all communities. There is a limited supply of smaller, affordable units such as apartments or townhouses. Studio and one-bedroom units can be an important supply of affordable housing for seniors looking to downsize and work force housing. Looking ahead projections indicate that more than half of the future population could be suitably accommodated in studio or one-bedroom units.

## Housing considerations for the OCP update

Housing policies and regulatory supports will be key components of the OCP update and will be based on the recommendations from the draft 2024 Housing Needs Report. Future OCP policies should be equitable and meet climate resiliency goals regarding the scale of the housing shortage and the volume of housing that needs to be built, where it needs to go within the region, and who it needs to serve. While the first two issues speak to siting considerations, the latter two speak to building design considerations.

Future OCP policies and zoning bylaw regulations will need to integrate recommendations from the 2023 Development Approvals Process Review to enhance the approvals processes (such as policy alignment across the SCRD). With improvements to the approvals processes, more housing can be approved and enabled within a shorter timeframe thereby increasing the overall supply.

A diversity of housing options impacts economic development opportunities when suitable rental and homeownership options increase the viability of people moving to the region. Rental housing in particular can support workers and households moving to the region for work by giving them ways to ease into the community before they are ready to purchase a permanent home. Other types of housing options, such as apartments and townhomes, can similarly support the changing life conditions for the aging population currently living predominantly in single-detached housing. Smaller housing options allow aging homeowners to remain within their communities. This in turn can free up larger homes for growing families.

Furthermore, central to any housing discussion is the people it serves and how it fits into the physical and social fabric of the community. An equitable approach to address housing issues can ensure the different needs of various demographics of the community are realized in new supply. Climate resiliency is integrated through the development of complete communities and building new housing closer to or in locations where people can meet their daily needs. The built form and design of new housing can further support climate resilience goals by reducing greenhouse gas emissions and building more multi-family units. Integration with the transportation network and servicing is integral in meeting climate resiliency goals as well.

Housing cannot be built without adequate and safe servicing and infrastructure especially drinking water, solid waste management and a means of handling wastewater. Additional considerations include fire protection, road, parks and transit service. A key link between determining where housing should be located to accommodate future growth is consideration for where infrastructure could or should go, or opportunities for leveraging existing infrastructure to find efficiencies. New infrastructure is expensive to build and extending new pipes or other types of servicing infrastructure will either have to be paid by developers, which is downloaded to homeowners, or by ratepayers if the SCRD builds it. Ultimately, the operation and maintenance of new infrastructure is paid for by ratepayers, which also increases as new infrastructure is built. By focusing new growth in areas that have existing servicing capacity, costs for homeowners and ratepayers can be reduced, which has an added benefit of environmental preservation or protection by not building new homes into existing natural areas.



## Housing will be an integral aspect of the OCP update, for example:

### Theme 1: Equity

Who is rental housing for and how does that affect the type and amount being built?

What types of housing design options need to be considered for different demographics?

### Theme 2: Climate Resiliency

What design and/or location options for housing should be considered to build more climate resiliency housing?

### Current Theme: Housing

What type of housing should be constructed?

Where should new homes be constructed?



### Theme 7: Economic Development

Are there groups that need to be considered when building housing? People in the workforce, seniors, people with young children?

### Theme 6: Parks and Recreation

What community amenities should be integrated with different housing options?

### Theme 5: Servicing and Infrastructure

Where is there additional capacity to accommodate new homes with existing servicing and infrastructure?

### Theme 4: Transportation and Mobility

How can the existing transportation and mobility network support new housing opportunities?

## Some concepts that are likely to shape the OCP update include:

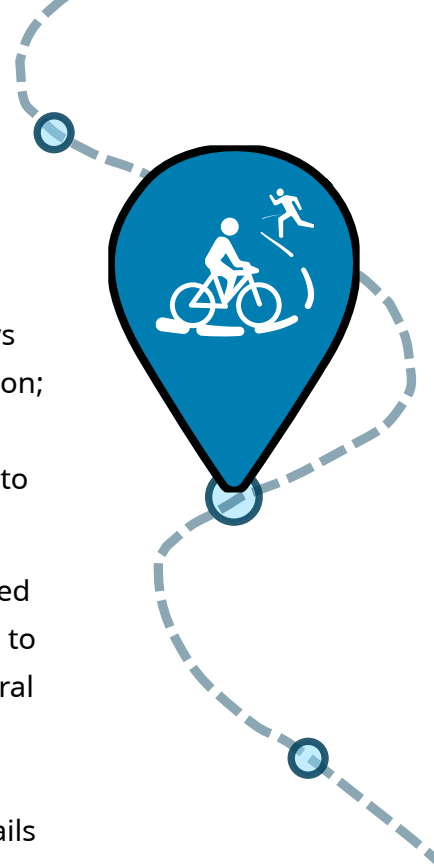
- Housing Affordability
- Rental housing
- Building form and design
- Housing for different segments of the community such as workforce or seniors housing
- Land designation to support housing

### 3.4. Transportation and Mobility

Transportation and mobility is about how people and goods move to and around the SCRD. It encompasses the road network for vehicles; pathways and sidewalks for walking, cycling, or similar modes of active transportation; transit for shared transportation options; and ports and watercraft navigation to get into the fjords and inlets of the region as well as access to remote settlements in the region.

The SCRD is characterized by a centralized transportation network centered on the Sunshine Coast Highway extending from the Langdale Ferry north to Earls Cove. Several arterial roads and communities extend from that central network supported by five bus routes operated by SCRD through and agreement with BC Transit. The area is known for outdoor recreation opportunities including several mountain biking, hiking, and multi-use trails and numerous paddling routes.

The different components of transportation that make up the network people experience, is planned for, managed, and operated by several different agencies. The Ministry of Transportation and Infrastructure (MOTI) is responsible for all roads and provincial highways, as well as subdivision approval, whereas the SCRD is responsible for setting local policy direction that includes road location, design and subdivision considerations. Furthermore, BC Transit operates the bus routes and BC Ferries manages passenger and vehicle ferry services.



**The need for coordination between levels of government and other organizations (as well as other local governments in the region) pose a significant implementation challenge for the future OCP(s) and Zoning Bylaw(s). Policy alignment is one way to support long-term integration.**

**Some of the key plans and strategies, either developed or in development, that will inform transportation and mobility for the OCP update, include:**

- Highway 101 Alternate Route Planning Study - MOTI (currently underway)
- 2024 Community Climate Action Plan
- 2022 Preliminary Design Report Connect the Coast: An All Ages and Abilities Active Transportation Route Linking Langdale and (Underway) Sunshine Coast MUP Segment 5-7 Conceptual Design Project [Transportation Choices Sunshine Coast (TraC)]
- 2022 Transit Future Action Plan
- 2021 Moving Ahead Together on the Sunshine Coast - BC Ferries
- 2020 Highway 101 Gibsons to Sechelt Corridor Study, MOTI
- 2013 Transit Future Plan
- 2011 Integrated Transportation Plans

## **Guidance & Opportunities for the OCP update**

Select excerpts from the listed plans above that outline key considerations for the OCP update include:

### **2022 Transit Future Action Plan Vision:**

Transit is a preferred choice for residents and visitors, attracting riders through comfortable, safe, accessible, and convenient services.

### **BC's Highway 101 Alternative Route Planning Study Excerpt:**

Highway 101 traffic volumes have grown approximately 20% in 2017 [alone], primarily between Gibsons and Sechelt. As communities continue to grow, it is becoming increasingly important to protect the role and function of the highway for inter-regional and local travel, and to incorporate provincial plans for transit and active transportation, climate change resiliency and environmental protection. While there is no foreseeable need for a full, end-to-end bypass route to address growing congestion, reliability and safety challenges, and to better accommodate active transportation needs.

## **Transportation and mobility considerations for the OCP update**

Like servicing, transportation has both a strong infrastructure asset component with the physical roads, trails, and ports as well as a service delivery component. Transportation also includes every mode or type of transportation that can move people or goods.

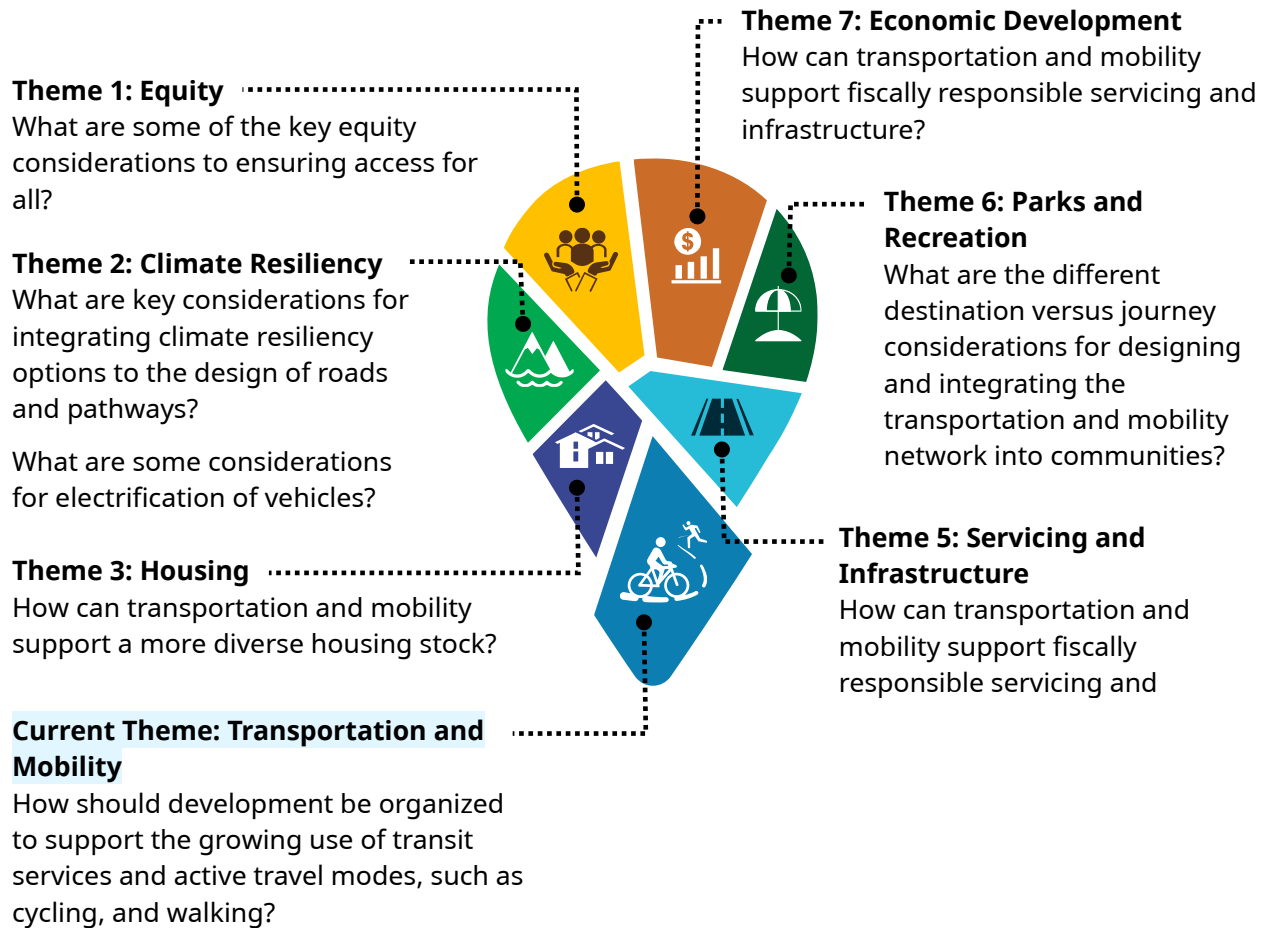
Collectively, this network shapes how growth occurs by providing access to homes and communities, and for goods and services to move throughout and to/from the region.

Equitable access and use of this network will inform the location, design and operation. Integration of climate resiliency can provide options for different modes of transportation, siting considerations to minimize environmental impacts, design considerations to reduce greenhouse gas emissions or integrate nature-based solutions, and operation considerations such as transit fleet electrification.

The integration with servicing and housing will help to inform how the transportation network can support complete communities. Further, it will shape economic development by reducing travel distance between homes and jobs, as well as movement of goods to support various industries.

The transportation and mobility network does not occur in isolation. The land around and next to this system directly impacts the experience and use of both the transportation and mobility system as well as the activities that occur adjacent. Not only is this system a method to get to a destination, it also is the journey to get there. Location and design of roads and active transportation options are critical for balancing the environmental, social, and economic impacts.

**Transportation and mobility will inform key aspects of the OCP update, for example:**



**Some concepts that are likely to shape the OCP update include:**

- Road network and highways
- Public transit
- Active transportation
- Ports and marine transportation

### 3.5. Servicing and Infrastructure

Servicing and infrastructure are generally known as part of three components: the delivery of safe and reliable drinking water and distribution system, the wastewater system, and the solid waste management system. Each of these systems include both physical infrastructure or assets, such as the pipes in the ground, as well as operational components that actually distribute the water or extract the waste. The water supply system also incorporates considerations around fire protection determined by the fire flow capability.

Furthermore, each of these components are intricately interconnected with the natural environment that determines location of the infrastructure, along with capacity opportunities and constraints that ultimately impact where and how development occurs (including where and how sensitive environments should be protected).

In a regional context where development tends to be lower density, the infrastructure requirements needed are more expensive comparatively which is driven by the length of infrastructure and low number of properties paying into the maintenance or construction of the infrastructure, with services provided either directly by the SCRD or by landowners through private systems.



**Functionally, servicing and infrastructure are key components for growth and development. The integration between servicing and infrastructure requirements and development could be clearer to recognize the financial implications of providing necessary levels of water, wastewater and solid waste infrastructure throughout the different geographical areas of the region.**

**Some of the key plans and strategies, either developed or in development, that will inform servicing and infrastructure for the OCP update, include:**

- 2025 Fireflow Action Plan (currently underway)
- Water Master Plans (currently underway)
- Water Strategy (currently underway)
- Water Efficiency Plan (currently underway)
- 2023-2027 Sunshine Coast Regional District Strategic Plan
- 2021 Wildfire Protection Plan
- 2011 Solid Waste Management Plan (updated plan currently underway)
- Local Community Sewage Systems
- Asset Management Board Policy
- Subdivision Servicing Bylaw (No. 320)
- Wastewater Treatment Plan Service Establishment Bylaws
- Development Cost Charges (No. 693)

## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP update include:

### 2023-2027 SCRD Strategic Plan Focus Areas:

**Water:** Prolonged summer droughts and the resulting water shortages have challenged SCRD residents. The SCRD developed new supply sources and increased efficiency, while repairing and renewing aging infrastructure.

**Solid Waste:** The Sechelt Landfill is nearly full and a long-term solution for the SCRDs garbage and recycling is urgently needed. The SCRD Board approves funding for hundreds of projects each year. To help make decisions on the best use of staff time and resources, four key lenses will be used: service delivery excellence, climate and environment, social equity and reconciliation, and governance excellence.

### 2024 Fire Flow Action Plan Report Excerpts:

SCRD has undertaken water modelling as part of the update to the SCRDs Water Master Plans to gain further insight into the water systems' performance. The water model can be used to assess potential impacts from population growth, changes in water use by the community and to ensure adequate water is available to fight fires.

This water modelling has shown upgrades are necessary within some SCRD water systems to ensure adequate water is available for fire flows defined as water flow that should be available for firefighting purposes, usually from a fire hydrant.

To address fire flow concerns, the SCRD will work to align the [Fire Flow Action Plan] with renewals of Official Community Plans.

### 2021 Wildfire Protection Plan Select High Priority Actions:

Develop FireSmart plan for identified high wildfire risk FireSmart priority areas.

Conduct a regional study to determine areas for a Wildfire Development Permit Area to apply and revise the [Official Community Plans] to include wildfire as a Development Permit Area.

## **Servicing and Infrastructure considerations for the OCP update**

Servicing is about delivering safe drinking water and removing waste both through physical infrastructure as well as on-going operations. Often the unseen aspect of development, servicing is the fundamental and necessary backbone for any community. Given the infrastructure requirements to maintain an expected level of service delivery, servicing directly influences the financial aspects of growth for governments and rate payers.

For the OCP update, key questions for servicing will be linked to housing and climate resiliency to consider what type of development (including residential development, business development, and community services), where development will occur (and therefore what servicing is needed), all of which impact the region's overall climate risk resiliency.

As certain types of servicing are often located within or near road right-of-way's, transportation and parks network planning will also affect servicing options.



## Servicing and infrastructure will inform key aspects of the OCP update, for example:

### Theme 1: Equity

What is a more financially equitable approach to servicing so everyone pays a fair share (including where growth should occur)?

### Theme 2: Climate Resiliency

How can nature-based solutions play a role in addressing infrastructure risks associated with climate change?

### Theme 3: Housing

Where are the opportunities for integrating new development that reduce the need to expanded piped services thereby reducing costs of development and supporting environmental protection goals?

### Theme 4: Transportation and Mobility

How can servicing and infrastructure requirements be better integrated with the transportation and mobility network?

### Theme 7: Economic Development

How can a more fiscally responsible approach for servicing and infrastructure support local business development and diversification?

### Theme 6: Parks and Recreation

What are some opportunities to better integrate service infrastructure location planning with transportation and/or parks?

### Current Theme: Servicing and Infrastructure

What are the key opportunities to reduce landfill use and increase recycling or re-use initiatives?

What are some additional considerations to reduce the cost of growth?



## Some concepts that are likely to shape the OCP update include:

- Water servicing, including fire protection
- Wastewater servicing
- Solid waste servicing

## 3.6. Parks and Recreation

Parks and recreation is reflective of the activities and places where people recreate. For example, recreation encompasses activities such as sports and physical recreation programs, but can also include artistic, creative, cultural, social, and intellectual activities, offered both by the SCRD as well as local businesses. The SCRD has a myriad of parks and natural spaces for walking, cycling, hiking, paddling, etc. that occur both within communities as well as throughout the region. The naturally and culturally rich coastal area that makes up a large portion of the region is a major aspect of what its residents and visitors love about the Sunshine Coast.

Parks and recreation facilities, services, special events, and community engagement available for community members and visitors supports community well-being and offers opportunities for economic development through tourism and local business development. Equitable access is often a pillar for parks and recreation with (comparatively) minimal financial barriers and options for accommodating physical alternatives in both the design of spaces as well as the types of activities available. The offering of enjoyment, social connections, and physical activity for people of all ages and abilities is essential to community well-being.

Parks often also align with climate resiliency goals. The location of parks (both regional and community parks) are typically untouched existing natural areas, or locations around sensitive habitats. Often these locations are also areas with cultural significance that are part of the history of the Indigenous peoples. The identification and designation of parks space contributes to overall environmental preservation, provides opportunities to learn more about the land around us, and offers spaces to integrate green infrastructure.

### **Some of the key plans and strategies, either developed or in development, that will inform parks and recreation for the OCP update, include:**

- SCRD Cemetery Master Plan (currently underway)
- 2022 Recreation Facilities Asset Master Plan
- 2015 Coppers Green Park Management Plan
- 2014 SCRD Parks and Recreation Master Plan
- 2014 Sunshine Coast Trail Strategy
- 2012 SCRD Board Policy - Park Acquisition from Subdivision
- 2007 SCRD Trail Network Plan
- 2007 Cliff Gilker Management Plan



## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP update include:

### Values from the 2014 SCRD Parks and Recreation Master Plan:

The SCRD is community centred. It believes in the unique contributions of individuals and groups and in welcoming diversity of input in the best interest of the whole community. It also believes that action arising out of consensus is most effective. The SCRD also believes in the following values:

- **Trust and accountability** - being accountable to the community and local governments. The SCRD ensures that issues have been researched and well considered. It also ensures that any advice it gives is based in fact.
- **Inclusion and accessibility** - programs and services must be designed to promote the inclusion of all in the community regardless of gender, race, sexual orientation, disability, ethnic origin, culture, or economic means.
- **Partnerships and collaboration** - hold great power and benefit everyone in the community.
- **Environmental stewardship** - promoting and supporting the goals of sustainability. The SCRD believes in protecting green space and wildlife corridors.

### 2014 Sunshine Coast Trail Strategy Guiding Principles:

A successful trail strategy needs the input of all stakeholders and users through a collaborative approach rooted in equality, fairness and diversity. This includes First Nations, diverse trail user groups, industry and all levels of government. Protecting and legitimizing the trails is key to be protected from environmental and human threats and to be legitimized through the formal process. Trail networks must also provide recreational opportunities to a range of users including hikers, bikers, horseback riders and motorized users. A diversity of trails for a variety of trail users will help deliver the various benefits to community members and visitors.

## **Parks and recreation considerations for the OCP update**

For the OCP update, parks and recreation will guide considerations in many aspects of the OCP update, as it weaves together many key pieces throughout the SCRD. Park systems and recreation spaces are key linkages to building complete communities and can be further linked to equity, climate resiliency, the natural asset aspect of servicing and 'green' infrastructure, the active components of transportation networks, reconciliation in the lens of equity, and economic development from a tourism context and place people gravitate towards living and investing in.

It is important for an OCP to address recreation facilities, community halls, outdoor recreation, parks, alternative transportation and trails (greenways), shoreline access and boat launches, protection of environmentally, visually, and culturally/historically important areas, and coordination with the local school district(s). Indoor recreation centres within the Town of Gibsons and the District of Sechelt are operated by the SCRD and are therefore part of the OCP update. These planning documents should look to maintain working relations with other jurisdictions including First Nations and the Province to protect parks and recreation areas along with Crown land. A balance between population-based standards and service-area guidelines are important to ensure the needs of the community are provided for now along with in the future.

Looking at the characteristics unique to the region, the current services provided in the SCRD, the current resources (physical, fiscal, and human), potential leading practices, the potential impact of trends, the region's needs and opportunities are all key factors to consider. While parks and recreation helps weave together and support equity, climate resiliency, efficient service delivery, housing, economic development and transportation goals, these assets extend throughout the region with the Town of Gibsons, District of Sechelt, the Province and shíshálh Nation Government District. The impacts and benefits that stem from considering these linkages and connections play an impactful role in establishing meaningful solutions through a unified policy framework.

**Parks and recreation will shape aspects of the OCP update, for example:**

**Theme 1: Equity**

How can parks and recreation opportunities become more diverse and inclusive for everyone?

**Theme 2: Climate Resiliency**

How can parks and recreation opportunities further enhance climate resiliency?

**Theme(s) 3, 4, 6 & 7: Housing, Transportation and Mobility, Parks and Recreation, & Economic Development**

What are the opportunities to integrate future recreation facility locations and future outdoor sport facility locations with other community and/or local businesses to further enhance climate resiliency, housing, and transportation goals?

**Theme 4: Transportation and Mobility**

How can parks and recreation further enhance active modes of transportation?

**Current Theme: Parks and Recreation**

What additional recreational options are needed in the region?

What are some opportunities to enhance either the regional park network or the local community parks?

How do you plan for parks and recreation spaces with key population characteristics in mind? (e.g., places like Pender Harbour experience large population in the summer months through seasonal residents and tourists, large aging population).

**Theme 5: Servicing and Infrastructure**

How can lands used for parks and recreation further support servicing and infrastructure needs?



**Some concepts that are likely to shape the OCP update include:**

- Regional parks
- Community parks
- Recreation facilities
- Recreation activities

### 3.7. Economic Development

Economic development is about the jobs and level of economic activity occurring, or that will occur, in the SCRD. It is about the types of industries that are active that support or contribute to the overall wellbeing of the region. For the SCRD, tourism is a key industry and economic driver. Other industries common in the region include government, health care and education, resource-intensive industries (i.e., logging, gravel mining, pulp/paper) and service-based industries.

The overall role of economic development is to support a variety of industries and jobs for the people who live here.

The region is undergoing a transition with decline of the historical and traditional fishing industries that had previously dominated the Sunshine Coast. Through this transition, as questions persist around what industries could or should replace it from a workforce and economic perspective, as well as what are the broader implications for the traditional culture of the region.

Furthermore, the SCRD oversees the protection of agricultural land (in coordination with the Agricultural Land Commission), which contributes to the local economy and supports food security by providing options for local food production that is not reliant on the transportation network or global supply chains.



**Some of the key plans and strategies, either developed or in development, that will inform economic development for the OCP update, include:**

- 2023 Municipal and Regional District Tax Program (MRDT) One-Year Tactical Plan
- 2021 Employment Lands White Paper - Sunshine Coast Regional Economic Development Organization (SCREDO)
- 2012 SCRD Agricultural Area Plan

## Guidance & Opportunities for the OCP update

Select excerpts from the above listed plans that outline key considerations for the OCP update include:

### Key Learnings from MRDT One-Year Tactical Plan:

Overall, accommodation room revenues have rebounded since the beginning of the COVID-19 pandemic, exceeding pre-pandemic (2019) levels by 40% in 2021, with 2022 revenues on track to exceed 2021 by an additional 40%. Despite this incredible rebound, it should be noted that room revenues are still highly seasonal. In 2019, revenues from Q2 & Q3 represented 70% of the annual total. In 2021, that number decreased to 65%, meaning that the shoulder season (Q1 and Q4) had gained 5% of the annual share, but there is still much work to be done to encourage seasonal dispersion in the SCRD.

### Key Challenges from MRDT One-Year Tactical Plan:

- Transportation barriers
- Lack of meeting and accommodation spaces
- Limited year-round guided activities
- Labour constraints
- Lower quality service levels
- Extreme weather events

## Economic Development considerations for the OCP update

For the OCP update, economic development will guide considerations for future jobs, specifically for the next generation, shaped by the types of industries the region wants to grow or attract.

A constrained housing supply, or a lack of available accommodation, is often resulting in latent demand for growing the local economy, be it government, tourism or resource-based jobs. The size, scale, and land use considerations for these industries, combined with trends that are likely to shape how these industries act in the SCRD, will shape the policy and regulatory development.

Similar to housing, food security is a foundation human condition. The OCP will need to consider options for protecting agricultural land and enabling additional opportunities for local food production and distribution. One example relates to water supply for farming. Farms that are supplied by the regional water system are subject to some water restriction acting as a barrier to production. Other examples include balancing home-based food production and sharing with federal food safety requirements.

Economic development encompasses economic opportunities for households via jobs, but also tax revenue for governments, and more broadly, economic benefits for the region, province, and nation. Conversely, broad national or international industry trends can impact economic opportunities for the Coast. For example, price changes for goods can impact production or distribution.

These economic considerations impact the overall social and environmental wellbeing of the region, including protection of environmental areas which can contribute to the overall economic health of the region. Types of jobs and opportunities for the community impact the level of discretionary spending for households. Tax revenues impact the money available for community programs and infrastructure. The type of location of different industries impacts how people and goods move throughout the community, the region, and to other communities. The interconnections with equity principles, servicing requirements, housing needs, the transportation network, and climate resiliency opportunities will shape the OCP update.



**Economic development will shape aspects of the OCP update, for example:**

**Theme 1: Equity**

What cultural considerations are needed to support the transition from resource extraction industries?

**Theme 2: Climate Resiliency**

Where are opportunities to enhance local business development where housing, servicing, mobility, and community amenities already exist?

**Theme 3: Housing**

What housing is needed to support this workforce?

**Theme(s) 4 & 5: Transportation and Mobility & Servicing and Infrastructure**

What infrastructure and mobility supports are needed to diversify the economy?



**Current Theme: Economic Development**

What are some of the likely industries that will grow in the region over the next 20 years?

What are some of the economic development opportunities that can support a diverse tourism industry?

How can agricultural land and food production be supported by policy to support greater food security for the region?

**Theme 6: Parks and Recreation**

How do the parks and recreation opportunities of the region support economic development?

**Some interconnected concepts that are likely to shape the OCP update include:**

- Business, commercial and retail
- Industrial and resource development
- Agricultural land and local food security

# 4. Feedback and Engagement Process

For the OCP update project, there will be several opportunities to share your stories and provide input that can help shape the new planning framework for the SCRD. All feedback will be considered through an equity lens, with a clear goal of engaging with the breadth of different people in the region. We want to hear from everyone and better understand how to address the current challenges in the SCRD and support or grow current successes. Find the opportunities to participate and learn more at <https://letstalk.scrd.ca/ocp-update>.



**SCRD Let's Talk**  
<https://letstalk.scrd.ca/ocp-update>



## Phase 1 (Early 2024)

Understanding the SCRD Planning Framework.



This is where the project is currently.

## Phase 2 (Mid-Late 2024)

Identifying community needs for the SCRD Planning Framework.



## Phase 3 (Early-Mid 2025)

Putting together a new SCRD Planning Framework.



## Phase 4 (Late 2025–Early 2026)

Solidifying the new SCRD Planning Framework.

The first round of engagement for the project, launching in November 2024, will be to understand the vision for what the community wants to be in the next 20 years, as well as begin to shape the high-level policy direction.

Following this round of engagement, staff will compile and analyze the feedback and begin putting together the first draft of the updated OCP(s) and Zoning Bylaw(s).

In the spring of 2025, the draft OCP(s) will be circulated for further review and refinement by the community. With that feedback in hand, staff will update the draft OCP(s) and align the draft Zoning Bylaw(s). Legal direction is likely to inform aspects of the draft Zoning Bylaw(s) during this time, as well as detailed review of the draft regulations both for efficacy as well as alignment to the feedback received.

In early fall of 2025, the updated draft OCP(s) and draft Zoning Bylaw(s) will be circulated for review and comment by the community. A final round of revisions by staff will occur to incorporate the feedback that does not conflict with legal direction or the goals for the project.

A public hearing on the draft OCP(s) and Zoning Bylaw(s) will be held in late 2025, at which time any member of the public can speak directly to the Board.

## **OCP Update and Land Use Policies**

As per the direction provided in the BC *Local Government Act*, OCPs provide direction on land use and other policies, while Zoning Bylaws provide regulations on the placement, shape, and form of buildings. In the second and third rounds of engagement in particular, the themes outlined in these documents will translate to land use policies and zoning regulations that inform what can be built in the SCRD.

### **Through these rounds of engagement, hear about and be asked for your input on concepts will include:**

- The location of residential, employment, recreational or industrial lands;
- Neighbourhood hubs where the social and economic aspects of a community come together;
- Mixed use or mixing uses in a given area or within a single building;
- Land protection policies to preserve or integrate natural assets;
- Community amenities, such as parks, schools and recreational places, that benefit everyone;
- Hazard lands where additional technical considerations are required or that limit certain types of development;
- Different modes of transportation and mobility choices to support the broadest range of mobility options; and
- Cost charges based on an equitable and transparent method of paying for growth.
- Complete communities where daily needs are within walking distance, housing has efficient service delivery, and a variety of mobility, parks and recreation options are offered.

Similarly, the draft OCP(s) and Zoning Bylaw(s) will include a variety of maps that identify the proposed land uses and proposed zoning. These maps will form the basis of the policy and regulatory direction in the SCRD.

Additional specific information on upcoming engagement events or opportunities to provide input will be on the SCRD Let's Talk website. See project links and contact information on the next page.

**For more information on the OCP update project:**



**Project Website**

For general information on the OCP update project.

[www.scrd.ca/ocp-update](http://www.scrd.ca/ocp-update)



**SCRD Let's Talk**

For more detailed project information and engagement opportunities.

<https://letstalk.scrd.ca/ocp-update>



**Project Contact**

To directly reach out about the OCP update project.

[ocp@scrd.ca](mailto:ocp@scrd.ca)

## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Electoral Area Services Committee – October 17, 2024

**AUTHOR:** Sven Koberwitz, Senior Planner

**SUBJECT:** **OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW 641.15 AND ZONING AMENDMENT BYLAW 722.8 FOR 2820 LOWER ROAD – ELECTORAL AREA D**

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### **RECOMMENDATIONS**

- (1) THAT the report titled Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 for 2820 Lower Road – Electoral Area D be received for information;**
  - (2) AND THAT Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 be forwarded to the Board for First and Second Reading;**
  - (3) AND THAT Official Community Plan Amendment No. 641.15 and Zoning Amendment Bylaw No. 722.8 is consistent with the SCRD's 2024-2028 Financial Plan and 2011 Solid Waste Management Plan;**
  - (4) AND THAT a Public Hearing to consider Amendment Zoning Bylaw No. 641.15 and 722.8 be scheduled;**
  - (5) AND FURTHER THAT Director \_\_\_\_\_ be delegated as the Chair and Director \_\_\_\_\_ be delegated as the Alternate Chair to conduct the Public Hearing.**
- 

### **BACKGROUND**

The SCRD received an Official Community Plan (OCP) and Zoning Bylaw amendment application to facilitate a two-lot subdivision at 2820 Lower Road in Electoral Area D.

The application aims to reverse the consolidation of two lots completed in 2006. To permit the proposed subdivision both a change to the OCP Land Use Designation and Subdivision District are needed. The property currently contains two single-unit homes, with each proposed lot containing one of the homes.

From 1938 to 2006 the property consisted of two separate lots which were consolidated in 2006 to facilitate the construction of an accessible single-level home. Due to topography and site conditions, the home constructed at that time was located straddling the former property line. Before the construction was able to proceed the lots were amalgamated to allow for the siting across property lines. For several reasons, the owners now wish to return to the original condition of two separate lots.

The proposed subdivision will create a larger lot, Proposed Lot A, with an area of 5,685 m<sup>2</sup> (1.405 acres), and a smaller lot, Proposed Lot B, with an area of 2,408 m<sup>2</sup> (0.595 acres).

The applicant has provided a comprehensive application package detailing the history and intent of this application (Attachment C).

*Table 1 Application Summary*

<b>Owner / Applicant:</b>	Angela Letman for Kathleen Wagler	
<b>Civic Address:</b>	2820 Lower Road	
<b>Legal Description:</b>	Parcel A District Lot 1316 Plan BCP23602, PID: 026-663-121	
<b>Electoral Area:</b>	D – Roberts Creek	
<b>Parcel Area:</b>	Parent Parcel:	8,093.68 m <sup>2</sup> (2.0 ac)
	Proposed Lot A:	5,685.8 m <sup>2</sup> (1.405 ac)
	Proposed Lot B:	2,407.88 m <sup>2</sup> (0.595 ac)
<b>OCP Land Use:</b>	Existing:	Residential C (min. 5,000 m <sup>2</sup> )
	Proposed Lot A:	Residential C – No Change
	<b>Proposed Lot B:</b>	<b>Residential A (min 2,000 m<sup>2</sup>)</b>
<b>Subdivision District:</b>	Existing:	Subdivision District E (min. lot area of 4,000 m <sup>2</sup> and average 5,000 m <sup>2</sup> )
	Proposed Lot A:	Subdivision District E – No Change
	<b>Proposed Lot B:</b>	<b>Subdivision District C (min. lot area of 2,000 m<sup>2</sup>)</b>
<b>Zoning Land Use:</b>	R1 - No change proposed.	
<b>Application Intent:</b>	OCP and Zoning Bylaw amendments to facilitate a two-lot subdivision.	

*Figure 1 Location Map*



**DISCUSSION**

*Official Community Plan Land Use*

The subject property is designated as Residential C in the Roberts Creek OCP. Residential C is intended for single-family homes and duplexes, and for subdivision purposes described as:

*“Due to a lack of soil depth for adequate on-site sewage disposal combined with the presence of near surface bedrock a minimum parcel size requirement for subdivision purposes of 5,000 square metres (1.235 acres) may be supported, subject to Provincial ministry approvals.”*

A report prepared by a qualified professional engineer specializing in on-site sewerage systems was submitted that indicates adequate soils to support the proposed subdivision (Attachment D, Telder Engineering Report).

The proposed “re-subdivision” is generally consistent with the residential land use policies. The proposed lot configuration is also compatible with the surrounding subdivision patterns.

The application intends to redesignate the proposed Lot B to Residential A where, for subdivision purposes, a lot size of 2,000 m<sup>2</sup> is supported. Proposed Lot A would remain designated as Residential C.

*Subdivision District Zoning*

Minimum lot size is established through subdivision districts within Zoning Bylaw 722. Proposed Lot B would be redesignated to Subdivision District C where a minimum lot size of 2,000 m<sup>2</sup> is permitted. Neither proposed lot would be eligible for further subdivision.

*Land Use Zoning*

The property is zone R1. Proposed Lot A would be permitted to have a second single-unit dwelling and Proposed Lot B would be permitted an additional auxiliary dwelling unit. From a current dwelling count perspective there is no change from the previous two-lot configuration, however, there is a potential overall increase of two dwelling units compared to the current single-lot configuration.

<b>Parcel Area</b>	<b>Maximum Dwelling Units Per Parcel</b>	<b>Dwelling Units Permitted</b>
≤2000 m <sup>2</sup>	1	Single-unit Dwelling
>2000 m <sup>2</sup>	2	1 Single-Unit Dwelling and 1 Auxiliary dwelling unit
>3500 m <sup>2</sup>	2	2 Single-unit Dwellings

Figure 2 Aerial view and proposed property lines.





*Development Permit Areas*

The property is affected by development permit areas associated with nearby Malcolm Creek to the east of the property. A development permit will be required before final subdivision approval.

The following development permit areas will be assessed for compliance with the guidelines in the Roberts Creek Official Community Plan: DPA #2A - Creek/River Corridor, DPA #2B - Ravines (30m), and DPA #4 - Stream Riparian Assessment Areas.

A supporting Riparian Assessment has been approved by the Ministry of Forests and submitted in support of the associated subdivision and development permit applications.

*Options*

Possible options to consider:

**Option 1: Proceed with first and second reading and schedule a public hearing. This is the recommended option.**

If this option is chosen staff will schedule a public hearing. Results of the public hearing will be presented at a future committee meeting along with options for third reading and subsequent adoption.

**Option 2: Reject the proposed bylaws.**

If this option is chosen the application process would end. The applicant would be eligible for a partial refund of fees.

*Organization and Intergovernmental Implications*

Staff have considered this application in conjunction with the SCRD's 2011 Solid Waste Management Plan as required under *Local Government Act* Section 477(3).

The subject property is within the SCRD refuse collection service area and consistent with the Solid Waste Management Plan.

*Financial Implications*

Staff have considered this application in conjunction with the SCRD's 2024-2028 Financial Plan as required under *Local Government Act* Section 477(3).

This application will increase the tax base as an additional lot with improvements will be created. There are no other anticipated financial implications associated with this application.

*Timeline for next steps or estimated completion date*

All OCP amendment applications require a public hearing. Should first and second reading be given to the attached bylaws the next step would be for staff to schedule a public hearing. The results of the public hearing would be presented at a future Electoral Area Services Committee meeting.

*Figure 3 Application Timeline*



*Communications Strategy*

A Public Information Meeting (PIM) was held on May 27, 2023. The results of the meeting are summarized in the Public Engagement Report prepared by the applicant (Attachment E).

The neighbours and other attendees to the PIM were broadly supportive of the proposal.

This application has been referred to the following groups and agencies for comment:

*Table 2 Referral Comments*

<b>Referral Agency</b>	<b>Comments</b>
<b>SCRD Building Division</b>	No concerns with the application. Limiting distances are to be verified before subdivision.
<b>SCRD Utilities Division</b>	No concerns with the application. DCC of \$3,632 to be paid before subdivision.
<b>Sᓕwxwú7mesh Nation</b>	No comments received.
<b>Roberts Creek Advisory Planning Commission</b> (Attachment F - February 19, 2024 Meeting Minutes)	<p><i>Recommendation No. 1</i> The Area D APC recommended that the application as presented be supported recognizing it should not be precedent-setting due to the unique situation of reestablishing two lots and recognizing as well as the specific intent to sell the home to the existing tenants.</p> <p><i>Recommendation No. 2</i> The Area D APC recommended that an additional public information meeting is not necessary for this application.</p>

**STRATEGIC PLAN AND RELATED POLICIES**

This application has been reviewed in accordance with [SCRD Board Policy 0340-50-040 for OCP Amendment Applications](#).

Staff consider this amendment to be minor as it involves unique circumstances involving the intent to re-establish historical parcel fabric. This application will not result in additional impacts to existing land use

**CONCLUSION**

Staff recommends forwarding the application to the Board for first and second reading, which would be followed by staff organizing a Public Hearing to gather additional public feedback on the proposal per the *Local Government Act*.

*Attachments*

- Attachment A – OCP Amendment Bylaw No. 641.15 for First and Second Reading
- Attachment B – Zoning Amendment Bylaw No. 722.8 for First and Second Reading
- Attachment C – Applicant Proposal and Rationale
- Attachment D – Telder Engineering Report
- Attachment E – PIM Summary Report
- Attachment F – 2024-Feb-19 APC Minutes

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO/CFO	X - T. Perreault	A/Manager	X - K. Jones
		Solid Waste	

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 641.15, 2024**

A bylaw to amend *Roberts Creek Official Community Plan Bylaw No. 641, 2011*.

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The Board of Directors of the Sunshine Coast Regional District, in an open meeting assembled, enacts as follows:

**PART A – CITATION**

- 1. This bylaw may be cited as *Official Community Plan Amendment Bylaw No. 641.15*.

**PART B – AMENDMENT**

- 2. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* is hereby amended as follows:
  - a. Redesignate the land use of part of PARCEL A DISTRICT LOT 1316 GROUP 1 NWD PLAN BCP23602 from “Residential C” to “Residential A”, as shown in Appendix A to this Bylaw Amendment.

**PART C – ADOPTION**

READ A FIRST TIME this \_\_\_\_\_ DAY OF \_\_\_\_\_,

READ A SECOND TIME this \_\_\_\_\_ DAY OF \_\_\_\_\_,

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this \_\_\_\_\_ DAY OF \_\_\_\_\_,

CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE *LOCAL GOVERNMENT ACT* this \_\_\_\_\_ DAY OF \_\_\_\_\_,

PUBLIC HEARING HELD PURSUANT TO THE *LOCAL GOVERNMENT ACT* this \_\_\_\_\_ DAY OF \_\_\_\_\_,

READ A THIRD TIME this

DAY OF ,

ADOPTED this

DAY OF ,

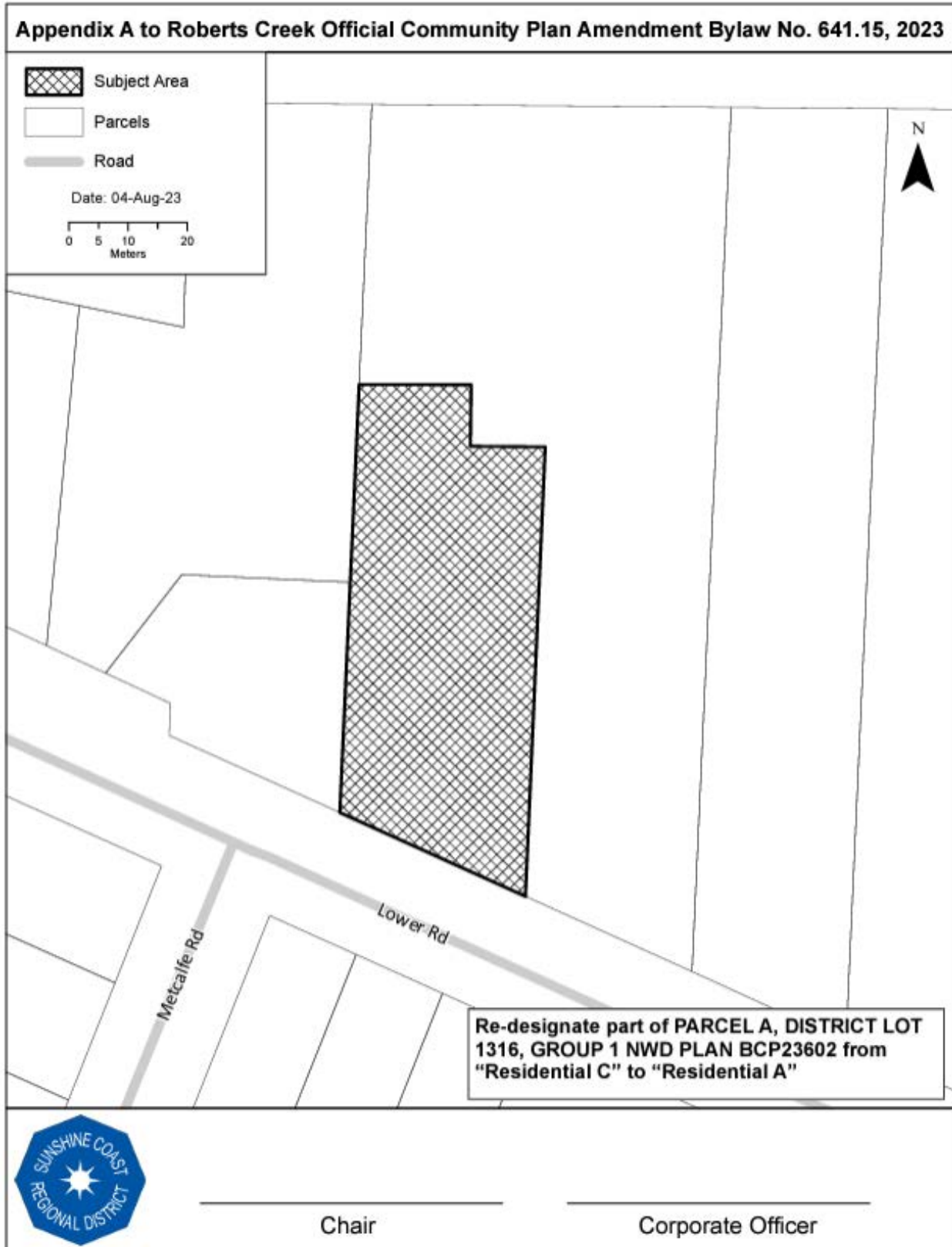
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Corporate Officer

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Chair

### APPENDIX A TO BYLAW NO. 641.15, 2024



**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 722.8, 2024**

A bylaw to amend *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019*.

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The Board of Directors of the Sunshine Coast Regional District, in an open meeting assembled, enacts as follows:

**PART A - CITATION**

- 1. This bylaw may be cited as *Zoning Amendment Bylaw No. 722.8, 2024*.

**PART B - AMENDMENT**

- 2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
  - a. Redesignate the Subdivision District of part of PARCEL A DISTRICT LOT 1316 GROUP 1 NWD PLAN BCP23602 from "E" to "C", as shown in Appendix A to this Bylaw Amendment.

**PART C - ADOPTION**

READ A FIRST TIME this \_\_\_\_\_ DAY OF \_\_\_\_\_ ,  
READ A SECOND TIME this \_\_\_\_\_ DAY OF \_\_\_\_\_ ,  
PUBLIC HEARING HELD PURSUANT TO THE \_\_\_\_\_  
*LOCAL GOVERNMENT ACT* this \_\_\_\_\_ DAY OF \_\_\_\_\_ ,  
READ A THIRD TIME this \_\_\_\_\_ DAY OF \_\_\_\_\_ ,  
ADOPTED this \_\_\_\_\_ DAY OF \_\_\_\_\_ ,

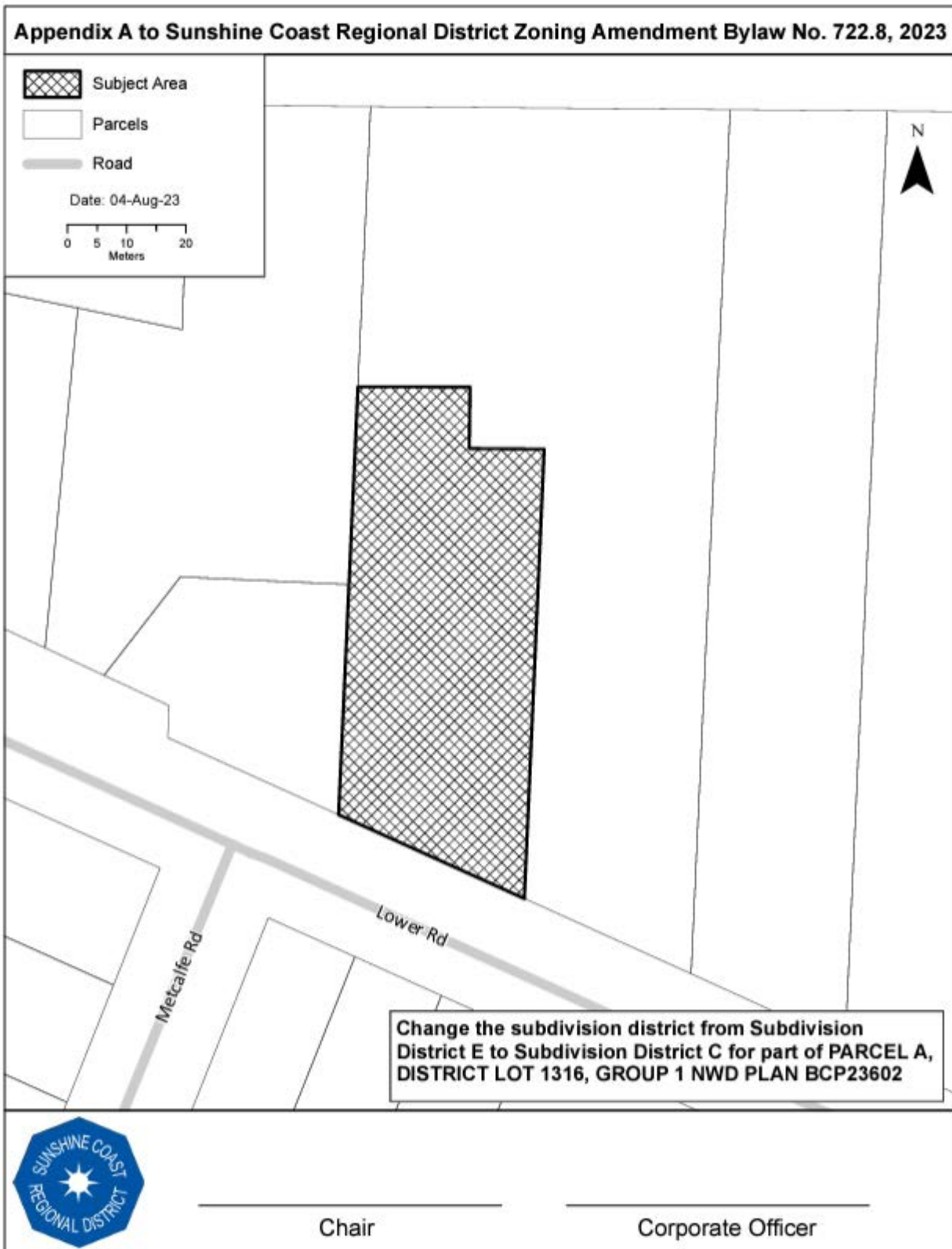
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Corporate Officer

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Chair

### APPENDIX A TO BYLAW NO. 722.8, 2024





**Application for Rezoning  
and Official Community Plan Amendment  
of 2820 and 2828 Lower Road  
Roberts Creek, BC**

**PURPOSE**

An application is being made to amend the Roberts Creek Official Community Plan Bylaw 641 and Zoning Bylaw 722 to allow a proposed subdivision of the subject property into 2 parcels.

<b>Table 1 – Application Summary</b>	
<b>Owner / Applicant:</b>	Kathleen Wagler (Owner) and Paul Wagler Angela Letman, RPP MCIP (Applicant)
<b>Property Legal Description:</b>	PARCEL A, DISTRICT LOT 1316, GROUP 1 NWD. PLAN BCP23602 PID: 026-663-121
<b>Electoral Area:</b>	D - Roberts Creek
<b>Addresses:</b>	2820 and 2828 Lower Road
<b>Existing Property Area:</b>	8,093.68 sq. metres (2 acres)
<b>Proposed new Property Areas:</b>	Proposed Lot A: 5,685.8 m <sup>2</sup> (1.405 acres) Proposed Lot B: 2,407.88 (0.595 acres)
<b>OCP Land Use:</b>	Existing: Residential C (min. 5,000 sq. metres) Proposed Lot A: Unchanged – remains Residential C <b>Proposed Lot B: Residential A (min 2,000 sq. metres)</b>
<b>Zoning:</b>	Residential One (R1) Zone - unchanged
<b>Zoning Bylaw - Subdivision District:</b>	Existing: E (min. parcel area of 4,000 m <sup>2</sup> and average 5,000 m <sup>2</sup> ) Proposed Lot A: Unchanged - remains E <b>Proposed Lot B: C (min. parcel area of 2,000 m<sup>2</sup>)</b>
<b>Development Permit Areas:</b>	DPA 2B – Ravines Hazard and Environment, for proximity to Malcom Creek. (affects approximately 1,400 m <sup>2</sup> of the property)
<b>SC Highway 101 Proximity:</b>	Approx. 138 metres, thus will need MOTI approval of rezoning bylaw before 4th reading.
<b>Topography:</b>	Generally sloped from north to south. Approximately 15.5 metres over 138 metres in property length.
<b>Application Intent:</b>	To create 2 parcels.

**BACKGROUND**

In 2003 and 2004, the Waglers purchased two side-by-side properties, Lot 3 and Lot 4, Plan 6702, illustrated in Fig. 1. Each property was approx. 4,000 m<sup>2</sup> (1 acre) in area and each had an existing home with septic systems, water lines, driveways, gardens, addresses, etc.

At that time, due to Paul Wagler’s childhood polio condition and subsequent worsening mobility issues, a new one-level-living, ageing-in-place, home was designed. However due to the sloping terrain, the home could only be constructed by siting across the top of both properties, parallel to the slope. As a result, Lot 3 and Lot 4 were consolidated to become Parcel A. This allowed a new accessible main house to be constructed. The consolidation of the lots is illustrated in Fig 2- Legal Plan BCP23602.



Fig.1- Legal Plan 6702

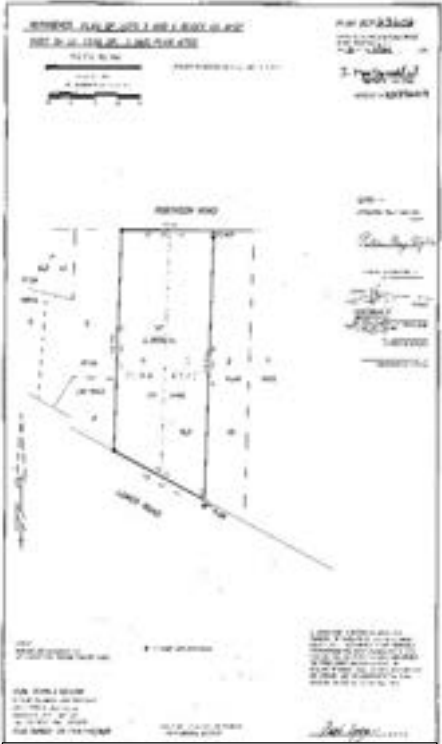


Fig. 2- Plan BCP23602



Fig. 3 – Property Location with approximate location of Malcom Creek DP Area 2B from SCR mapping

**LOCATION AND SURROUNDING USES**

The subject property is generally rectangular in shape with an area of 8,093.68 sq. metres (2 acres). Located in a residential area of mixed property sizes (see Fig. 3) it is bordered by Lower Rd. to the south; the Robinson Road Trail and Gladwin Trails Road to the north; Lots G and H, Plan LMP5543 to the west;

and, Lot 2, Plan 6702 (2814 Lower Rd.) to the east. The neighbouring properties range in size from 648 m<sup>2</sup> to 4,047m<sup>2</sup> (approximately 1/8 acre to 1 acre) with an average area of 1,985 m<sup>2</sup> (approx. ½ acre).

Located in proximity to Malcom Creek, two areas, totalling approximately 900 m<sup>2</sup> of property area, are within Development Permit Area 2B - within 30 metres of the creek crest. (Fig. 4 – Site Plan).

### **INTENT**

The Waglers wish to re-subdivide into 2 parcels - by creating a parcel lot line between the existing two homes. Due to the location of the existing: homes; septic fields; gardens; driveway accesses; and the adjacent Malcom Creek ravine, this proposed new lot line will create a larger parcel (Lot A shown on Fig. 4) of 5,685 m<sup>2</sup> (1.405 acres) and a smaller parcel (Lot B, shown on Fig. 4) of 2,408 m<sup>2</sup> (0.595 acres).

To allow the 2-lot subdivision, amendments must first be made to Official Community Plan (OCP) Bylaw 641 and Zoning Bylaw 722.

### **TELDER ENGINEERING SUBDIVISION REVIEW**

The Waglers retained Telder Engineering to review the subdivision potential of the subject property based on its soils and Vancouver Coast Health's (VCH) subdivision requirements. Engineer Bert Telder is familiar with the property having designed the septic system of the main house in 2006. In his attached review letter (Appendix A) he has identified that the subdivision is feasible based on his knowledge of the property and its soils.

As indicated on the Fig. 4 Site Plan, each proposed new parcel will have a covenanted, no-build area of 267.5 m<sup>2</sup> for a future septic field. These covenanted areas, along with an upgrade to Lot B's older existing system, will be subdivision requirements of VCH.

Fig. 4: Site Plan with Proposed Parcel Lines and Septic Covenanted Areas and Existing Conditions



## OFFICIAL COMMUNITY PLAN (OCP)

In the Roberts Creek OCP the subject property's land use designation is *Residential C*. Residential C is described as: "Due to a lack of soil depth for adequate on-site sewage disposal combined with the presence of near surface bedrock a minimum parcel size requirement for subdivision purposes of 5,000 square metres (1.235 acres) may be supported, subject to Provincial ministry approvals."

Fig. 5 - OCP Land Use Map



Converse to the description of Residential C, the Telder Engineering Report has indicated that there are adequate soils to support the subdivision of this particular property. No exposed bedrock is in evidence at the property.

Residential A is described as: "In general, soil types and terrain characteristics for on-site sewage disposal may support a minimum parcel size requirement for subdivision purposes of 2,000 square metres (0.494 acres), subject to Provincial ministry approvals. This minimum parcel size requirement will also support the community's goal of maintaining larger sizes of residential parcels in residential neighbourhoods."

The application proposes to have the proposed new Lot A's designation remain unchanged – remaining as Residential C, since it meets the requirement of >5,000 m<sup>2</sup>. This would result in no further subdivision of new Lot A. This is appropriate given its existing site constraints.

**Change Requested:** The OCP amendment that is requested is to change the land use designation of proposed new Lot B from Residential C to Residential A.

The Roberts Creek OCP contains the following applicable objectives in support of the proposed OCP amendment:

*5.21 Applicants shall be encouraged to design residential subdivisions in a manner that maintains and enhances the natural attributes of the site, while maximizing safety, accessibility, and efficient use of land.*

*Under Section 17) RESIDENTIAL, COUNTRY RESIDENTIAL and RURAL OBJECTIVES*

- 17b To provide for a variety of housing types and parcel sizes.
- 17d To encourage subdivision design and development which provides a variety of parcel sizes, minimizes land clearing, and promotes a natural landscape buffer to all roads.
- 17f To provide a range of housing opportunities to address affordable housing.
- 17i To promote alternative residential development.
- 17m To support the SCRD working with property owners, residents and builders to explore innovative housing design ...

*Under Section 17) RESIDENTIAL, COUNTRY RESIDENTIAL and RURAL POLICES*

*17.7 The Regional District, through the review process for subdivision and building permit applications should encourage applicants to organize their projects to capitalize on available opportunities for passive solar heating and to **encourage subdivision design which provides a variety of parcel sizes and shapes.***

*17.8 Opportunities for affordable housing, rental housing and **special needs housing** in residential and country residential zones shall be made available through zoning providing for auxiliary dwellings, duplexes, mobile homes, transition homes, and full size second dwellings in most parts of the Plan Area subject to parcel size and other requirements.*

**ZONING**

The subject property is zoned Residential One (R1) in Zoning Bylaw 722. No change is proposed to the current zone designation.

In Zoning Bylaw 722, the subject property is within Subdivision District E (min. parcel area of 4,000 m2 and average 5,000 m2 required).

Due to its proposed area of more than 5,000 m2, the proposed new Lot A can remain in District E Subdivision designation area. This would result in no possible further subdivision of new Lot A. This is appropriate given its existing site constraints.

**Change Requested:** The Zoning Bylaw amendment request is to change the Subdivision District designation of proposed new Lot B from Subdivision District E to Subdivision District C (min. parcel area of 2,000 m2 required).

**COMMUNITY IMPACTS**

The OCP and Zoning amendments and subsequent re-subdivision of the subject property will not likely result in any additional homes being constructed, given the existing site constraints. Thus, the proposed amendments will have no negative impact on schools, parks and recreation, or public transit. Nor will the proposed amendments have a negative impact on the following community infrastructure services: roads, water, fire protection, waste collection and recycling services.

**COMMUNITY FINANCIAL IMPLICATIONS**

Although no new homes are proposed, at the time of re-subdivision, Development Cost Charges in the amount of \$3,632 will be collected for water service capital improvements. Once re-subdivided, there will

be two tax assessments essentially doubling the community taxation revenues for schools, libraries, waste collection, water, recreation services, parks, etc.

### **NEXT STEPS**

Once the application has been reviewed and received by the SCRD staff, the applicant and owners will, in accordance with Bylaw 522 (Development Application Procedures and Fees Bylaw), hold a public information meeting with specific invitation to neighbouring property owners and tenants within 100 metres, and include newspaper advertisement of the meeting. A notification sign of the application will also be erected.

Following the above, consideration of the application, by the SCRD Board of Directors, can begin.

### **CONCLUSION**

From 1938 until 2006, the subject property was two parcels thus the proposed subdivision's impacts to the community and infrastructure servicing remain unchanged.

The subject property is located within a residential neighbourhood where the immediate neighbouring parcels average 1,985 m<sup>2</sup> in size. Proposed new Lot B is 2,407 m<sup>2</sup> in size, thus the proposed subdivision will integrate well within the existing neighbourhood framework.

The septic system analysis provide by Telder Engineering is in support of the subdivision application.

The proposed bylaw amendments will:

- Allow the re-subdivision of the subject property to proceed
- Have no discernible community impacts
- Help meet a specific housing need – accessibility and ageing in place – on a site that has existing constraints (driveways, house locations, septic fields, water lines, gardens, topography, proximity to Malcom Creek, etc.).
- Provide a range of parcel sizes thereby providing a range of housing ownership affordability.

Should the application be approved, the Waglers' intend to remain residents of proposed Lot A.

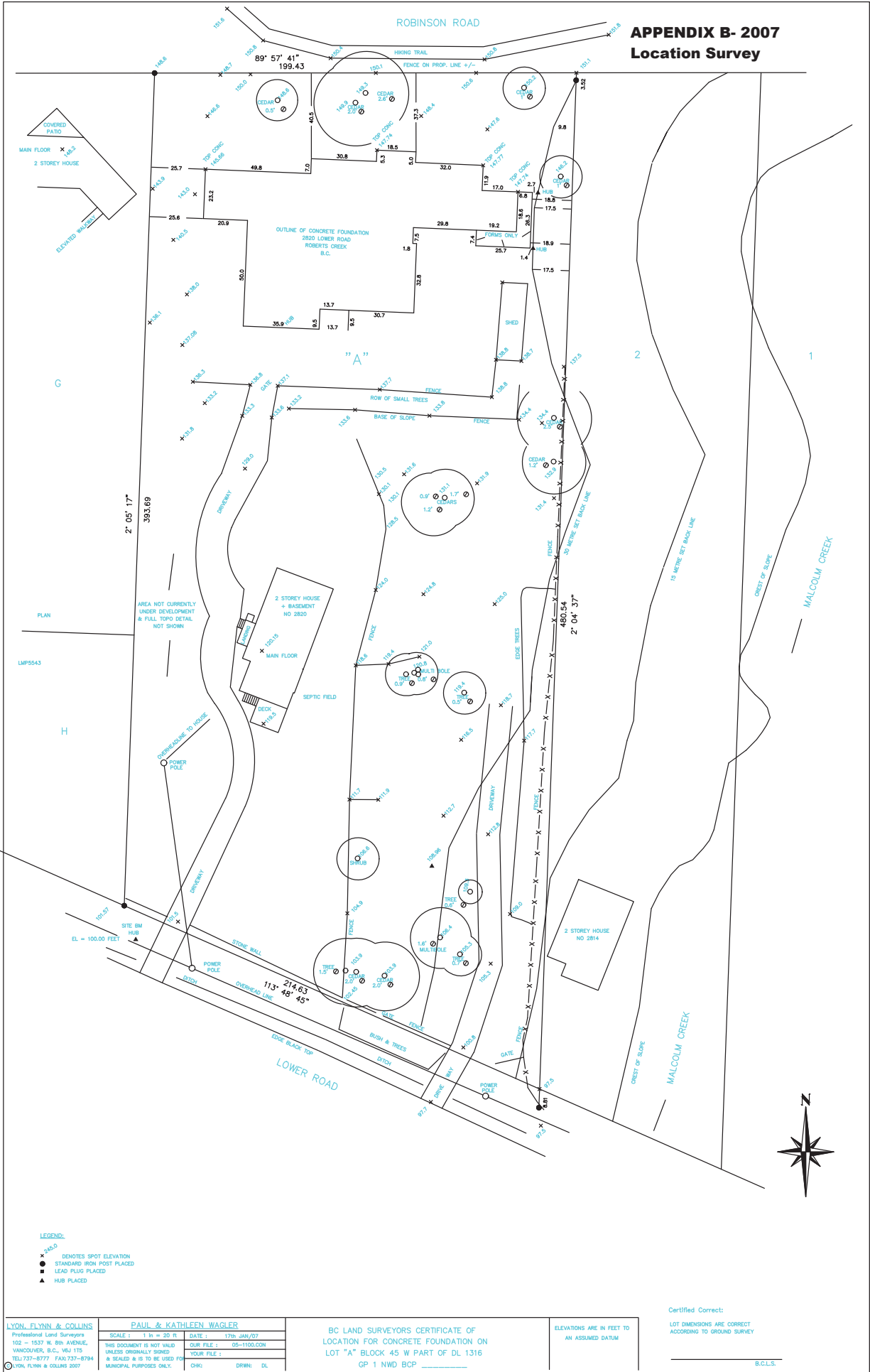
### **APPENDICES**

Appendix A: Telder Engineering's Subdivision Review Letter and General Site Plan

Appendix B: 2007 Location Survey prepared by Lyon, Flinn and Collins Surveyors



**APPENDIX B- 2007  
Location Survey**



- LEGEND:**
- 36.0 DENOTES SPOT ELEVATION
  - STANDARD IRON POST PLACED
  - LEAD PLUG PLACED
  - ▲ HUB PLACED

**LYON, FLYNN & COLLINS**  
Professional Land Surveyors  
102 - 1537 N. 8th AVENUE,  
VANCOUVER, B.C. V6J 1T5  
TEL: 773-8777 FAX: 773-8794  
© LYON, FLYNN & COLLINS 2007

**PAUL & KATHLEEN WAGLER**  
SCALE: 1 in = 20 ft. DATE: 17th JAN/07  
THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED & SEALED & IS TO BE USED FOR MUNICIPAL PURPOSES ONLY.  
OUR FILE: 05-1100.COM  
YOUR FILE:  
CHK: DRWN: DL

BC LAND SURVEYORS CERTIFICATE OF LOCATION FOR CONCRETE FOUNDATION ON LOT "A" BLOCK 45 W.P. OF D.L. 1316  
GP 1 NWD BCP

ELEVATIONS ARE IN FEET TO AN ASSUMED DATUM

Certified Correct:  
LOT DIMENSIONS ARE CORRECT ACCORDING TO GROUND SURVEY  
B.C.L.S.

Date: 1 February 2023

To: Paul Wagler  
2820 Lower Road, Roberts Creek BC

Re: Review of Subdivision Potential for District Lot 1316 Plan BCP23602 PID  
026-663-121, into Proposed Lot A and Lot B.

Dear Sir,

With regard to the subdivision potential for the parcel indicated above I have reviewed the requirements per your request and state the specific details herein with reference to the attached drawing 2228 R0-S02-1:

1. I have performed the subdivision review based on the original survey of the parcel by Lyon, Flynn & Collins, Professional Land Surveyors, 17 January 2007.
2. Both of the proposed lots have existing sewage treatment systems.
  - a. The system for Lot A is in compliance with the regulation.
  - b. The system for Lot B will require an upgrade to comply with the regulation as a condition for approval of subdivision by Vancouver Coastal Health Authority (VCHA).
3. Where parcels have existing sewage treatment systems the VCHA Subdivision Guideline (The Guideline) stipulates that each parcel must allocate a covenant area for the reserve field.
  - a. Where soils consist primarily of sands and gravel, as is the case for these lots, the area allocated for a reserve covenant shall be 267.5m<sup>2</sup>.
4. Both parcels have been inspected and I propose the covenant areas as indicated in the attached drawing 2228 R0-S02-1.
  - a. My experience indicates that these areas should be suitable for the covenant areas however further testing would be required to confirm they meet the requirements of VCHA.
  - b. As an alternative to the proposed areas, I have also defined secondary locations within each lot, not indicated in the drawing, that are situated near the Lower Road property boundaries. I am entirely confident that there is sufficient available land and based on my prior experience with developing a septic system for this parcel if the proposed areas do not qualify by means of test pits and percolation rates the secondary areas will.
  - c. Proposed covenant areas are consistent with The Guideline and with the Sewerage System Regulation with regard to setback requirements.

5. Proposed Lot A would have an area of 1.405 Acres and proposed Lot B would have an area of 0.595 Acres.
6. The proposed property boundary between the two parcels is indicated in the drawing with dimensions specifically indicated for Lot B.

Should you have further questions or requirements please contact me.

Sincerely,

Telder Engineering Ltd.



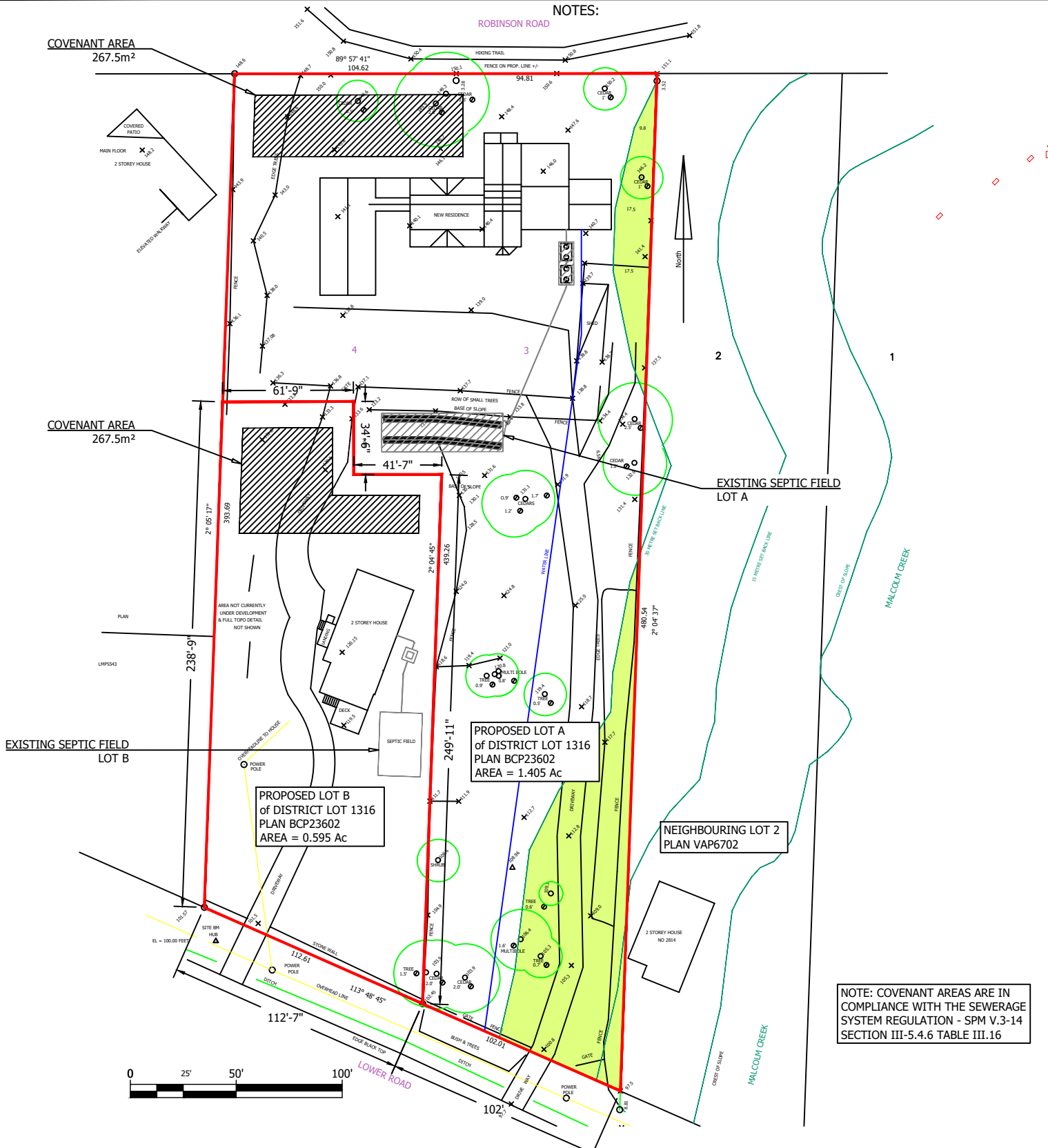
Bert J. Telder, P. Eng.  
CEO and Principal Engineer

Attachments:

1. Drawing 2228 R0-S02-1.

This plan and design and all drawings are the exclusive property of the Engineer and shall remain so at all times and shall not be reproduced without written consent. Dimensions where noted shall have precedence over scaled dimensions. The Contractor or Builder shall verify and take responsibility for all dimensions and conditions on the job site and shall inform the Engineer of any variances or discrepancies in the dimensions or design requirements shown in the drawing.

NOTES:



**1. GENERAL SITE PLAN**  
Scale 1:750

DIMENSIONS ARE AS INDICATED IN THE DRAWING

DESTROY ALL PRINTS BEARING PREVIOUS REVISION NUMBER



APPROVED: BT	DATE: 12 NOVEMBER 2022
DESIGNED: BT	DRAWING NAME: GENERAL SITE PLAN - SUBDIVISION
PROJECT: ONSITE OWS	SCALE: AS INDICATED
PROJECT No: 2228	DRAWING No: S02
REVISIONS:	REVISION: 0
CLIENT: WAGLER	
LOCATION: 2820 LOWER ROAD	

**TELDER**  
ENGINEERING

Phone 604 740 6128  
bert@telderengineering.com

ORIGINAL SHEET SIZE 8X10

# Public Engagement Report

Official Community Plan and Zoning Bylaw  
Amendments Application for  
2820 - 2828 Lower Road, Roberts Creek



June 2023

Prepared by:

Angela Letman, RPP, MCIP

Very Coast Planning and Design

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## **APPENDICES**

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Appendix A.2: Public Input via Email and Voicemail

Appendix B: Revised Site Plan with Revised Septic Covenant Area

## 1. Executive Summary

As part of the development application process, a Public Information Meeting on the proposed development was held on Saturday, May 27, 2023 from 2:00 pm to 4:00 pm. Seven individuals, made up of neighbouring property owners and one other Roberts Creek resident/property owner, attended the on-site meeting. Questions and comments were made at the Meeting and responded to by the applicant. The meeting attendees were all in favour of the application with two concerns being raised.

In addition to the meeting attendees, thirteen (13) Roberts Creek residents/property owners made comment or asked questions via email and voicemail. Most were in favour of the application with two concerns raised.

A summary of the concerns that were raised at the meeting and by email and voicemail includes:

- a) Is this blanket/precedence setting - for doubling density?
- b) This will double the allowable density on the property.
- c) The proposed Lot A's future septic covenant area is close to a neighbour's drinking water well.
- d) There is a large septic tank that is close to the eastern property line.

The applicant and owners have addressed the above concerns in Section 6.0 of this report.

In conclusion, it is the opinion of the author that a thorough Public Information Engagement process has been completed and that this report and its appendices capture the feedback provided by the community from May 19, 2023 to June 2, 2022.

Respectfully submitted,



Angela Letman, RPP, MCIP (applicant on behalf of the owners)  
Very Coast Planning and Design

## 2. Purpose of the Report

The development application is for an Official Community (OCP) Amendment and a Zoning Amendment that will facilitate the re-subdivision of the subject residential property into two lots. The purpose of this Public Engagement Report (the Report) is to:

- Report on the Public Information Meeting;
- Provide a summary of the public input and inquiries received at the Meeting, by email, and by voicemail;
- Provide responses to the four identified concerns;
- Append copies of the public input and inquiries received from May 19<sup>th</sup> to June 2<sup>nd</sup>; and,
- Append the revised site plan with revised septic covenant area location.

## 3. Meeting Overview

<b>Meeting Date:</b>	Saturday May 27, 2023. (weather – sunny, high of 23 C.)
<b>Time:</b>	2:00 pm. to 4:00 pm.
<b>Location:</b>	2820 Lower Road, Roberts Creek
<b>No. of Attendees:</b>	Seven (7) members of the public, Angela Letman (applicant), Kathy Wagler, and Paul Wagler (owners).
<b>Purpose of the Meeting:</b>	<p>As part of the Sunshine Coast Regional District application process, the Meeting was held and its purpose was to:</p> <ul style="list-style-type: none"><li>• to inform the public about the proposal and process;</li><li>• to receive questions and comments; and,</li><li>• to give responses to those questions.</li></ul>
<b>Notification:</b>	<p>The following were undertaken to inform members of the public about the Meeting and Application:</p> <ul style="list-style-type: none"><li>• Meeting notification and invitation letter by the applicant to 45 neighbouring residential property owners and tenant occupiers;</li><li>• Email notification by the owners to neighbours they are acquainted with;</li><li>• Notification of the meeting by advertisement in the May 19 and May 26, 2023 editions of the Coast Reporter newspaper;</li><li>• Email notification to SCRD planning staff;</li><li>• Application notification sign erected.</li></ul>



### Public Information Meeting

Sunshine Coast Regional District  
Proposed Roberts Creek  
Official Community  
Plan Amendment Bylaw 641.15 and  
Zoning Amendment Bylaw 722.8

An Official Community Plan and Zoning Amendment application has been submitted to the Sunshine Coast Regional District to facilitate a proposed subdivision of the subject property into 2 lots averaging 4040 m<sup>2</sup> (1 acre) in size.

**Subject Property Location:**  
2820 & 2828 Lower Rd.

**Property Legal Description:**  
Parcel A, District Lot  
1316, Group 1 New Westminster District  
PLAN BCP23602 PID: 026-663-121

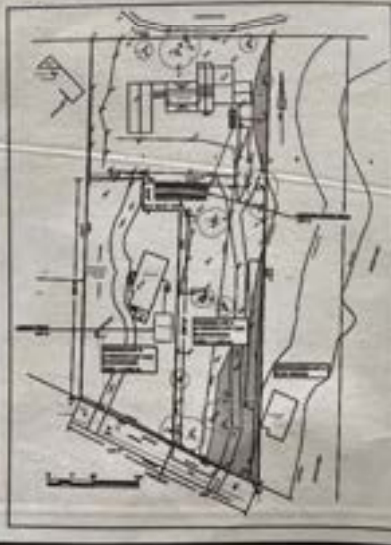
As part of the application process, and in coordination with the SCRD, a Public Information Meeting will be held to provide information about the proposed development and the application process; to answer questions; and to obtain feedback. All are welcome.

The meeting details are:

**TIME:** 2:00 pm to 4:00 pm  
**DATE:** Saturday, May 27, 2023  
**PLACE:** 2820 Lower Road, Roberts Creek, BC.

For more information please contact:  
Angela Letman, MCIP, Applicant,  
email: [alletman@telus.net](mailto:alletman@telus.net)  
tel. 604.885.4221, or  
Yuli Siao, SCRD Senior Planner,  
email: [yuli.siao@scrd.ca](mailto:yuli.siao@scrd.ca)  
tel. 604-885-6800 ext.6417.

**Proposed Subdivision Site Plan:**



Very Coast Planning and Design  
PO Box 672, Roberts, BC V0N 1A0

You are invited to a  
Public Information Meeting

May 15, 2023

Dear Property Owner / Occupier:

You are receiving this notification because the property under application, located at 2820 and 2828 Lower Rd. in Roberts Creek, is in proximity to the property you own and/or reside at.

An Official Community Plan and Zoning Amendment (Rezoning) application has been submitted to the Sunshine Coast Regional District (SCRD) to facilitate a proposed subdivision of the property with the civic addresses of: 2820 and 2828 Lower Rd. in Roberts Creek, BC.

The proposed subdivision will divide the property into two lots with an average size of 4,044 sq. metres (approx. 1 acre). An application summary, intent, and a proposed site plan are provided on the following pages.

As part of the application process, and in coordination with the SCRD, I am conducting a Public Information Meeting; to provide information about the proposed development and the application process; to answer questions; and to obtain your feedback. The meeting details are:

**TIME:** 2:00 pm to 4:00 pm  
**DATE:** Saturday, May 27, 2023  
**PLACE:** 2820 Lower Road, Roberts Creek, BC.

For more information please contact:

- Angela Letman, MCIP, Applicant, email: [alletman@telus.net](mailto:alletman@telus.net) or tel. 604.885.4221
- Yuli Siao, SCRD Senior Planner, email: [yuli.siao@scrd.ca](mailto:yuli.siao@scrd.ca) or tel. 604-885-6800 ext.6417

Sincerely,

Angela Letman, BPP, MCIP  
Very Coast Planning and Design

page 1 of 3



### 3. Meeting Overview, continued.

**Meeting Format:**

Open house style: in-person, on-site, map display and short presentations by the applicant. Questions asked and answered by the applicant and owners. Attendees were given a comment sheet to fill out. Refreshments were served.



### 4. Summary of Public Input via Comment Sheet

The comment sheets were completed by seven (7) meeting attendees, all Roberts Creek resident property owners, one of which also works in Roberts Creek. (Questions 1 and 2 of form)

Question 3: *Are you in favour of the proposed Official Community Plan and Zoning Amendments that are needed, to allow the subdivision of the property into two properties?*

- All seven (7) attendees responded “YES” they are in favour of the application.

Question 4.: Suggestions on Modifications to the Application: *none.*

Question 5. Additional Comments included:

- *“My only concern would be the triggering of a blanket doubling of allowable lot sizes.”*
- *“Looks like a good plan. Plenty of room. Not available for further development is good.”*
- *“I think the owners should be able to do this. It doesn’t change the number of families that live on the property. Indeed, it allows another family to purchase a home here. We have a housing emergency and this will help.”*

- *“We would like to be advised if the septic field for the top lot (Lot A) is ever proposed to be moved to the covenant area indicated. (That) area is close to our registered well that is used for our drinking water. We would not approve a septic system in this covenant area.”*

Note, all of the completed comment sheets can be found in Appendix 1.1- Completed Comment Sheets

## 5. Public Input via Email and Voicemail

During the public engagement period, comments, inquiries and expressions of gratitude were also received by the applicant, the owners, and/or Yuli Saio, Senior Planner, SCRD. These included the following summarized comments:

- *As close neighbours of the proposed subdivision of the property at 2820 and 2828 Lower Rd we would like to go on record that we have no objection to the subdivision, if it is described in the notice we received, and we support the required rezoning.*
- *Please send me a copy of the plan.*
- *Thank you for keeping us informed.*
- *There is a large septic tank that is close to the eastern property line and I want to ensure nothing crosses, or comes close to, the property line.*
- *Thanks for reaching out to neighbours about your plans! You have my support!*
- *Mark & Leslie Guignard support Paul & Kathleen Wagler to restructure their property into two individual lots.*
- *Could I get more information? What is the current size of the lot and its zoning? Concern is that a subdivision would likely double the number of dwellings on this lot. I would consider this an unhealthy precedent for Roberts Creek, technically this could then happen all over. I do not feel that doubling density would be good for the environment, both in terms of further impact to biodiversity by the unfettered tree felling that is already happening, but also with regards to water and other infrastructure issues on the Coast, that are already struggling to keep up with the current population. A doubling of density in Roberts Creek is not desirable.*
- *Thank you for such a clear description of what you have planned! We are with you.*
- *I appreciate your thoughtfulness in sharing this information.*
- *Could I get more information? Do you have a diagram of the original lot layout?*

Notes:

- Complete transcripts of the emails and voicemail can be found in Appendix 1.2- Public Input via Email and Voicemail.
- All inquiries were answered with follow-up emails and one telephone call. Additional information was provided via the application document and historical legal plans.

## 6. Applicant's and Owners' Responses to Expressed Concerns

A summary of the concerns that were raised at the meeting, and by email and voicemail include:

- a) Is this blanket/precedence setting - for doubling density in Roberts Creek's via smaller lot sizes?
- b) This will double the allowable density – number of homes allowable on the property and set precedence for Roberts Creek. This will lead to environmental impacts - tree cutting and increase the burden on our infrastructure like water supply.
- c) The proposed Lot A's future septic covenant area is uphill to a neighbour's drinking water well.
- d) There is a large septic tank that is too close to the eastern property line.

The applicant and owners offer the following for consideration, as responses to above concerns:

- a) This is a very site-specific application - the property was formerly two lots however, due to: existing trees, driveways, water lines, terrain, and septic systems; Malcom Creek proximity; existing house locations; and the required future septic covenanted areas, the lot line cannot be reinstated at its former location.

The proposed subdivision will allow the owners to continue to reside in their home on proposed Lot A, ageing in place, in a home that is wheelchair accessible.

- b) This is a site-specific application and does not apply to the entirety of Roberts Creek.

The application is unique in that from 1938 until 2006 the property was two lots – thereby signifying that there is no increase in density. Furthermore, two houses cannot be constructed on each of the proposed lots – this is due to the location of existing driveways and water lines, existing septic systems, steeper terrain, Malcom Creek proximity, existing house locations, and the Vancouver Coastal Health subdivision requirements for future large septic, no-build areas protected via no-build covenants.

No changes are proposed to new Lot A's zoning and OCP designation. Only the area of Lot B is affected by the application, thus further limiting the potential for additional future development.

With regards to the environment, prior to 2006, Lot A was an equestrian riding ring and horse grazing pasture with few trees. Since the purchase of the properties in 2006, the owners have significantly landscaped, planting over 100 trees and shrubs while maintaining large firs and cedars.

From an infrastructure perspective, there will be no additional burden to the community: the existing property is already serviced by: two water lines; two water meters; two driveway entrances on to Lower Road; and two independent septic systems.

- c) The site plan has been revised – the proposed future septic covenant area for Lot A has been relocated away from the neighbour's well to a location nearer to Lower Road. See Appendix B: Revised Site Plan with Revised Septic Covenant Area.

- d) The large, green, above-ground tank is not a septic tank – it is a stormwater collection storage tank that allows the owners to irrigate their garden and orchard, in times of drought and water shortages.



## 7. Conclusion

The Public Engagement process for this development application was thorough and comprehensive. Notification of the Meeting was widespread and well-advertised. Twenty (20) residents of Roberts Creek either came to the meeting, provided emailed comments, or provided inquiries.

The vast majority of the residents providing comments were in favour of the application. Four concerns were expressed - one each by four individuals while two of those individuals stated they are in favour of the application.

The applicant and owners have provided responses and rationale to each of the identified concerns in Section 6 of this report.

In conclusion, the applicant has completed a comprehensive Public Information Meeting and Public Engagement process. This report and its appendices capture the feedback and inquiries provided by the community during the engagement period from May 19, 2023 to June 2, 2023.

## 8. Appendices

Appendix A1: Completed Comment Sheets.

Appendix A2: Public Input via Email and Voicemail.

Appendix B: Revised Site Plan with Revised Septic Covenant Area.

# APPENDIX A.1 - Completed Comment Sheets

**PUBLIC INFORMATION MEETING**  
Proposed OCP and Zoning Amendments  
for 2820-2828 Lower Road, Roberts Creek

## COMMENT SHEET

1. (please circle all that apply) Do you: LIVE WORK, or OWN PROPERTY, in Roberts Creek?
2. (please circle one) Are you representing: YOURSELF or a COUPLE or THREE or MORE People or an ORGANIZATION?
3. Are you in favour of the proposed Official Community Plan and Zoning Amendments that are needed, to allow the subdivision of the above property into two properties? (please circle one)  
YES or NO or MAYBE or UNDECIDED
4. What suggestions do you have for modifications to the application?  
\_\_\_\_\_  
\_\_\_\_\_
5. Do you have any additional comments? (Please use the back page if you run out of room.)  
MY ONLY CONCERN WOULD BE THE TRIGGERING OF A BLANKET DOUBLING OF ALLOWABLE LOT SIZES.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you need more information? Want to receive a copy of the application? If so, provide your email address:  
\_\_\_\_\_

Thank you for your comments!

Please return your completed Comment Sheet at this meeting.  
Or by June 3<sup>rd</sup>, 2023: By email: [aletman@telus.net](mailto:aletman@telus.net) Or by mail to: PO Box 472, Sechelt, BC V0N3A0.

**PUBLIC INFORMATION MEETING**  
Proposed OCP and Zoning Amendments  
for 2820-2828 Lower Road, Roberts Creek

**COMMENT SHEET**

1. (please circle all that apply) Do you: LIVE, WORK, or OWN PROPERTY, in Roberts Creek?

2. (please circle one) Are you representing: YOURSELF or a COUPLE or THREE or MORE People or an ORGANIZATION?

3. Are you in favour of the proposed Official Community Plan and Zoning Amendments that are needed, to allow the subdivision of the above property into two properties? (please circle one)

YES or NO or MAYBE or UNDECIDED

4. What suggestions do you have for modifications to the application?

NONE!

5. Do you have any additional comments? (Please use the back page if you run out of room.)

Looks like a good plan. Plenty of room  
Not available for further development is  
good.

6. Do you need more information? Want to receive a copy of the application?  
If so, provide your email address:

\_\_\_\_\_

Thank you for your comments!

Please return your completed Comment Sheet at this meeting.  
Or by June 3<sup>rd</sup>, 2023: By email: [aletman@telus.net](mailto:aletman@telus.net) Or by mail to: PO Box 472, Sechelt, BC V0N3A0.

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Proposed OCP and Zoning Amendments  
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**COMMENT SHEET**

1. (please circle all that apply) Do you: LIVE, WORK, or OWN PROPERTY in Roberts Creek?

2. (please circle one) Are you representing: YOURSELF or a COUPLE or THREE or MORE People or an ORGANIZATION?

3. Are you in favour of the proposed Official Community Plan and Zoning Amendments that are needed, to allow the subdivision of the above property into two properties? (please circle one)

YES or NO or MAYBE or UNDECIDED

4. What suggestions do you have for modifications to the application?

NONE

5. Do you have any additional comments? (Please use the back page if you run out of room.)

NO

6. Do you need more information? Want to receive a copy of the application? If so, provide your email address:

ltd.

Thank you for your comments!

Please return your completed Comment Sheet at this meeting.  
Or by June 3<sup>rd</sup>, 2023: By email: [aletman@telus.net](mailto:aletman@telus.net) Or by mail to: PO Box 472, Sechelt, BC V0N3A0.



**PUBLIC INFORMATION MEETING**

Proposed OCP and Zoning Amendments  
for 2820-2828 Lower Road, Roberts Creek

**COMMENT SHEET**

1. (please circle all that apply) Do you: LIVE, WORK, or OWN PROPERTY in Roberts Creek?

2. (please circle one) Are you representing: YOURSELF or a COUPLE or THREE or MORE People or an ORGANIZATION?

3. Are you in favour of the proposed Official Community Plan and Zoning Amendments that are needed, to allow the subdivision of the above property into two properties? (please circle one)

YES or NO or MAYBE or UNDECIDED

4. What suggestions do you have for modifications to the application?

None

5. Do you have any additional comments? (Please use the back page if you run out of room.)

I think the owners should be able to do this. It doesn't change the number of families that live on the property. Indeed, it allows another family to purchase a home here. We have a housing emergency & this will help.

6. Do you need more information? Want to receive a copy of the application? If so, provide your email address:

Thank you for your comments!

Please return your completed Comment Sheet at this meeting.  
Or by June 3<sup>rd</sup>, 2023: By email: [aletman@telus.net](mailto:aletman@telus.net) Or by mail to: PO Box 472, Sechelt, BC V0N3A0.

**PUBLIC INFORMATION MEETING**

Proposed OCP and Zoning Amendments  
for 2820-2828 Lower Road, Roberts Creek

**COMMENT SHEET**

1. (please circle all that apply) Do you: LIVE, WORK or OWN PROPERTY, in Roberts Creek?

2. (please circle one) Are you representing: YOURSELF or a COUPLE or THREE or MORE People or an ORGANIZATION?

3. Are you in favour of the proposed Official Community Plan and Zoning Amendments that are needed, to allow the subdivision of the above property into two properties? (please circle one)

YES or NO or MAYBE or UNDECIDED

4. What suggestions do you have for modifications to the application?

We would like to be advised if the septic field for the top lot house is ever proposed to be moved ~~to~~ as the <sup>covenant</sup> ~~covenanted~~ area indicated

5. Do you have any additional comments? (Please use the back page if you run out of room.)

is close to our registered well that is used for our drinking water. We would not approve septic system in this covenant area.

6. Do you need more information? Want to receive a copy of the application? If so, provide your email address: [REDACTED]

Thank you for your comments!

Please return your completed Comment Sheet at this meeting.  
Or by June 3<sup>rd</sup>, 2023: By email: [aletman@telus.net](mailto:aletman@telus.net) Or by mail to: PO Box 472, Sechelt, BC V0N3A0.

## APPENDIX A.2 - Public Input via Email and Voicemail

aletman@telus.net

---

**From:** Yvonne & Bruce [REDACTED] >  
**Sent:** May 19, 2023 5:16 PM  
**To:** aletman@telus.net  
**Cc:** yuli.siao@scrd.ca  
**Subject:** Subdivision at 2820 and 2828 Lower Rd.

**Flag Status:** Flagged

Hello

As close neighbours of the proposed subdivision of the property at 2820 and 2828 Lower Rd we would like to go on record that we have no objection to the subdivision ,as long as it is described in the notice we received , and we support the required rezoning.

Yours sincerely

Yvonne Mounsey and Bruce Searle

[REDACTED] Lower Rd.

Sent from my iPad

**aletman@telus.net**

---

**From:** aletman@telus.net  
**Sent:** May 21, 2023 9:51 AM  
**To:** Hans or Charlene Penner  
**Subject:** RE: Proposed Subdivision  
**Attachments:** WAGLER RC Rezoning Application.pdf

Hello.

Please see the attached application doc. with information about the application. It includes a copy of the site plan.

Please feel free to join the owners and myself at the Public Information Meeting next weekend- on site - Saturday from 2:00 to 4:00 PM.

Sincerely,  
Angela Letman, RPP, MCIP  
[Very Coast Planning and Design](#)  
m. 1.604.885.4221

-----Original Message-----

From: Charlene Penner [REDACTED]  
Sent: May 20, 2023 1:25 PM  
To: aletman@telus.net  
Subject: Proposed Subdivision

Hello Angela,

Just saw the ad in the Coast Reporter about your OCP and Zoning Amendment. Unfortunately I couldn't read a single word or number on the Proposed Subdivision Site Plan.  
Please send me a copy of the plan.

Hans Penner,  
MCIP, Retired

Sent from my iPhone

----- Forwarded message -----

From: **Wendy Hibberd** [REDACTED] >

Date: Tue, May 23, 2023 at 8:42 AM

Subject: Re: Official Community Plan and Zoning Amendment (Rezoning) application

To: Paul Wagler [REDACTED] >

Hi Paul

Thank you for keeping us all informed. I won't be attending the meeting but perhaps we will see you and Kathy sometime this summer

All the best

Wendy

Sent from my iPhone

**From:** PRIVATE via SCRd Unified Messaging [REDACTED] <[REDACTED]@scrd.ca>  
**Sent:** Tuesday, May 23, 2023 12:03 PM  
**To:** Yuli Siao <Yuli.Siao@scrd.ca>  
**Subject:** New 0:55 message from PRIVATE

**Yuli Siao**, the attached message was left in unified mailbox **6417** by **PRIVATE [REDACTED]** on **Tuesday, May 23, 2023 at 12:02:47 PM**

-----

This is a telephone call transcript and may contain errors. Words in parentheses have attempted to make the message clearer.

*Uh, this is Denis Port (Poirier) talking. Uh, I just calling regarding a subdivision 2828 Lower Road, Roberts Creek. I have (the property) [REDACTED] on the East side. Um, I'm just wondering, um, the holding tank. That's coming down halfway down on the property right against the (property) line, from the (house) above (on the) property. I'm just wondering if everything is going to be in the right place. I don't want anything to come on to, of course, my side of the line, that divides us. I'm a lot too.*

*So, uh, [REDACTED] (Lower) Road. I just want to make sure nothing crosses or comes too close to the property line there and regarding the septic field and all that.*

*Okay. Thank you.*

*Denis (Poirier) [REDACTED]*

On Wed, May 24, 2023 at 12:44 PM Cass Fletcher [REDACTED] wrote:

Thanks for reaching out to neighbours about your plans! You have my support!

Cassandra Fletcher

---

**From:** Paul Wagler [REDACTED]  
**Sent:** May 23, 2023 5:55 PM  
**Subject:** Official Community Plan and Zoning Amendment (Rezoning) application

To our Neighbours

Some of you may have noticed that our place has a sign outside 2820 Lower Road for rezoning. So I thought we should explain what's going on.

There are no new buildings being planned. Nor are we planning to sell any property at this point. We are planning for the long term future.

Our application is just to restore a property line between the two original lots that was there for over 50 years before we purchased the two side-by-side lots in 2003.

Because of my walking disability, when we built the new house, we wanted to have most of it on one floor. To do that, our architect suggested that we build across the back of the two lots where there was a stretch of level land. Everything else was sloped terrain on the two properties.

So we combined the two lots in order to build our new handicap-accessible house.

We want to separate out 70% of the original lot at 2828 Lower Road (the smaller house at the front of the property). This would enable us to eventually sell the smaller property if we needed that for more retirement funds.

Nothing else would change, including the placement of our current septic fields. The area zoned for additional septic fields are only for the unlikely event that the current fields would ever fail.

There will be a public meeting at our place next Saturday at 2 pm, where an SCR D planner and our consultant will be available to explain the plans in greater detail.

Yours truly

Paul and Kathleen Wagler  
2820 Lower Road  
[REDACTED]

----- Forwarded message -----

From: **Mark Guignard** [REDACTED]

Date: Wed, May 24, 2023 at 7:47 AM

Subject: Re: Official Community Plan and Zoning Amendment (Rezoning) application

To: Paul Wagler <[paul.wagler@gmail.com](mailto:paul.wagler@gmail.com)>

Mark & Leslie Guignard support Paul & Kathleen Wagler to restructure their property into two individual lots.



**From:** Lin Gardiner [REDACTED]  
**Sent:** Thursday, May 25, 2023 10:16 AM  
**To:** Yuli Siao <[Yuli.Siao@scrd.ca](mailto:Yuli.Siao@scrd.ca)>  
**Subject:** 2820 Lower Road

## External Message

Good morning Yuli,

I am writing with regards to the proposed subdivision at 2820 Lower Road.

Can you let me know what the current size of the lot and zoning is? I am assuming it's approx. 2 acres, with currently an allowable 2 dwellings?

My concern is that a subdivision would likely double the amount of dwellings on this lot, with the new Bylaw stating everyone can have 2 dwellings on any sized lot. I would consider this an unhealthy precedent for Roberts Creek, as technically this could then happen all over. I do not feel that doubling density would be good for the environment, both in terms of further impact to biodiversity by the unfettered tree felling that is already happening, but also with regards to water and other infrastructure issues on the Coast, that are already struggling to keep up with the current population. A doubling of density in Roberts Creek might be desirable to city planners and developers, but is not to the vast majority who reside here.

I look forward to any information you can share at this time.

Thank you,

Lin Gardiner,  
xwesam, Roberts Creek

On Sat, May 27, 2023 at 11:31 AM jane griffiths [REDACTED] wrote:

May 27/23

Hello Kathy and Paul,

Thank you for such a clear description of what you have planned! I understand that it will mean no difference to any of your neighbours or the zoning, so you have the all go from us!

After so many many years of saying, 'oh I am great', I have been hit with a bit of flu and I am not at all comfortable lying around during the day. But I did had 4 days of fatigue but I was back in the garden yesterday.

The bonus to being sick, I got to read ....

So Stan and I will not be attending, because I might still be infectious, but we are with you.

Yours neighbourly,

Jane and. Stan

Sent from my iPad

----- Forwarded message -----

From: amy greenberg [REDACTED] >

Date: Sat, May 27, 2023 at 7:03 PM

Subject: Re: Official Community Plan and Zoning Amendment (Rezoning) application

To: Paul Wagler <[paul.wagler@gmail.com](mailto:paul.wagler@gmail.com)>

Paul and Kathleen

I appreciate your thoughtfulness in sharing this information. I hope to meet you both one day in our wonderful neighborhood.

Wishing you the very best.

Best regards

Amy Robinson

[REDACTED] Shani place

Sent from my iPhone

From: Shirley Samples <[REDACTED]>  
Sent: May 30, 2023 10:41 AM  
To: aletman@telus.net; yuli.siao@scrd.ca  
Subject: Application for Amendment Bylaw 2820 and 2828 Lower Road

Dear Angela and Yuli:

My name is Shirley Samples and I live at [REDACTED] Lower Road.

I was unable to make the Saturday Open House unfortunately due to an emergency.

I would very much like to talk to you as I have some questions.

Would it be possible to meet at your office or at the SCRD building as soon as convenient?

Thank you.

Kind regards,

Shirley Samples  
[REDACTED]

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On May 30, 2023, at 10:52 AM, aletman@telus.net wrote:

Hello Shirley.

I am out of town, off the coast, this week (back Saturday) so am unable to meet with you this week.

I've attached to this email the application document that may answer some, or all, of your questions. If not, please feel free to ask me questions via email, or we could meet in person next week.

I am also attaching a comment sheet should you wish to provide your comments in writing.

Sincerely,

Angela Letman, RPP, MCIP  
Very Coast Planning and Design  
m. 1.604.885.4221

<Comment Sheet.docx>

<WAGLER RC Rezoning Application.pdf>

---

On May 30, 2023, at 1:26 PM, Shirley Samples [REDACTED] wrote:

Thank you very much for the documents. I will look them over to see if they answer my questions. My main question was wanting to know the original property lines when this was 2 lots. Do you have a diagram showing this?

Thank you

Shirley

---

On Tue, May 30, 2023 at 3:13 PM Angela Letman <aletman@telus.net> wrote:

Hi Shirley.

Yes it's illustrated in the document.

Let me know if it's too small and I can send a larger version.

Regards,

Angela Letman, MCIP, RPP  
Very Coast Planning and Design  
cel. 604.885.4221

---

From: Shirley Samples <[REDACTED]>

Sent: May 31, 2023 7:48 AM

To: Angela Letman <aletman@telus.net>

Subject: Re: Application for Amendment Bylaw 2820 and 2828 Lower Road

Hi Angela

Yes, please send a larger version of map.

Thank you.

Shirley

---

On Wed, May 31, 2023 at 1:49 PM <aletman@telus.net> wrote:

Hi Shirley.

Attached is the copy of the legal PLAN 6702 (VAP6702) dating back to 1938. The current property is Lots 3 and 4 on that Plan.

I have also attached Plan BCP23602 that shows the consolidation of the two lots in 2006.

Sincerely,

Angela Letman, RPP, MCIP  
Very Coast Planning and Design  
m. 1.604.885.4221

SUNSHINE COAST REGIONAL DISTRICT

ROBERTS CREEK (AREA D)  
ADVISORY PLANNING COMMISSION

February 19, 2024

RECOMMENDATION FROM THE ROBERTS CREEK AREA D ADVISORY PLANNING  
COMMISSION MEETING HELD AT ROBERTS CREEK BOARD READING ROOM ON A  
AFTERNOON ROBERTS CREEK BOARD ROOM ROOM

PRESENT:

Mr. Carr

Ms. Carr

Ms. Carr

Mr. Carr  
Ms. Carr  
Mr. Carr  
Ms. Carr

Executive Area Director

Ms. Carr  
Ms. Carr

ALSO PRESENT:

Mr. Carr

Ms. Carr

Ms. Carr

Ms. Carr

Mr. Carr

Ms. Carr

RD Planning

Ms. Carr

REGRETS:

Ms. Carr

Ms. Carr

Ms. Carr

ABSENT:

Mr. Carr

Ms. Carr

CALL TO ORDER

Mr. Carr

ELECTION OF CHAIR AND VICE CHAIR

Ms. Carr

AGENDA

Ms. Carr

DELEGATIONS

Ms. Carr  
Ms. Carr

MINUTES

Ms. Carr

On the agenda for the meeting, the following items were discussed:

- Elected Council members for the Roberts Creek Official Community Plan (OCP) Amendment – Zoning Amendment Bylaw 722.8
- The agenda for the Roberts Creek Official Community Plan (OCP) Amendment – Zoning Amendment Bylaw 722.8
- Elected Council members for the Roberts Creek Official Community Plan (OCP) Amendment – Zoning Amendment Bylaw 722.8
- The agenda for the Roberts Creek Official Community Plan (OCP) Amendment – Zoning Amendment Bylaw 722.8

**BUSINESS ARISING FROM THE MINUTES AND NEW BUSINESS**

Roberts Creek Official Community Plan (OCP) Amendment – Zoning Amendment Bylaw 722.8 was discussed and approved by Council. The agenda for the meeting was also discussed and approved. Council members discussed the agenda for the meeting and the items to be discussed. Council members also discussed the agenda for the meeting and the items to be discussed.

**REPORTS**

Roberts Creek Official Community Plan (OCP) Amendment – Zoning Amendment Bylaw 722.8 was discussed and approved by Council. The agenda for the meeting was also discussed and approved.

**Key Points of Discussion:**

- Council members discussed the agenda for the meeting and the items to be discussed.
- Council members discussed the agenda for the meeting and the items to be discussed.
- Council members discussed the agenda for the meeting and the items to be discussed.
- Council members discussed the agenda for the meeting and the items to be discussed.

**Recommendation No. 1** Roberts Creek Official Community Plan (OCP) Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8

Roberts Creek Official Community Plan (OCP) Amendment – Zoning Amendment Bylaw 722.8 was discussed and approved by Council. The agenda for the meeting was also discussed and approved.

**Recommendation No. 2** Roberts Creek Official Community Plan (OCP) Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8

Roberts Creek Official Community Plan (OCP) Amendment – Zoning Amendment Bylaw 722.8 was discussed and approved by Council. The agenda for the meeting was also discussed and approved.

**DIRECTORS REPORT**

No Director's Report was received.

**NEXT MEETING**

Monday March ... at R... ..

... .. rd M... .. a... .. Ma... .. a... ..  
... .. Da... .. Ma... .. ..d ... .. r... M... .. Ma... ..

**ADJOURNMENT** ... ..

...



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Electoral Area Services Committee – October 17, 2024

**AUTHOR:** Sven Koberwitz, Senior Planner

**SUBJECT:** **DEVELOPMENT VARIANCE PERMIT DVP000108 (3663 BEACH AVENUE) - ELECTORAL AREA D**

---

### RECOMMENDATIONS

- (1) THAT the report titled Development Variance Permit DVP000108 (3663 Beach Avenue) - Electoral Area D be received for information;**
  - (2) AND THAT Development Variance Permit DVP000108, to allow renovations and additions to an existing dwelling on the property located at 3663 Beach Avenue, be issued to vary Zoning Bylaw No. 722 as follows:**
    - (a) To reduce the minimum Flood Construction Level under Section 5.18.1(a) from 2.0 m above the natural boundary of the ocean to 0.27 m;**
  - (3) AND FURTHER THAT a save-harmless covenant be registered against the property prior to issuance of DVP000108 including restrictions on further expansion of floor area below the prescribed Flood Construction Level and that best practices for flood hazard mitigation be incorporated into the new construction.**
- 

### BACKGROUND

The SCRD has received a development variance permit application for 3663 Beach Avenue.

The application intends to allow renovations and additions to an existing dwelling that is partially located below the 2.0 m minimum Flood Construction Level (FCL) required under Section 5.18 in Zoning Bylaw 722. The proposed addition is located 0.27 m above the natural boundary of the ocean and therefore a variance is required for the development to proceed.

The purpose of this report is to provide information on the application and obtain direction from the Electoral Area Services Committee.

*Table 1 Application Summary*

<b>Owner / Applicant:</b>	Vernon Construction for 0791143 BC Ltd.
<b>Civic Address:</b>	3663 Beach Avenue
<b>Legal Description:</b>	LOT 3 OF LOT 2 BLOCK C DISTRICT LOT 1321 PLAN 7207
<b>Electoral Area:</b>	D – Roberts Creek
<b>Parcel Area:</b>	~ 974 m <sup>2</sup>
<b>OCP Land Use:</b>	Residential A
<b>Land Use Zone:</b>	Residential 1 (R1)
<b>Application Intent:</b>	To vary the minimum required Flood Construction Level (FCL) above the natural boundary of the ocean from 2.0 m to 0.27 m.

*Figure 1 Location Map*

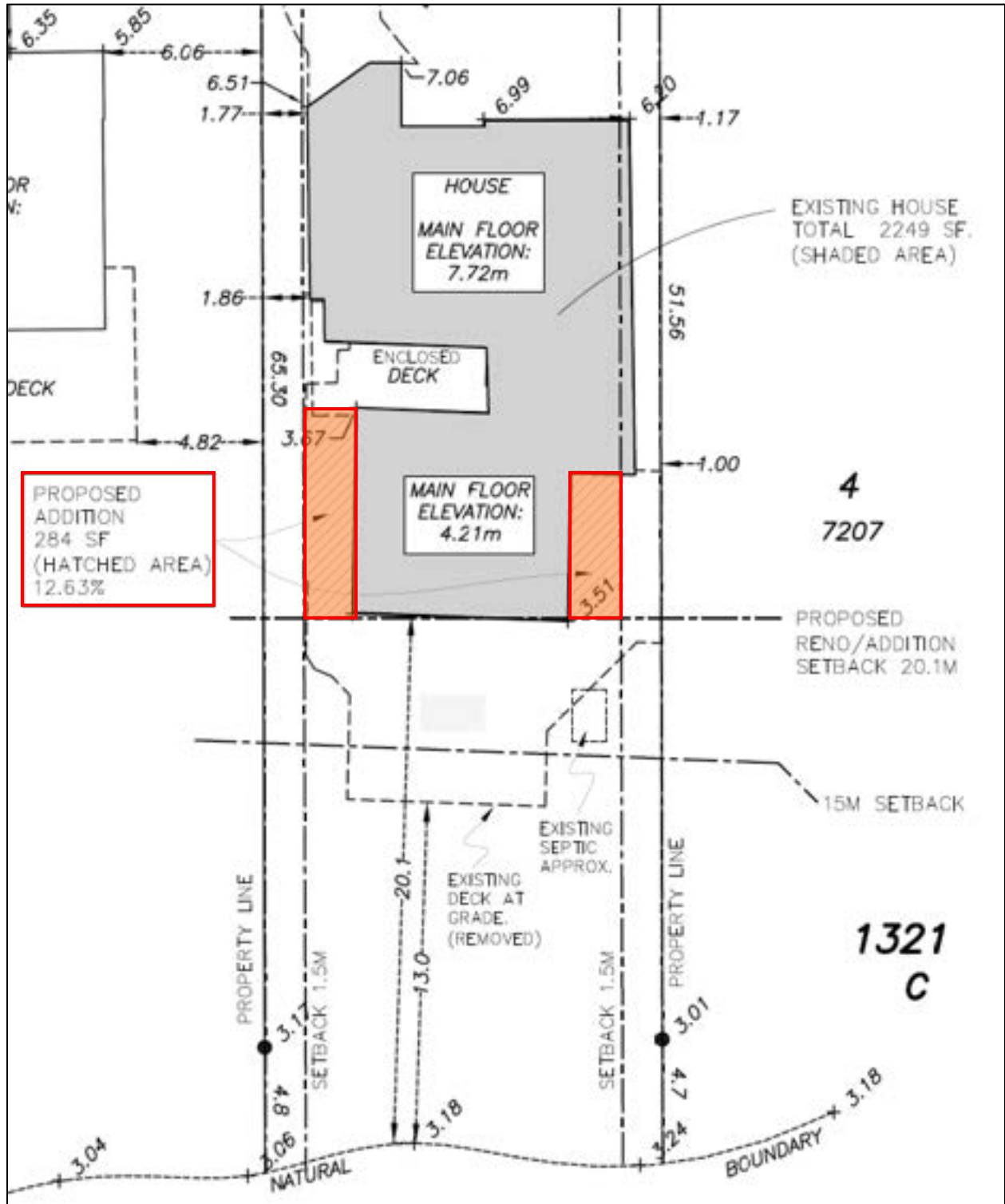


**DISCUSSION**

The applicant is proposing renovations and additions to expand the living area adjacent to a portion of the existing dwelling that is currently located below the minimum FCL.

Zoning Bylaw 722 requires that the underside of any floor system be located at least 2.0 m above the natural boundary of the ocean. The proposed addition is located 0.27 m above the natural boundary of the ocean.

Figure 2 Proposed Site Plan



---

*Analysis*

The BC Ministry of Environment report, [Guidelines for Management of Coastal Flood Hazard Land Use \(2011\)](#), provides guidance to consider renovation or additions to existing buildings (emphasis added) (p. 22):

*Renovations to existing buildings within the existing footprint of the building are not affected by these guidelines.*

*Additions of up to 25% of the floor area, at the elevation of the existing building can be allowed, provided that the addition is **no closer** to the existing natural boundary than the existing building.*

It is noted, in the review of the application, that the property owner had in early 2023 demolished the portion of the building where the renovation and 26.4 m<sup>2</sup> addition is proposed. The proposed addition of 26.4 m<sup>2</sup> represents 12.6% of the existing floor area and is no closer to the natural boundary of the ocean, meeting provincial flood hazard guidelines.

The development is also sited 20.1 m from the natural boundary, exceeding the 15 m horizontal setback requirements in the zoning bylaw.

It is current practice for staff to follow provincial flood hazard guidelines and allow additions of up to 25% in the case of delegated development permits, however, Zoning Bylaw 722 does not provide exemptions from the required FCL for additions to existing buildings. Therefore, a development variance permit is being sought to offer relief from this requirement.

*Applicant Rationale*

Staff discussed several options with the applicant to meet the 2.0 m FCL. However, due to the existing site design and configuration of the existing home it would be impossible to raise the lower portion by 1.73 m without requiring significant alterations to the existing home. The applicants have prematurely proceeded with demolition of the portion of the property in question with the understanding that the existing footprint would continue to be considered to be pre-existing.

*Variance Criteria*

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. *The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;*

The bylaw intends to regulate new development and ensure it is safe from flood hazards. In this case, the bylaw does not consider additions to existing buildings. Staff do not consider that an addition of 12.6% of floor area is excessive.

2. *The variance should not negatively affect adjacent or nearby properties or public lands;*

The requested variance related to FCL does not negatively impact nearby properties or public lands. The addition as proposed would have significantly less impact on neighbouring properties from a massing perspective than raising the elevation of the proposed development to meet the FCL.

3. *The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;*

This variance does set a precedent that the SCRD is supportive of additions of limited scope to existing buildings that are affected by natural hazards. However, this aligns with provincial guidance and is limited by parameters provided in provincial guideline documents, which allows for additions of up to 25% floor area to existing buildings within flood hazard areas. Though in this case, it is acknowledged that the property owner prematurely demolished the portion of the building (when?) where they are now proposing the addition, meaning all of this area is now essentially a new build, staff in reviewing the variance request have taken the flexible approach of considering this area, as though it had not been demolished.

4. *The proposed variance represents the best solution for the proposed development after all other options have been considered; and*

The option to raise the elevation of the proposed development was considered in the review of the application. However, due to the existing design, this would create significant issues and require much more extensive reconstruction of the existing building.

5. *The variance should not negatively affect the natural site characteristics or environmental qualities of the property.*

The variance does not negatively affect the natural site characteristics or environmental qualities of the property.

*Official Community Plan (OCP)*

The subject property is affected by the following development permit areas described in the Roberts Creek OCP:

*DPA #2D - Low Channel Confinement (Fan)*

A geotechnical assessment has been received that indicates there is limited hazard risk in relation to Flume Creek and no mitigation required.

*DPA #1A - Coastal Flooding*

Under the Provincial [Guidelines for Management of Coastal Flood Hazard Land Use \(2011\)](#) an addition of up to 25% of the existing floor area is permitted.

*DPA #5 - Shoreline*

The proposed development is sited more than 15 m from the natural boundary and therefore outside this development permit area.

Authority to issue development permits for environmental and hazard areas is delegated to staff and issuance will proceed subject to the outcome of the development variance permit process.

*Options*

Possible options to consider:

**Option 1: Issue the permit.**  
**Staff Recommendation.**

This option would allow the addition as proposed. Staff are also recommending that a covenant is registered against the property to restrict future expansion of floor area below the required FCL and to incorporate best practices for flood hazard mitigation. The covenant would also include a liability release for the SCRD.

**Option 2: Deny the permit.**

This option would require the applicant to revise the proposal to meet the minimum FCL of 2.0 m above the present natural boundary. Flood plain regulations are outside the purview of the Board of Variance, therefore a decision by the SCRD Board on this matter would be final.

*Timeline for next steps or estimated completion date*

*Figure 3 Application Timeline*



*Communications Strategy*

The development variance permit application has been referred to the following agencies for comment:

*Table 2 Referral Comments*

<b>Referral Agency</b>	<b>Comments</b>
<b>SCRD Building Division</b>	No concerns with application. A demolition permit was issued to remove a portion of the existing building and to limit the scope of land alteration.
<b>Shíshálh Nation</b>	Comments not received at time of report writing.
<b>Roberts Creek Advisory Planning Commission</b>	The Area D APC supports the application and recommends that the application be given future consideration by the SCRD Board, with the condition that any mitigation must be carried out on the applicant's property following the appropriate regulations and setbacks to address environmental concerns and to comply with current best practices.  <i>SCRD Staff Comment:</i> Staff will ensure best practices are followed through the development permit process and the proposed covenant.
<b>Neighbouring Property Owners/Occupiers</b>	Notifications were mailed on October 1, 2024, to owners and occupiers of properties within a 50 m radius of the subject property. No comments were received prior to the report deadline.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522.

Those who consider their interests affected may attend the Electoral Area Services Committee meeting and speak at the call of the Chair.

**STRATEGIC PLAN AND RELATED POLICIES**

The proposed variance was evaluated using the criteria provided in SCRD Board Policy 13-6410-6 (Development Variance Permits).

**CONCLUSION**

Staff support the proposed variance request as allowing modest additions to existing buildings is consistent with provincial flood hazard land use guidelines.

**ATTACHMENTS**

Attachment A – Proposed Site Plan

Reviewed by:			
Manager	X. – J. Jackson	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO/CFO	X - T. Perreault	Assistant Manager	X - K. Jones





**PROJECT: YAMAOKA HOUSE**  
3663 BEACH AVE, ROBERTS CREEK

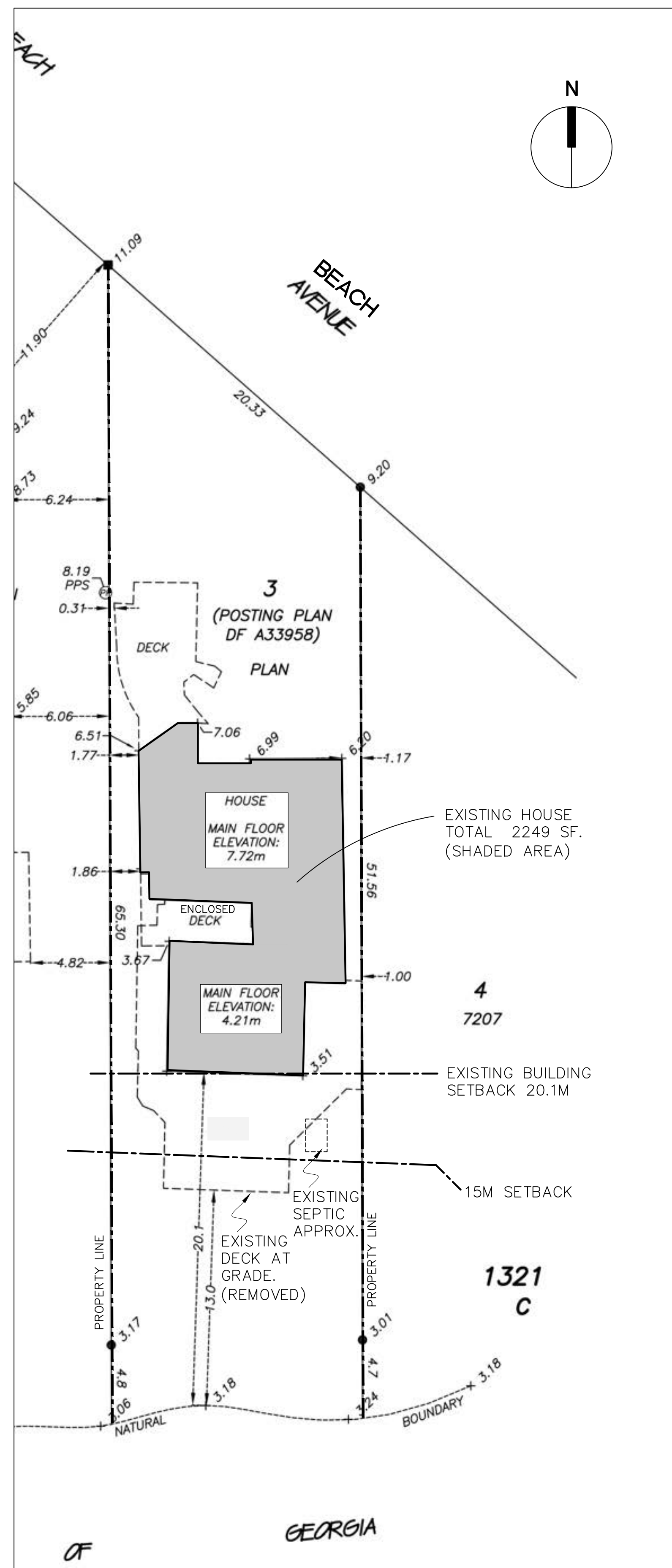
RENOVATION/ADDITION - (VARIANCE PERMIT DRAWINGS)

June 21, 2024

DRAWING LIST

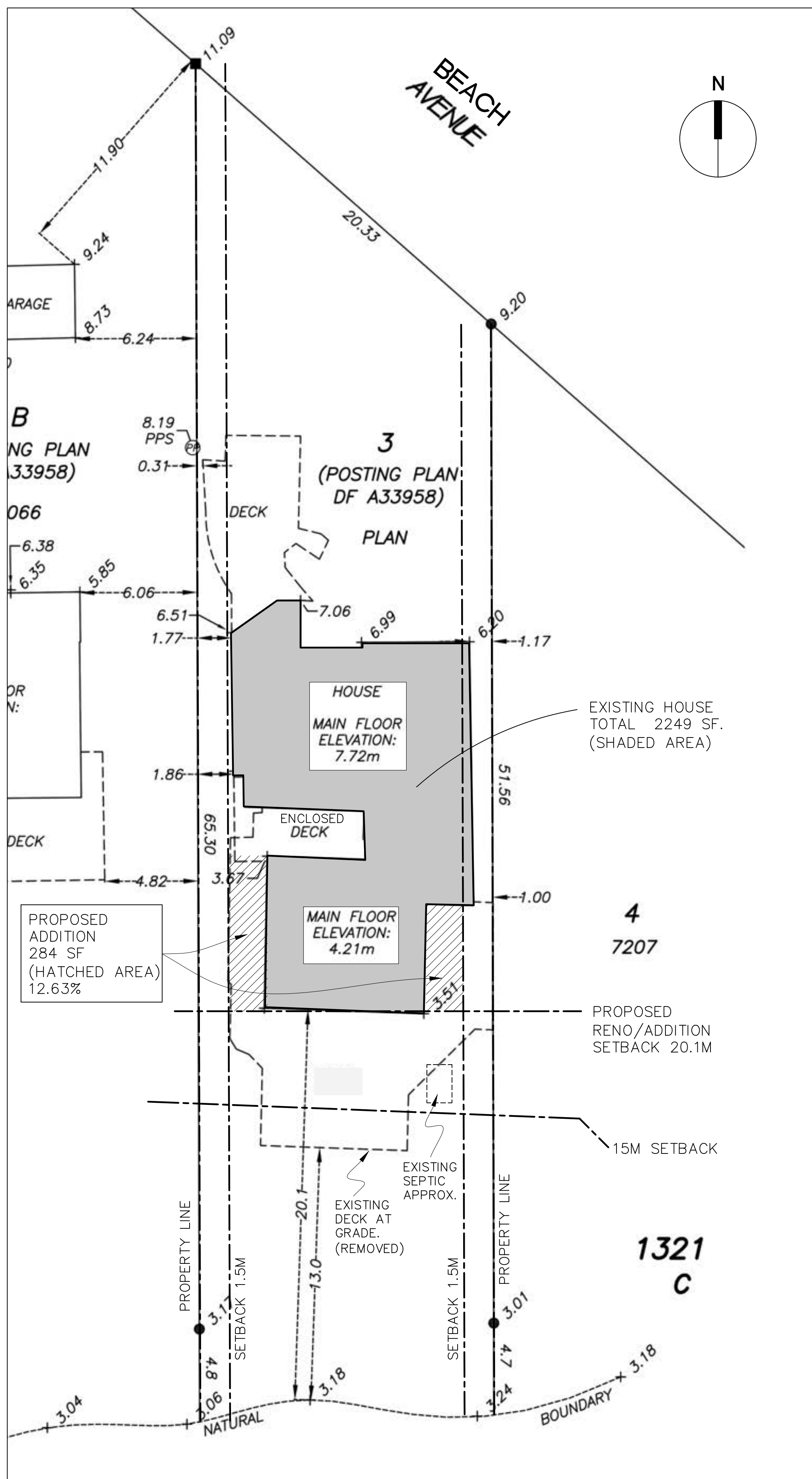
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A 1	SITE PLAN	A 4	SOUTH ELEVATION
A 2	NORTH ELEVATION	A 5	EAST ELEVATION
A 3	WEST ELEVATION		



SITE PLAN - EXISTING FROM SURVEY

1/16"=1'-0"



SITE PLAN - PROPOSED

NTS

**Property Report**  
3663 BEACH AVE  
3/27/2023

**PARCEL INFORMATION:**  
Jurisdiction: AREA D: ROBERTS CREEK  
Folio: 746 02586 000  
PID: 010-750-169  
Lot: 3  
Block: C  
Plan: VAP7207  
District Lot: 1321  
Approx. Size: 0.097 ha

**SERVICES:**  
Water Service Area: Chapman  
Fire Protection Area: Roberts Creek  
Curbside Collection Service Area: Area D Collection Area  
Sanitary Sewer Service Area: Not in a SCRD service area

**SCRD LAND USE INFORMATION:**  
OCP Area: Roberts Creek Official Community Plan  
Zoning Bylaw: 722  
OCP Landuse: Residential A  
Landuse Zone: R1  
Development Permit Area(s): DPA #1A - Coastal Flooding, DPA #5 - Shoreline, DPA #2D - Low Channel Confinement (Fan)  
Subdivision District: C  
Tree Cutting Permit Area(s): Not in a SCRD Permit Area

**Survey:**  
Seamus Pope, Strait Land Surveying Inc.  
Sechelt, BC. 604-885-3237

**Lot Size**  
0.095 ha - 941.6 sm

**Lot Coverage Allowed 35%:**  
Existing: 248.6 sm  
Proposed: 274.9 sm  
Allowed: .35 x 941.6 sm (lot size) = 329.5 sm

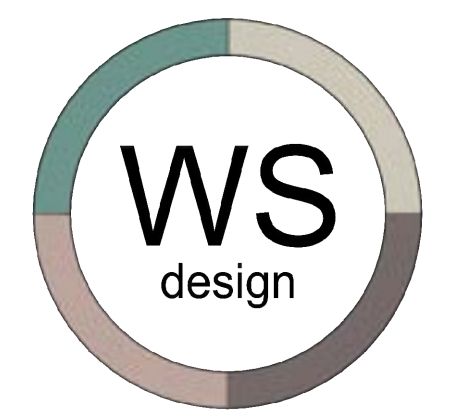
**Height**  
Existing: 6.40 m  
Proposed: 6.40 m

**Comments:**  
This variance application is for an addition that meets the language provided by the province in the Coastal Flood Hazard Guidelines. Page (22) includes consideration of an allowance for additions of up to 25% floor area provided that the addition is no closer to the existing natural boundary.

**Addition**  
Allowed 25%  
Existing structure: 208.9 sm  
Proposed: 26.2 sm (12.6%)

PROJECT DETAILS

NTS



1489 HENDERSON ROAD  
Roberts Creek, B.C. Canada V0N 2W2  
Tel: (604)312-6550 Email: info@ws-design.ca

Comments/Revisions

NO.	BY	DATE	DESCRIPTION
1	WS		

GENERAL NOTES

PROJECT  
**YAMAOKA HOUSE**  
3663 Beach Ave  
Roberts Creek, BC

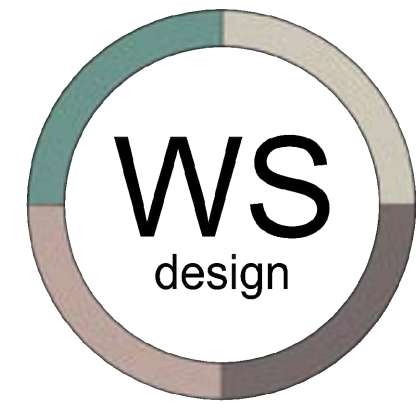
DRAWING TITLE  
**SITE PLAN**

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All dimensions shall be verified on site by the contractor before proceeding with the work.

SCALE As Shown	PLOTTED June 21, 2024
EDITED WS	DATE June 21, 2024
DRAWING NO.	

A-1

ISSUED FOR VARIANCE APPL.

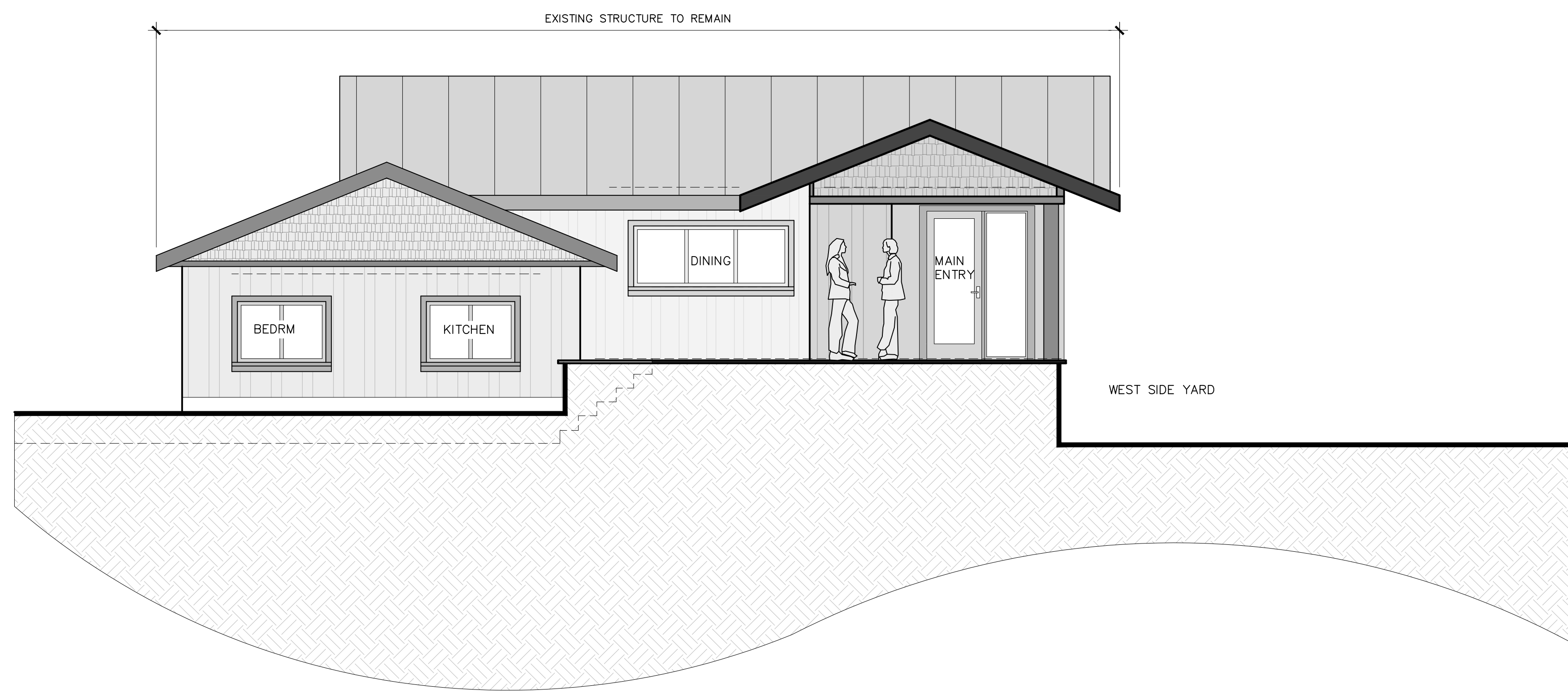


1489 HENDERSON ROAD  
 Roberts Creek, B.C. Canada V0N 2W2  
 Tel: (604)312-6550 Email: info@ws-design.ca

Comments/Revisions

NO.	BY	DATE	DESCRIPTION
1	WS		

GENERAL NOTES



NORTH EXISTING - ELEVATION

1  
 1/4"=1'-0"

PROJECT

**YAMAOKA HOUSE**  
 3663 Beach Ave  
 Roberts Creek, BC

DRAWING TITLE

**NORTH  
 ELEVATION**

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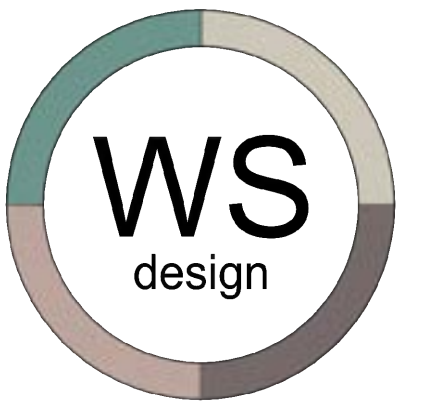
SCALE	As Shown	PLOTTED	June 21, 2024
EDITED	WS	DATE	June 21, 2024

DRAWING NO.

**A-2**

OF 5

ISSUED FOR VARIANCE APPL.



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Comments/Revisions

NO.	BY	DATE	DESCRIPTION
	WS		

GENERAL NOTES

PROJECT

**YAMAOKA HOUSE**  
 3663 Beach Ave  
 Roberts Creek, BC

DRAWING TITLE

**WEST ELEVATION**

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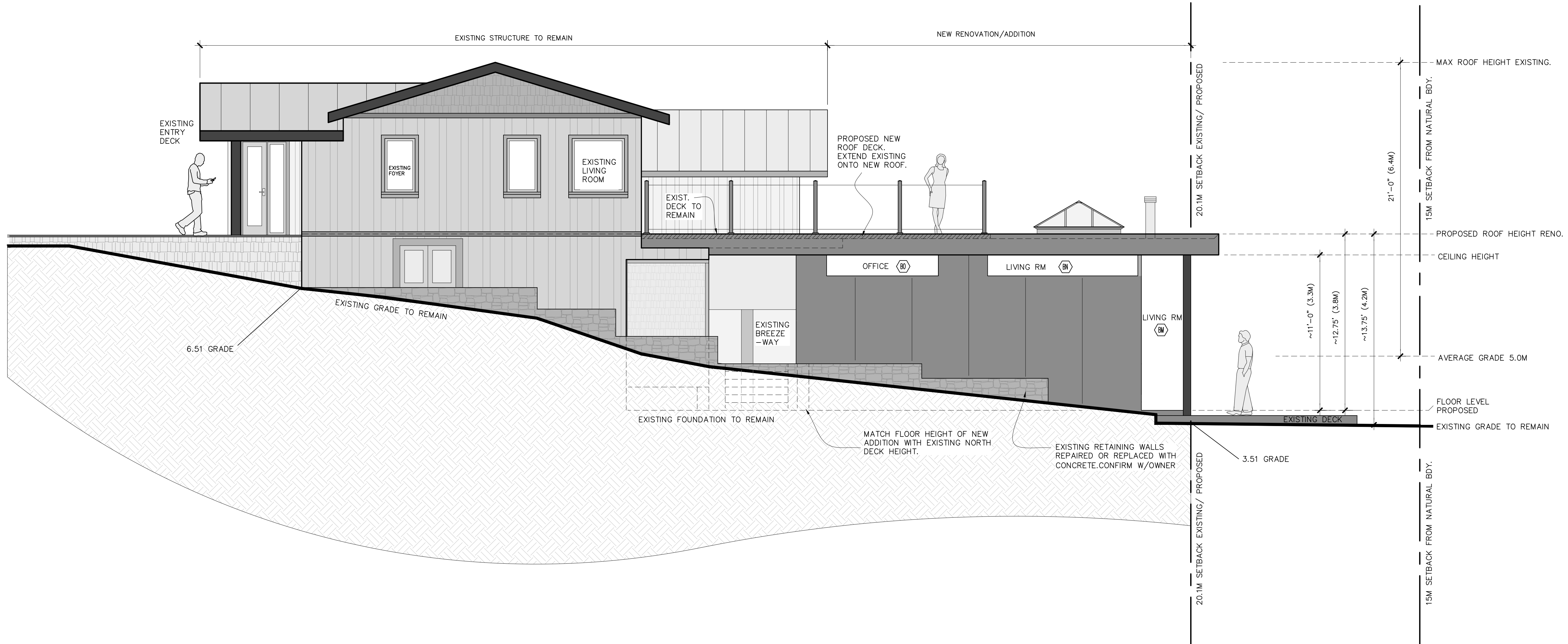
All dimensions shall be verified on site by the contractor before proceeding with the work.

SCALE	As Shown	PLOTTED	June 21, 2024
EDITED	WS	DATE	June 21, 2024

DRAWING NO.

**A-3**

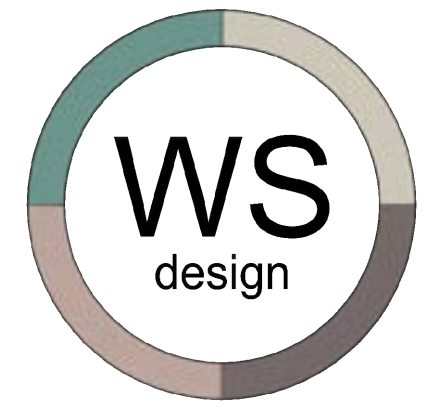
OF 5



**PROPOSED WEST ELEVATION**

1  
 1/4"=1'-0"

ISSUED FOR VARIANCE APPL.



1489 HENDERSON ROAD  
Roberts Creek, B.C. Canada V0N 2W2  
Tel: (604)312-6550 Email: info@ws-design.ca

Comments/Revisions			
NO.	BY	DATE	DESCRIPTION
1	WS		

GENERAL NOTES

FRAMING DETAILS RELATED TO WINDOW AND DOOR HEIGHT ROUGH OPENINGS - REFER TO WINDOW AND DOOR SCHEDULES.

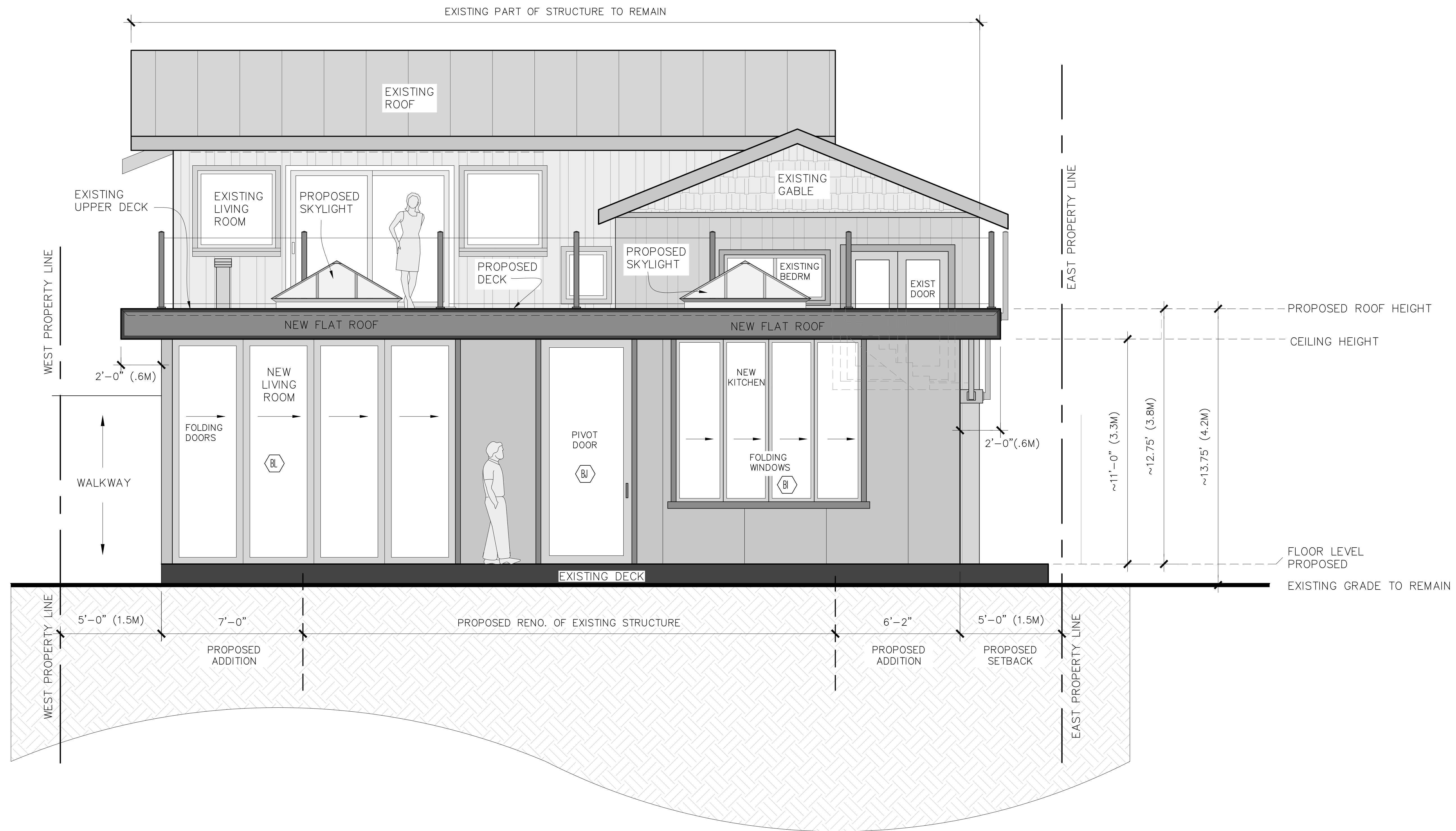
ⓑ WINDOW TAGS REFER TO WINDOW SCHEDULE SHEET A-14 FOR DETAILS.

ⓑ EXTERIOR DOOR TAGS REFER TO DOOR SCHEDULE SHEET A-14 FOR DETAILS.

WHERE APPLICABLE:

MILLWORK, INTERIOR AND EXTERIOR FINISHING REFER TO INTERIOR/EXTERIOR DESIGN SPECIFICATION DOCUMENTS FOR DETAILS INCLUDING:

- Exterior finishes.
- Interior finishes.
- Kitchen, Baths.
- Flooring spec.
- Paints and Stains.
- Appliances.
- Lighting fixtures.
- Plumbing fixtures.
- Casings and Mouldings.
- General Millwork.
- General Hardware.



PROPOSED SOUTH ELEVATION

1  
3/8"=1'-0"

ISSUED FOR VARIANCE APPL.

PROJECT

**YAMAOKA HOUSE**  
3663 Beach Ave  
Roberts Creek, BC

DRAWING TITLE

**SOUTH ELEVATION**

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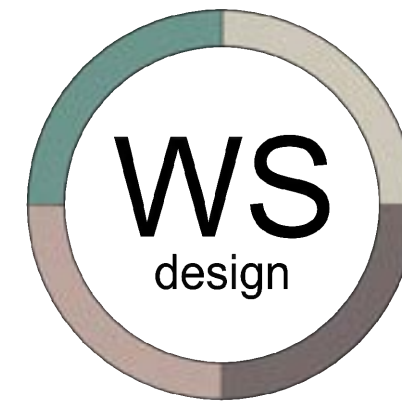
All dimensions shall be verified on site by the contractor before proceeding with the work.

SCALE	As Shown	PLOTTED	June 21, 2024
EDITED	WS	DATE	June 21, 2024

DRAWING NO.

**A-4**

OF 5



1489 HENDERSON ROAD  
Roberts Creek, B.C. Canada V0N 2W2  
Tel: (604)312-6550 Email: info@ws-design.ca

Comments/Revisions

NO.	BY	DATE	DESCRIPTION
1	WS		

GENERAL NOTES

FRAMING DETAILS RELATED TO WINDOW AND DOOR HEIGHT ROUGH OPENINGS - REFER TO WINDOW AND DOOR SCHEDULES.

ⓑ WINDOW TAGS REFER TO WINDOW SCHEDULE SHEET A-14 FOR DETAILS.

ⓑ EXTERIOR DOOR TAGS REFER TO DOOR SCHEDULE SHEET A-14 FOR DETAILS.

WHERE APPLICABLE:  
MILLWORK, INTERIOR AND EXTERIOR FINISHING REFER TO INTERIOR/EXTERIOR DESIGN SPECIFICATION DOCUMENTS FOR DETAILS INCLUDING:

- Exterior finishes.
- Interior finishes.
- Kitchen, Baths.
- Flooring spec.
- Paints and Stains.
- Appliances.
- Lighting fixtures.
- Plumbing fixtures.
- Casings and Mouldings.
- General Millwork.
- General Hardware.

PROJECT

**YAMAOKA HOUSE**  
3663 Beach Ave  
Roberts Creek, BC

DRAWING TITLE

**EAST ELEVATION**

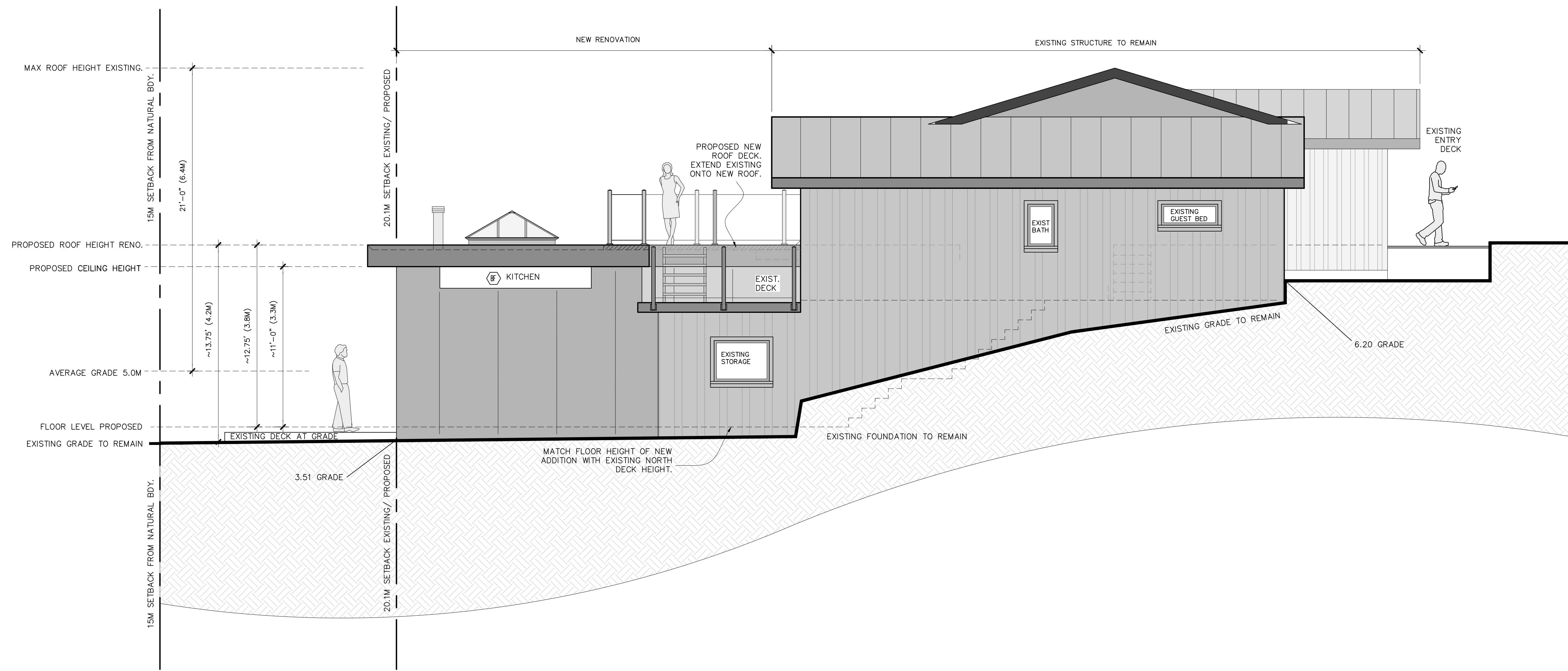
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All dimensions shall be verified on site by the contractor before proceeding with the work.

SCALE	As Shown	PLOTTED	June 21, 2024
EDITED	WS	DATE	June 21, 2024

DRAWING NO.

**A-5**  
OF 5



**PROPOSED EAST ELEVATION**

1  
1/4"=1'-0"

ISSUED FOR VARIANCE APPL.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Electoral Area Services Committee – October 17, 2024

**AUTHOR:** Nick Copes, Planner II

**SUBJECT:** **Development Variance Permit DVP00096 (12560 Greaves Road) - Electoral Area A**

---

### RECOMMENDATION

1. **THAT the report titled Development Variance Permit DVP00096 (12560 Greaves Road) - Electoral Area A be received;**
  2. **AND THAT Development Variance Permit DVP00096, to allow for the construction of a second dwelling unit, on the property located at 1250 Greaves Road, be issued to vary Zoning Bylaw No. 337, as follows:**
    - a. **To reduce the setback for a structure adjacent to an exterior side parcel line Section 631.6 (1)(d) from 4.5 m to 1.5 m for the building and 0.75 m for projections;**
    - b. **To vary the maximum parcel coverage under Section 631.7 for a parcel over 2,000 m<sup>2</sup> in the R3A Zone from 15% to 22%.**
- 

### BACKGROUND

The SCRD has received a development variance permit application for 15260 Greaves Road in Electoral Area A.

The intent of the application is to allow for the construction of a second dwelling unit and includes the following requested variances: a reduction in the setback for a structure adjacent to an exterior side parcel line from 4.5 m to 1.5 m for the building and 0.75 m for projections, and an increase in the maximum parcel coverage from 15% to 22%.

The purpose of this report is to present this application to the Electoral Area Services Committee for consideration.

*Table 1 – Application Summary*

<b>Applicant:</b>	Penny Gotto
<b>Legal Description:</b>	LOT 5 OF LOT A BLOCK D DISTRICT LOT 1391 PLAN 17397
<b>PID:</b>	007-282-958
<b>Electoral Area:</b>	Area A

<b>Civic Address:</b>	12560 Greaves Road
<b>Property Size:</b>	2363.07 m <sup>2</sup>
<b>Zoning:</b>	R3A (Residential and Auxiliary Commercial A)
<b>OCP Land Use:</b>	Residential A
<b>Proposed Use:</b>	To allow for a second dwelling unit

Figure 1 - Location Map



**DISCUSSION**

*Analysis*

Zoning Bylaw No. 337 contains the following regulations which the application proposes to vary:

- 631.6 (1) No structure shall be located within:
  - (d) 4.5 metres of an exterior side parcel line.

*Note that the siting exemptions section of Bylaw 337 allows for overhangs to project up to 2 m into the required exterior side parcel line setback, which would allow for projections located 2.5m from the exterior side parcel line.*



631.7 The parcel coverage of all buildings and structures shall not exceed 15 percent except where the parcel is 2000 square metres or less the parcel coverage shall not exceed 35 percent.

The pie-shaped parcel is 2363.07 m<sup>2</sup> in size and at its widest point fronts onto the ocean. The parcel currently contains one existing dwelling unit and the owners now wish to construct a second dwelling unit, which is permitted by zoning for parcels over 2000 m<sup>2</sup> on a community sewer system. The north property line of the parcel fronts onto an undeveloped and inaccessible road right of way, which is the subject of the proposed variance.

The parcel is located within the Coastal Flooding and Coastal Slopes Development Permit Areas, which will require a Development Permit application to be issued, subject to the outcome of the variance application. A setback permit from the Ministry of Transportation and Infrastructure (MOTI) is also required and has been issued.

The proposed development plans are included in Attachment A.

#### *Applicant Rationale*

The applicant provided the following rationale in support of their variance request:

- The purpose of the new home is to create additional space for family members.
- Alternate siting on the property is not viable. The location of the proposed home is:
  - At the widest point on the lot and meets the 7.5m required setback from the natural boundary of the ocean. It is over 20 m away from the neighbouring property.
  - Safest from a geotechnical perspective, greatly reducing the risk of landslides or sinkholes, which are a risk on other areas of the site.
- The exterior side setback should be treated as a normal side setback of 1.5 m as the road dedication is not built and is inaccessible.
- The parcel coverage of all proposed living space is 14%, the additional 7.58% is made up of decks and a carport.
- The parcel coverage would be greater if the lot was smaller (35% vs 15%).
- The option of an addition within the existing floorplate, would impact the design of the existing home and also be cost prohibitive. The design of new home would have a similar and complementary look to the existing log home.
- The size of the existing dwelling is 251 m<sup>2</sup> and the proposed dwelling is 105 m<sup>2</sup>, which is quite reasonable.
- The design aims to preserve existing landscaping and trees, with the tree house design incorporating tree trunks and the efficient vertical stacking of living spaces.

#### *Variance Criteria*

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. *The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;*

Setback Variance: If the setback was treated as a regular interior side setback, which essentially it is due to the nature of the right of way, it would be subject to a 1.5 m setback with an allowance of 0.75 m for projections, which is precisely the variance being requested.

Parcel Coverage Variance: Given the intent of the Zoning Bylaw is to allow for two dwellings on properties over 2000 m<sup>2</sup>, a 15% parcel coverage would make this more challenging on lots that are only slightly over that size, as is the case here with a 2,363.07 m<sup>2</sup> lot. In comparison a parcel with a size of 1,999 m<sup>2</sup> would actually allow for 35% parcel coverage, though lots under 2000 m<sup>2</sup> would not allow a second dwelling unit.

2. *The variance should not negatively affect adjacent or nearby properties or public lands;*

Setback Variance: The highway is undeveloped and inaccessible, and MOTI has indicated that a setback permit would be issued subject to the removal of an existing shed.

Setback and Parcel Coverage Variance: The location and footprint of the proposed dwelling is unlikely to have any effect on neighbours or users of Greaves Road.

3. *The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;*

Setback and Parcel Coverage Variance: Given the shape and size of the parcel, in addition to the location of the existing dwelling, this creates challenges for constructing a second dwelling unit, which is further constrained by:

- the required 4.5 m exterior side setback, the subject of the requested variance; and
- as the parcel fronts onto the ocean, it is subject to a 7.5 m setback at its widest point.

These factors greatly reduce the useable area on the parcel and further limit alternative locations for an additional dwelling unit to be located.

4. *The proposed variance represents the best solution for the proposed development after all other options have been considered; and*

Setback and Parcel Coverage Variance: Given the site characteristics and geotechnical analysis, the proposed location is the best solution for constructing a second dwelling unit. A parcel coverage variance would be required for any additional dwelling due to the size of the parcel and the footprint of the existing home.

- 5. *The variance should not negatively affect the natural site characteristics or environmental qualities of the property.*

Setback and Parcel Coverage Variance The location of the proposed dwelling has been deemed safe by a Geotechnical Engineer. The design of the home aims to blend in with the surroundings and preserve trees.

### Summary

In summary, staff are supportive of the requested variance as proposed, given the size and shape of the parcel, in addition to the restrictions resulting from the setback requirements to the unopened road right of way and ocean; and the limited parcel coverage allowance for lots that are only slightly in excess of 2,000 m<sup>2</sup>.

### Options

Possible options to consider:

- Option 1: Issue the permit.**  
**Staff recommendation.**  
This would permit the proposed construction of the second dwelling unit on the property to proceed.
- Option 2: Issue the permit for aspects of the proposed variance**  
This may include support for either the setback variance or parcel coverage variance. This option may preclude the construction of a dwelling unit on the property.
- Option 3: Deny the permit**  
The zoning bylaw regulation would continue to apply, and the construction of the building would not be permitted as proposed.

### Timeline for next steps or estimated completion date

Figure 2 Application Timeline



### Consultation

The development variance permit application has been referred to the following agencies for comment:

Referral Agency	Comments
shíshálh Nation	Request for a Preliminary Field Reconnaissance, Protection of nesting and roosting raptors and <i>smeḵw'a</i> (heron) and 15 m Setback from Marine Foreshore. Applicant is working with the Nation to address comments.
Pender Harbour Fire	Comments not received.
SCRD Building Division	No concerns with the proposed variance from a BC Building Code perspective.
Ministry of Transportation and Infrastructure (MOTI)	MOTI has issued a setback permit, based on the site plan (Attachment A).
SCRD Utilities Division	As the parcel is on an SCRd community sewer system, a new connection to the system is not allowed. It is possible to use the existing connection for the new dwelling.
Egmont/Pender Harbour Advisory Planning Commission	This application was referred to the September 25 Egmont/Pender Harbour Advisory Planning Commission meeting. The APC is in support of the application as proposed.
Neighbouring Property Owners/Occupiers	Notifications were mailed on October 3, 2024, to owners and occupiers of properties within a 100 m radius of the subject property.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Those who consider their interests affected may also attend the Committee of the Whole meeting and speak at the call of the Chair.

### STRATEGIC PLAN AND RELATED POLICIES

The Governance Excellence Lens within the SCRd's Strategic Plan supports effective, efficient and informed decision-making.

The proposed variance was reviewed and evaluated for conformance with the SCRd Board policy 13-6410-6 (Development Variance Permits) criteria.

### CONCLUSION

The proposed development variance permit to vary the setback from an exterior side parcel line and increase the permitted parcel coverage would facilitate the construction of an additional dwelling unit on the property. As set out above, staff are supportive of the application and recommend issuing the development variance permit. If approved, the applicant would, subject to the issuance of the associated development permit, be able to proceed to the building permit stage.

**ATTACHMENTS**

Attachment A – Site Plan and Rendering

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO/CFO	X - T. Perreault	Assistant Manager	X - K. Jones

**SUNSHINE COAST HOME DESIGN**  
 Walter Powell Architect Inc.  
 25 Years Custom Home Experience

8098 Redrooffs Road  
 Halfmoon Bay BC V0N 1Y1

**604-740-4514**

www.SunshineCoastHomeDesign.com

**NOTE TO GENERAL CONTRACTOR:**

It is the contractors responsibility to verify all dimensions on site and report any discrepancies to the Architect prior to construction. Do not scale this drawing.

Materials and assemblies may not be substituted without the Architect's written authorization.

All drawings and specifications are the property of the Architect and all rights are reserved.

This drawing may not be used for construction unless stamped "For Construction" and sealed by the Architect.

**PARCEL COVERAGE:**

**ALLOWED: 15%**

**PLANNED: 21.58%**

**VARIANCE REQUEST: 22%**

**ISSUED OCT 26, 2023**

PROJECT NAME:

DRAWING TITLE:

**VARIANCE PLAN**

DRAWING NUMBER AND REVISION:

**A1.3**

ISSUES AND REVISIONS:

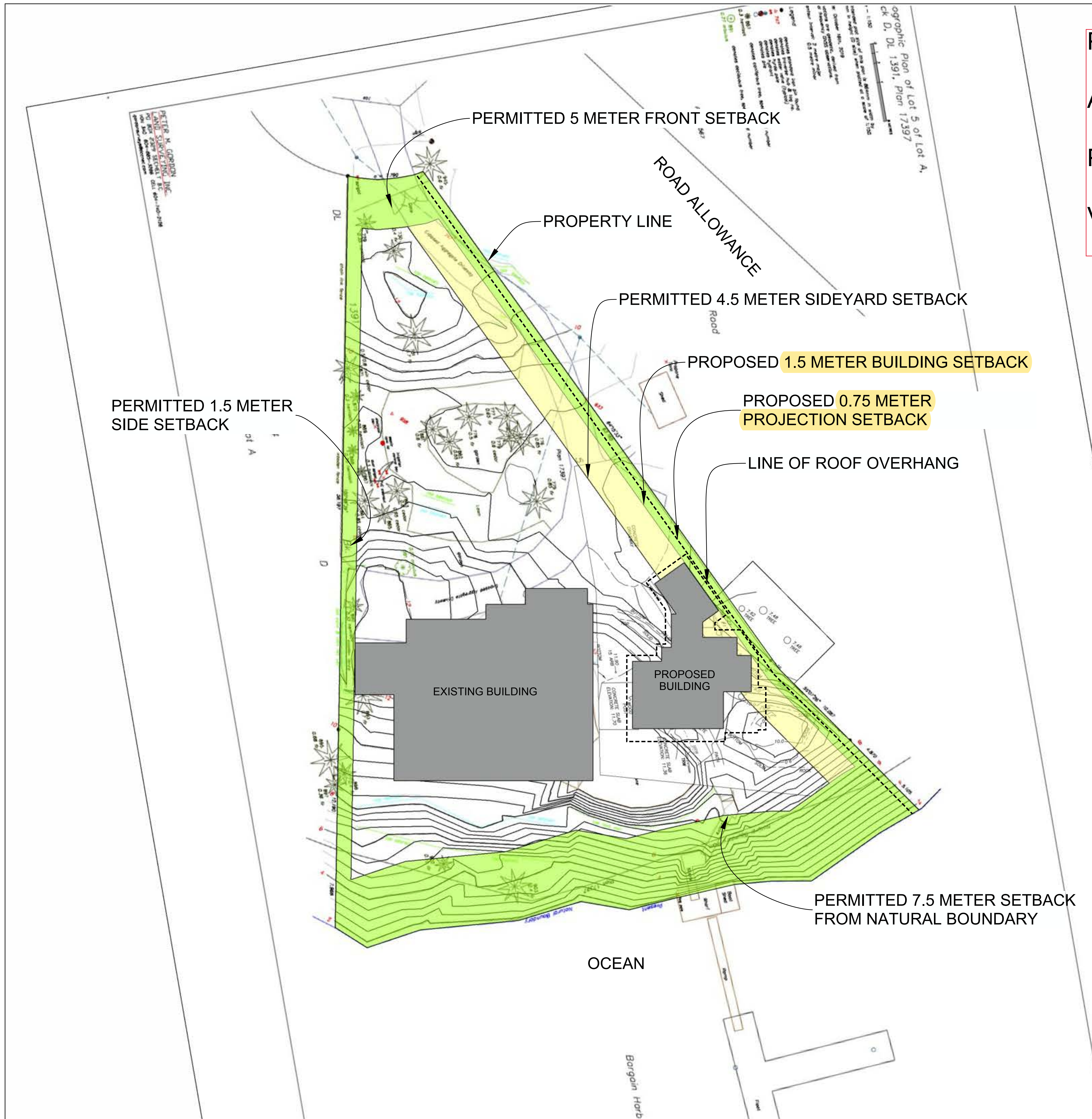
REV	DATE	ISSUE

SCALE:

**1/16" = 1'-0"**

ISSUE DATE:

**OCT 26, 2023**





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This drawing may not be used for construction unless stamped "For Construction" and sealed by the Architect.

**ISSUED AUG 27, 2021  
 FOR GENERAL  
 CONTRACTOR AND  
 SURVEYOR  
 NOT FOR CONSTRUCTION**

PROJECT NAME:

**BUNKIE**

DRAWING TITLE:

**COVER PAGE**

DRAWING NUMBER AND REVISION:

**A0.0**

ISSUES AND REVISIONS:

REV	DATE	ISSUE

SCALE:

**NA**

ISSUE DATE:

**AUG 27, 2021**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Electoral Area Services Committee – October 17, 2024

**AUTHOR:** Nick Copes, Planner II

**SUBJECT:** Development Variance Permit DVP00106 (9-15200 Hallowell Road) - Electoral Area A

---

### RECOMMENDATION

- (1) THAT the report titled Development Variance Permit DVP00106 (9-15200 Hallowell Road) - Electoral Area A be received;
  - (2) AND THAT Development Variance Permit DVP00106, to allow for the construction of carport on the property located at 9-15200 Hallowell Road, to vary Zoning Bylaw No. 337, be issued as follows:
    - a. Section 515 (1) (c) to reduce the setback for a building from the natural boundary of Sakinaw Lake from 20 m to 18.5 m.
- 

### BACKGROUND

The SCR D has received a development variance permit application for 9-15200 Hallowell Road in Electoral Area A.

Table 1 – Application Summary

<b>Applicant:</b>	Mark Chernoff
<b>Legal Description:</b>	DISTRICT LOT 3252 GROUP 1 NEW WESTMINSTER DISTRICT
<b>PID:</b>	015-886-182
<b>Electoral Area:</b>	Area A
<b>Civic Address:</b>	13-15200 Hallowell Road
<b>Property Size:</b>	122,637.43 m <sup>2</sup>
<b>Zoning:</b>	RU1A (Rural Residential A)
<b>OCP Land Use:</b>	Rural Residential A
<b>Proposed Use:</b>	To vary the setback to the natural boundary of Sakinaw Lake to allow for a carport addition to an existing dwelling unit.



The intent of the application is to allow for the construction of a carport attached to an existing dwelling unit. The intent of the application is to decrease the setback from the natural boundary of Sakinaw Lake from 20 m to 18.5 m to allow for a carport addition to an existing non-conforming building.

The purpose of this report is to present this application to the Electoral Area Services Committee for consideration.

Figure 1 - Location Map



## Discussion

### Analysis

District Lot 3252 is approximately 12.2 hectares (29 acres) and contains 39 residential addresses or “lots”, owned by individual shareholders. The number of permitted dwellings is non-conforming as established in 3252 Holdings Ltd. v. Sunshine Coast Regional District, however other land use regulations including setbacks, height restrictions, and development permit areas apply to all new buildings.

Zoning Bylaw No. 337 contains the following regulation which the application proposes to vary:

- 515 (1) Notwithstanding any other provision of this bylaw, and for the purpose of flood protection, no building or any part thereof, except a boathouse or wharf

located solely on a waterbody, shall be constructed, reconstructed, moved, located or extended within:

- (c) 20 metres of the natural boundary of all other lakes (includes Sakinaw Lake);

The Egmont/Pender Harbour Official Community Plan (OCP) contains the following policy (Section 3.2.4):

*(m) SCRD may give consideration to additions to existing lakefront dwellings that do not conform to the established lakefront setbacks through a development variance permit application to a maximum floor area of 28 square metres, including deck space, subject to the following considerations:*

- i. the addition does not encroach any closer to the lake;*
- ii. the parcel complies with current standards and requirements for a septic disposal system pursuant to the Sewerage System Regulation;*
- iii. a qualified environmental professional in accordance with the Riparian Areas Regulation assesses the proposal, provides recommendations and identifies the streamside protection and enhancement area;*
- iv. a covenant is registered on the title of the property to protect the native vegetation within the Streamside Protection and Enhancement Area (SPEA) and to confirm that the addition is on a one-time-only basis and all future buildings and structures shall meet the setbacks established within the zoning bylaw.*

The existing dwelling is considered legal non-conforming and is located within the established 15 m Streamside Protection and Enhancement Area (SPEA). The Site Plan, included as Attachment A shows the existing dwelling and related land alteration and the proposed carport. While the addition at approximately 44 square metres would be larger than the 28 square metres in the OCP policy, the portion within the established lakefront setback of 20 m, would be only 6.4 m<sup>2</sup>, therefore the proposal is in line with the OCP policy.

The addition would be located at the rear of the building, furthest away from the lake and fully outside of the 15 m SPEA. Given that there is a 3.5 m buffer from the SPEA to the addition, no further disturbance is expected within the SPEA. While there is already substantial disturbance within the SPEA, the Qualified Environmental Professional has provided a Condition and Impact Assessment with recommendations for protection, as well as enhancement and restoration. The province has approved the 15 m SPEA and the initial development plans submitted by the Qualified Environmental Professional. The SCRD has received an associated Development Permit application for Development Permit Area 4: Riparian Assessment Areas, which would be processed subject to the outcome of the variance application.

### *Applicant Rationale*

The applicant provided the following rationale in support of their variance request:

- There is already a grandfathered structure in the setback
- The area within the required 20 m Zoning Bylaw setback is minimal at 6.4 m<sup>2</sup> and can be considered in line with the OCP policy.
- The carport is not on public lands or visible from any other property.
- The carport will not impact the neighbours, who are in support of the proposal.
- The situation is unique, the location is the only possible location given the existing structure and the access road immediately behind the proposed carport.
- The carport aims to satisfy the need for providing cover from the elements to load and unload the vehicle.
- The homeowners wish to age in place and require a covered accessible entrance to the home as they age. The carport will allow them to continue using the home with their family and will provide an additional emergency exit.
- The proposal will not affect the natural site characteristics. The area has already been disturbed and minimal groundwork is required.

### *Variance Criteria*

Staff have evaluated this application using SCR D Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. *The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;*

Riparian Areas are ecologically important, hence the 20m Zoning Bylaw setback requirement from Sakinaw Lake, which recognizes its importance as an environmental asset. In this case, the addition is proposed with a 3.5 m setback from the established SPEA (18.5 m from the natural boundary of the lake).

The proposal is in line with the OCP policy that limits additions to a one-time addition of no more than 28m<sup>2</sup>, as the addition within the established lakefront setback is only 6.4 m<sup>2</sup>.

2. *The variance should not negatively affect adjacent or nearby properties or public lands;*

The applicant notes that the carport would not be on public lands or visible from any other property. Based on a site visit, staff agree with this statement.

3. *The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;*

The existing non-conforming structure presents a unique situation where an addition cannot be performed without a variance.

- 4. The proposed variance represents the best solution for the proposed development after all other options have been considered; and*

The applicant's desire to provide an additional, covered and accessible access to the home is reasonable. Given the site characteristics, this is the best and likely only solution to construct the desired carport.

- 5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property.*

A Riparian Assessment indicating the 15 m SPEA and proposed development has been approved by the Province.

The applicant has submitted a Condition and Impact Assessment, with the aim of improving the current situation within the disturbed SPEA. This would include maintaining existing vegetation, not further increasing the footprint of existing infrastructure within the SPEA beyond that of the proposed addition, and the potential for planting of native species within the SPEA. These details will be finalized through review and issuance of the staff-approved Development Permit.

### *Summary*

In summary, staff are supportive of the variance application as proposed, given the size and scope of the addition and alignment with OCP policies.

### *Options*

Possible options to consider:

- Option 1: Issue the permit.  
Staff Recommendation.**

This would permit the proposed construction of the carport on the property to proceed.

- Option 2: Deny the permit**

The zoning bylaw regulation would continue to apply, and the construction of the structure would not be permitted as proposed.

Timeline for next steps or estimated completion date

Figure 2 Application Timeline



*Consultation*

The development variance permit application has been referred to the following agencies for comment:

Referral Agency	Comments
shíshálh Nation	Comments not received.
Egmont Fire Department	No concerns with the proposed variance. Access to the entrance gate should be kept up to date with the Egmont Fire Department.
SCRD Building Division	No concerns with the proposed variance from a BC Building Code perspective.
Egmont/Pender Harbour Advisory Planning Commission	This application was referred to the September 25 Egmont/Pender Harbour Advisory Planning Commission. The APC recommends approval of the variance.
Neighbouring Property Owners/Occupiers	Notifications were mailed on October 3, 2024, to owners and occupiers of properties within a 100 m radius of the subject property.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Those who consider their interests affected may also attend the Committee of the Whole meeting and speak at the call of the Chair.

**STRATEGIC PLAN AND RELATED POLICIES**

The Governance Excellence Lens within the SCR D’s Strategic Plan supports effective, efficient and informed decision-making.

The proposed variance was reviewed and evaluated for conformance with the SCR D Board policy 13-6410-6 (Development Variance Permits) criteria.

**CONCLUSION**

The proposed development variance permit to vary the setback from the natural boundary of Sakinaw Lake would facilitate the construction of a carport addition to an existing non-conforming dwelling. As set out above, staff are supportive of the application and recommend issuing the development variance permit. If approved, the applicant would, subject to the issuance of the associated development permit, be able to proceed to the building permit stage.

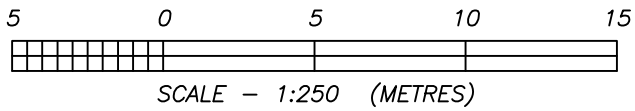
**ATTACHMENTS**

Attachment A – Site Plan

Attachment B – Site Photos

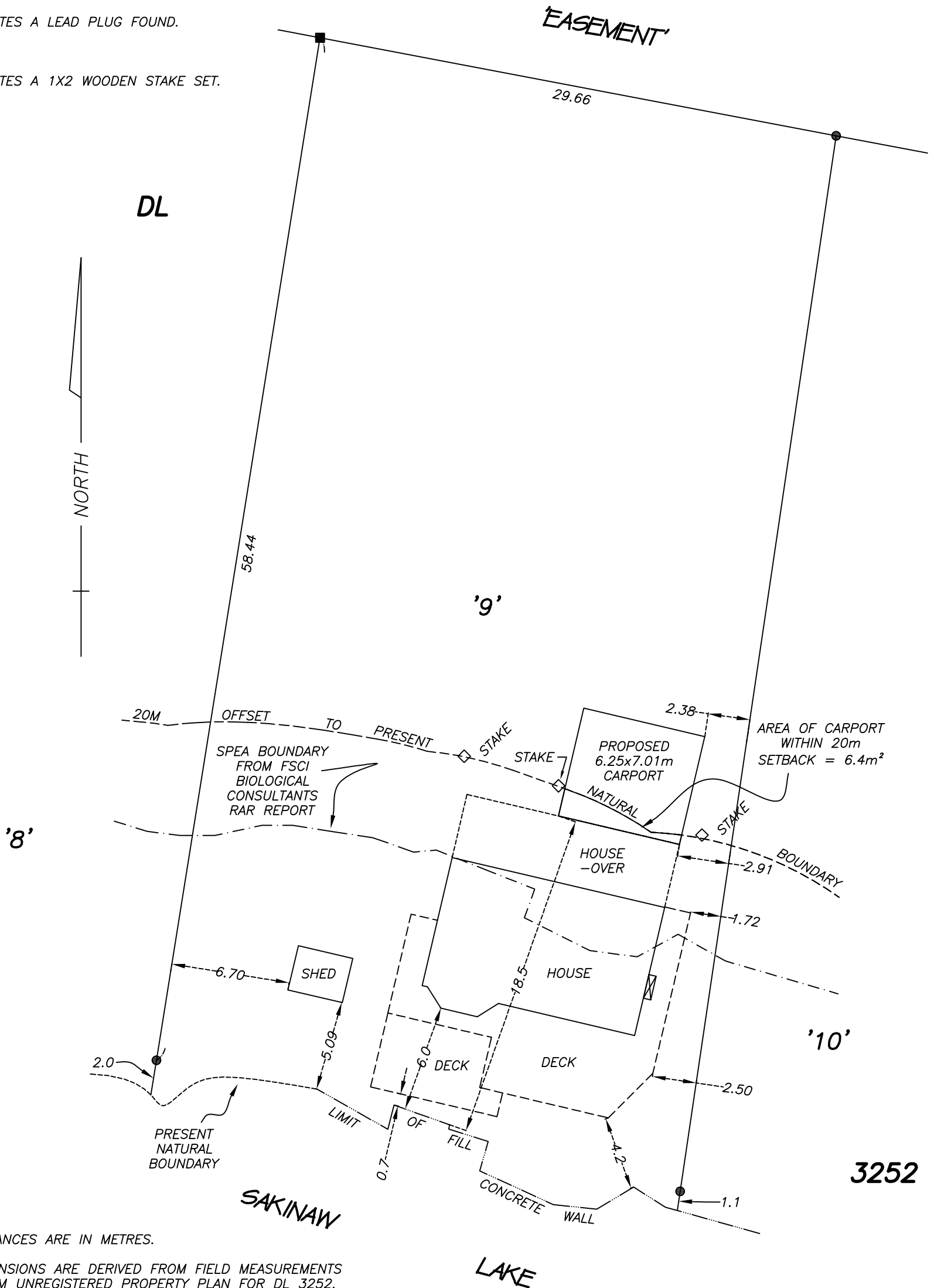
Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO/CFO	X - T. Perreault	Assistant Manager	X - K. Jones

SITE PLAN OF PART OF 'SITE 9' WITHIN DISTRICT LOT 3252 G.1 NWD



LEGEND:

- DENOTES A STANDARD IRON POST FOUND.
- DENOTES A LEAD PLUG FOUND.
- STAKE DENOTES A 1X2 WOODEN STAKE SET.



NOTE:

ALL DISTANCES ARE IN METRES.  
 LOT DIMENSIONS ARE DERIVED FROM FIELD MEASUREMENTS AND FROM UNREGISTERED PROPERTY PLAN FOR DL 3252.  
 DIMENSIONS ARE TO EXTERIOR OF MAIN WALL.  
 LOCATION: 9-15200 HALLOWELL ROAD, MADEIRA PARK, BC  
 PID: 015-886-182

REVISED: JUNE 27, 2024  
 REVISED: APRIL 8, 2024  
 REVISED: JULY 13, 2023  
 DATE OF SURVEY: MARCH 9, 2021

STRAIT LAND SURVEYING INC.  
 SEAMUS POPE, BCLS  
 BOX 61 (5689 DOLPHIN ST)  
 SECHELT, BC VON 3A0



Above: South Elevation showing existing dwelling and dock

Right: North Elevation showing the location of the proposed carport





## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Electoral Area Services Committee – October 17, 2024

**AUTHOR:** Devin Rajala, Planning Technician III

**SUBJECT:** **Development Variance Permit DVP00104 (1498 Tideview Road) - Electoral Area F**

---

### RECOMMENDATIONS

- (1) THAT the report titled Development Variance Permit DVP00104 (1498 Tideview Road) - Electoral Area F be received for information;**
  - (2) AND THAT Development Variance Permit DVP00104, to allow for the construction of a staircase structure on the property located at 1498 Tideview Road, be issued to vary Zoning Bylaw No. 722 as follows:**
    - (a) Section 5.16.1 (a) to reduce the setback for a structure from the natural boundary of the ocean from 15 metres to 5 metres.**
- 

### BACKGROUND

The Sunshine Coast Regional District has received a Development Variance Permit application to vary Zoning Bylaw No. 722, Section 5.16.1 (a) to reduce the minimum setback of a building or structure from 15 m from the natural boundary of the ocean to 5 metres from the natural boundary of the ocean to permit the construction of a staircase structure for access to an existing dwelling unit.

The purpose of this report is to present the application to the Electoral Area Services Committee for consideration and decision.

*Table 1 Application Summary*

<b>Applicant:</b>	Michael Jordan
<b>Civic Address:</b>	1498 Tideview Road
<b>Legal Description:</b>	LOT E BLOCK C DISTRICT LOT 1400 PLAN 20842
<b>Electoral Area:</b>	F – West Howe Sound
<b>Parcel Area:</b>	375 square meters
<b>OCP Land Use:</b>	Residential
<b>Land Use Zone:</b>	R1 (Residential One)

<b>Application Intent:</b>	To vary the minimum setback from the natural boundary of the ocean from 15 metres to 5 metres to accommodate the construction of a staircase structure for access to the existing dwelling.
----------------------------	---

Figure 1 Location Map



## DISCUSSION

The applicant is proposing the construction of a staircase structure for access to an existing dwelling unit.

Zoning Bylaw No. 722 contains the following regulation:

*5.16.1 No, building or structure or any part thereof, except a boathouse located within an inter-tidal zone or within the I13 Zone, shall be constructed, reconstructed, moved, located or extended within:*

*a) 15 m of the natural boundary of the ocean*

*Figure 2: Aerial Photo*



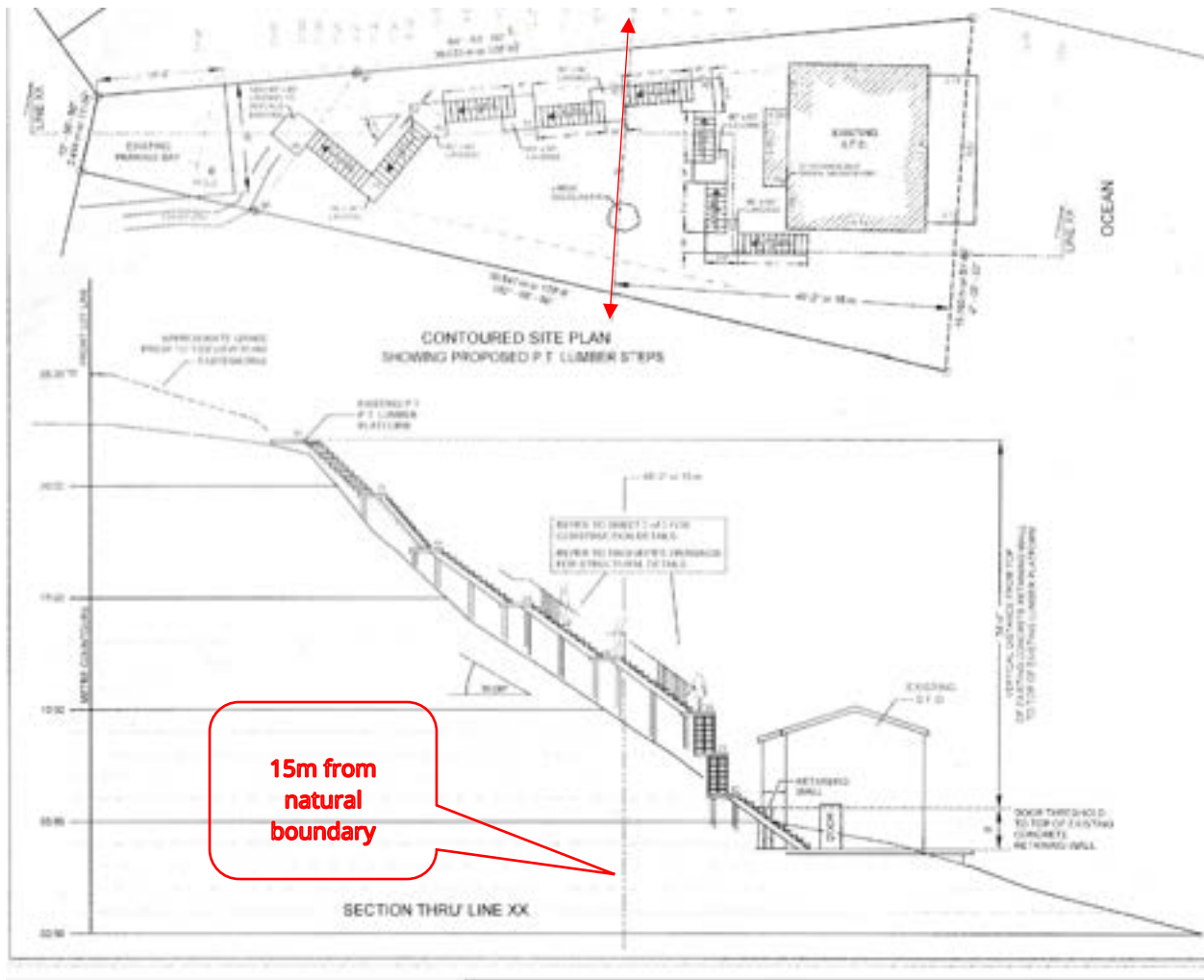
### *Analysis*

The applicant is seeking approval to vary a bylaw which states that no building or structure shall be constructed within 15 m of the natural boundary of the ocean, to accommodate the construction of a staircase structure for access to the existing dwelling.

The applicant received a development permit with a variance (DP F-83) in 2015 to reduce the minimum required setback under Bylaw No. 310 for the purpose of legalizing the existing single unit dwelling and they are now seeking to construct a set of stairs to provide access to the existing single unit dwelling.

The subject parcel is located within the Development Permit Area 1B: Coastal Slopes, therefore a development permit is required for the construction of the single-unit dwelling. A development permit application has been received and will be issued under delegated authority pending the outcome of this development variance permit application process.

Figure 3: Proposed Development subject to variance



### Applicant Rationale

The applicant's response to these criteria and staff analysis related to the proposal are below.

- A development permit with a variance was issued in 2015 to relax the minimum required setback under Bylaw No. 310 for the purpose of legalizing the existing single unit dwelling.
- This is a unique property that requires the stairs for access to the single-unit dwelling on a small lot.
- The stairs are from the top of the property to the cabin/dwelling will be fully on the subject property and will not adversely affect neighboring properties.

*Variance Criteria*

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. *The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw.*

The bylaw intends to regulate structures in proximity to parcel lines. Given the steep topography of the site and the relatively narrow lot width, the way in which the stairs are constructed means that they are considered a structure and therefore subject to setback requirements that apply to all structures including dwellings.

Given that a staircase is a relatively minimal structure, that it needs to be located within the setback area in order to provide access to the dwelling located within this setback area, and that the stairs would be on the landward side of the existing dwelling, it is seen that the variance does not depart from the intent and principle of the bylaw.

2. *The variance should not negatively affect adjacent or nearby properties or public lands.*

The lot is in Development Permit Area #1B – Coastal Slopes. Based on the slope stability analysis results, the slope is considered stable with respect to deep-seated failure and the stairs can be safely constructed.

3. *The variance should not be considered a precedent but should be considered as a unique solution to a unique situation or set of circumstances.*

The proposed development is unique solution to provide resident access to an existing dwelling built in a topographically challenging location.

4. *The proposed variance represents the best solution for the proposed development after all other options have been considered; and*

The applicant has previously shown intent to bring the existing dwelling into legal compliance. This application for a staircase to provide access to the existing dwelling intends to bring the entire development into compliance.

5. *The variance should not negatively affect the natural site characteristics or environmental qualities of the property.*

The variance does not negatively affect the natural site characteristics or environmental qualities of the property.

*Options*

Possible options to consider:

**Option 1: Issue the permit.**

**Staff Recommendation.**

This would permit the proposed construction of access stairs on the property to proceed.

Staff recommend this option.

**Option 2: Deny the permit.**

The zoning bylaw regulation would continue to apply, and the construction of access stairs would be required to comply with the required setback.

*Timeline for next steps or estimated completion date*

*Figure 4 Application Timeline*



*Communications Strategy*

The development variance permit application has been referred to the following agencies for comment:

*Table 2 Referral Comments*

<b>Referral Agency</b>	<b>Comments</b>
SCRD Building Division	The SCR D Building Division has no comments currently. A Building Permit is required for the construction of the structure.
Squamish Nation	The Squamish Nation had some comments and questions around the age of and current access to the dwelling, and associated with the construction, any vegetation removal that will occur, and sediment and erosion control for foreshore protection. A Preliminary Field Reconnaissance is recommended. Applicant will work with the Nation to address the comments.

Gibsons Fire Department	The Gibsons Fire Department has no comment regarding the proposed structure granted it meets BC Building Code and the appropriate permits are issued prior to construction.
Neighbouring Property Owners/Occupiers	Notifications were mailed on October 2, 2024, to owners and occupiers of properties within a 50 m radius of the subject property. No comments were received prior to the report deadline.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522.

Those who consider their interests affected may attend the Electoral Area Services Committee meeting and speak at the call of the Chair.

**STRATEGIC PLAN AND RELATED POLICIES**

The proposed variance was reviewed and evaluated for conformance with the SCRD Board policy 13-6410-6 (Development Variance Permits) criteria.

**CONCLUSION**

The proposed development variance permit proceeds a previous development permit with a variance approved in 2015 to reduce the minimum required setback to the natural boundary of the ocean for the purpose of legalizing an existing single unit dwelling.

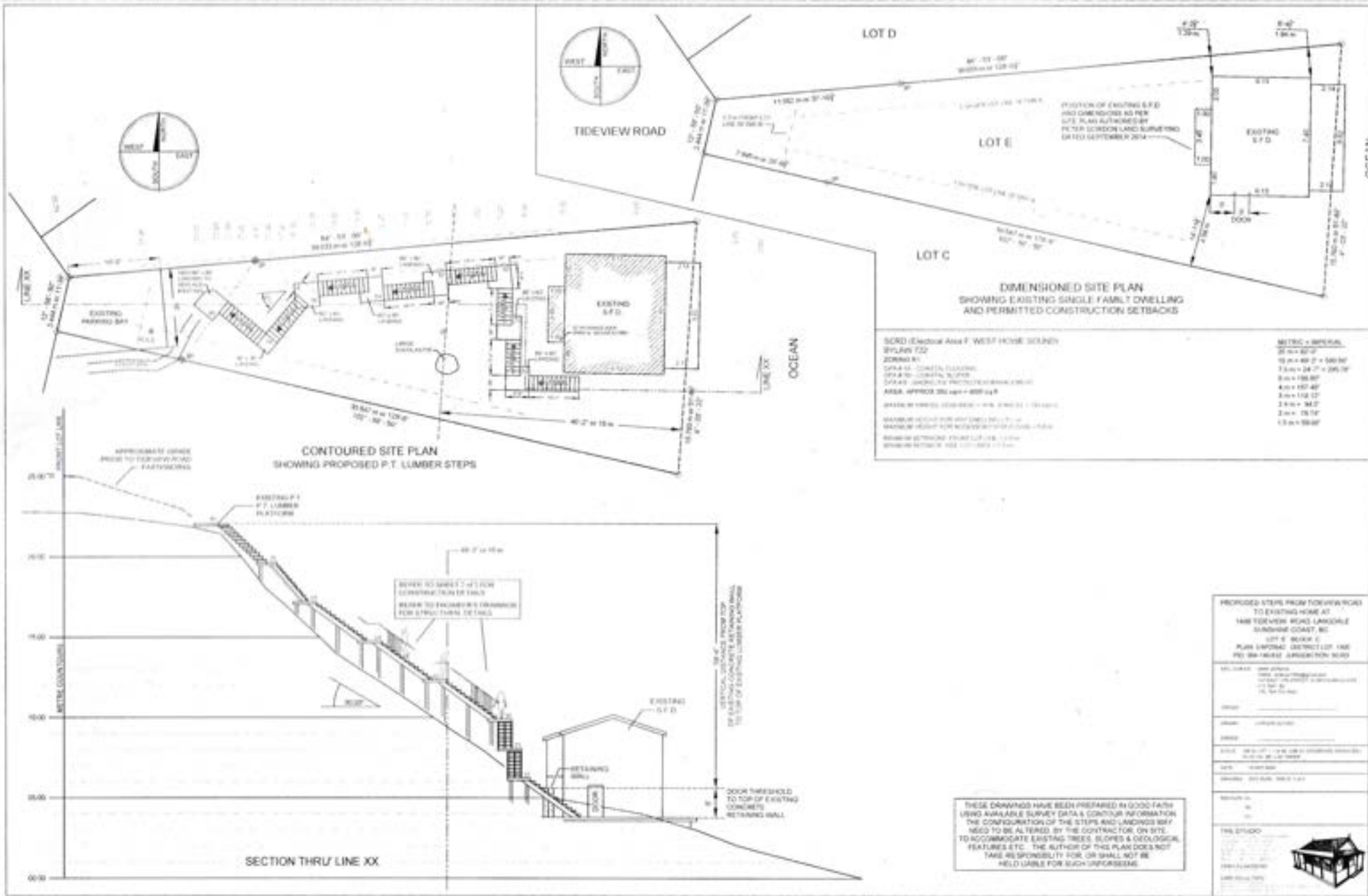
Staff are supportive of the requested variance based on an evaluation of the criteria in SCRD Board policy 13-6410-6 and given its association to the existing dwelling granted a variance in 2015 (DP F-83).

Accordingly, staff recommend issuing the development variance permit. If approved, the applicant would be required to comply with all relevant permitting processes.

**ATTACHMENTS**

Attachment A – Site Plan

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO	X - T. Perreault	Assistant Manager	X - K. Jones





# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Electoral Area Services Committee – October 17, 2024

**AUTHOR:** Devin Rajala, Planning Technician III

**SUBJECT:** **Development Variance Permit DVP00107 for 8719 Redrooffs Road - Electoral Area B**

---

## RECOMMENDATION

- (1) THAT the report titled Development Variance Permit DVP00107 for 8719 Redrooffs Road - Electoral Area B be received for information;**
  - (2) AND THAT Development Variance Permit DVP00107, to allow for the construction of a single-unit dwelling at 8719 Redrooffs Road, be issued to vary Zoning Bylaw No. 722 as follows:**
    - (a) Section 5.14.1(a) to reduce the setback for a structure adjacent to a highway or an internal private road from 5 m to 1.5 m.**
- 

## BACKGROUND

The SCRД received a Development Variance Permit application (DVP00107) for 8719 Redrooffs Road to reduce the setback for a structure from a highway or an internal private road. The intent of the application is to permit the construction of a new single-unit dwelling on the property.

The purpose of this report is to present the application to the Electoral Area Services Committee for consideration and decision.

*Table 1 – Application Summary*

<b>Owner/Applicant:</b>	Landon Dix
<b>Legal Description:</b>	LOT 10 BLOCK 5 DISTRICT LOT 1427 PLAN 7134
<b>PID:</b>	010-764-143
<b>Electoral Area:</b>	B – Halfmoon Bay
<b>Civic Address:</b>	8719 Redrooffs Road
<b>Land Use Zone:</b>	R1 (Residential One)
<b>OCP Land Use:</b>	Residential C
<b>Parcel Area:</b>	1,020 square meters
<b>Proposed Variances:</b>	To vary the minimum setback from a parcel line adjacent to a road dedication from 5 metres to 1.5 metres.

**DISCUSSION**

*Analysis*

The property at 8719 Redrooffs Road is 1,020 m<sup>2</sup>. It is zoned R1 and bordered by another R1 property to the north, the ocean to the west, Redrooffs Road to the east and a road right-of-way to the south.

An existing cabin with non-conforming siting exists on the property. The applicant is proposing to demolish the existing cabin and construct a new single-unit dwelling that meets current ocean setbacks of 15 m. A variance for the south parcel line setback, which faces a highway right-of-way, is requested to accommodate a covered parking area.

Zoning Bylaw No. 722 contains the following regulation:

*5.14.1 The setback of building or structure shall be:*

- a) a minimum of 5 m from any portion of a parcel line adjacent to a highway or an internal private road;*

Figure 1: Aerial Photo

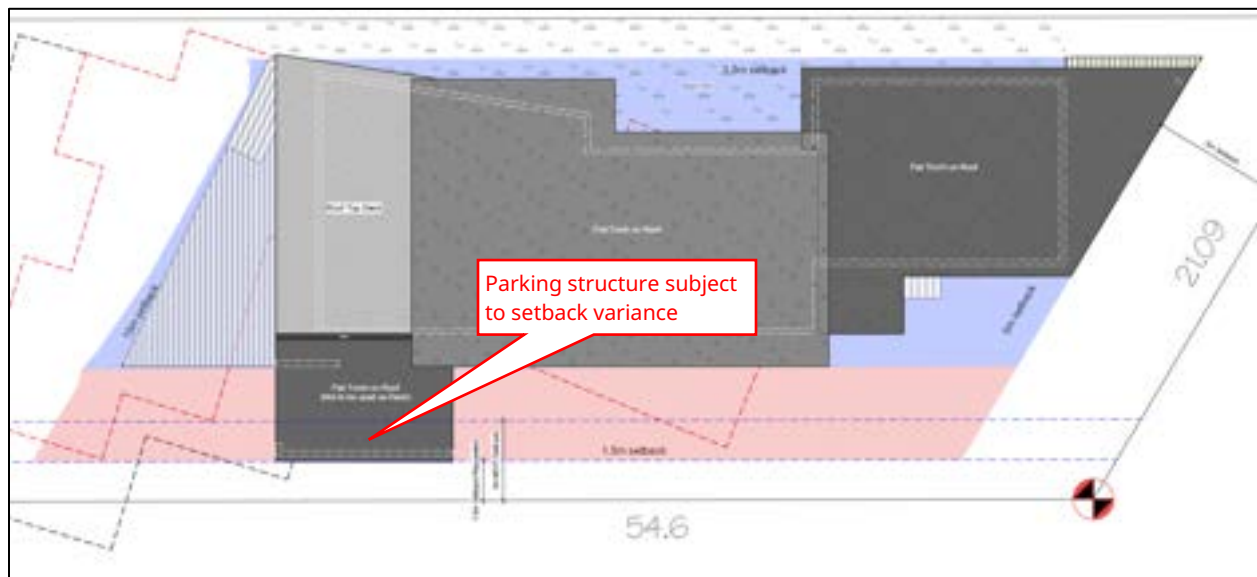


The BC Ministry of Transportation & Infrastructure (MOTI) has already issued a permit to reduce the required MOTI setback from 3 m to 1.5 m.

The subject parcel is located within the Development Permit Area 1A: Coastal Flooding, therefore a development permit is required for the construction of the single-unit dwelling. A development permit application has been received and will be issued under delegated authority pending the outcome of this development variance permit application process.

The proposed development plans are included in Attachment A.

Figure 2: Proposed Development subject to Variance



### *Applicant Rationale*

The applicant provided the following rationale in support of their variance request:

- The redevelopment of the parcel will see the removal of an existing dwelling which has encroached over the property line into the right of way for over 50 years.
- This right-of-way is currently used primarily for drainage, and not a developed road and the requested variance proposes setbacks comparable to if it were treated as a side yard with a minimum setback for buildings and/or structures of 1.5 metres. MOTI has already issued a setback permit.
- The requested setback reduction will not be for a habitable area of the home but rather to accommodate a covered parking area.

*Variance Criteria*

Staff have evaluated this application using SCRD Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. *The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;*

The setback requirement for an exterior side parcel line is intended to address circumstances where there is an opened road right of way. In this case, it is unlikely that it would be opened as a full road. The right of way is approximately 7.5m wide and incorporates a drainage ditch.

Treating this parcel line like an interior parcel line with a 1.5m setback is a reasonable approach.

2. *The variance should not negatively affect adjacent or nearby properties or public lands;*

Given that the variance application is to vary the setback from an exterior side parcel line, due to it being a road right-of-way, the effects should be minor on adjacent lots, especially as the proposed variance is for a portion of the new single-unit dwelling that incorporates a covered single-storey parking area.

Similarly, there would still be a 1.5 m setback from the right-of-way, which would allow for future improvements to the right-of-way in the future, should it be desired (e.g. drainage improvements, beach access etc.). MOTI has already granted a setback permit, granting their permission to allow for the construction at 1.5 metres from the parcel line.

3. *The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;*

As discussed above this right of way is a relatively unique situation and represents a circumstance where it is reasonable to consider a variance.

4. *The proposed variance represents the best solution for the proposed development after all other options have been considered; and*

The redevelopment of the parcel will result in the removal of an existing dwelling that is located in the right of way, so this will represent an improvement to the current situation.

5. *The variance should not negatively affect the natural site characteristics or environmental qualities of the property.*

As above, the redevelopment will see the removal of a dwelling from within the right of way. The right of way will continue to function as a drainage ditch.

*Options*

Possible options to consider:

**Option 1: Issue the permit**

**Staff Recommendation.**

This would permit the proposed residential development on the property to proceed.

Staff recommend this option.

**Option 2: Refer the application to the Area B APC**

The APC would discuss the proposed variance in consideration of the Board’s DVP policy and provide a recommendation to the EAS. Further notification is not required with this option.

**Option 3: Deny the permit**

The zoning bylaw regulation would continue to apply, and the new single-unit dwelling development would be required to comply with the required setback.

*Timeline for next steps or estimated completion date*

Figure 2 Application Timeline



*Consultation*

The development variance permit application has been referred to the following agencies for comment:

*Table 2 Referral Comments*

<b>Referral Agency</b>	<b>Comments</b>
SCRD Building Division	Depending on the required flood construction level determined through the Development Permit, building height will need to be considered as, based on the current plans, elevation appears to be close to this level.
SCRD Parks Division	The SCRD Parks <i>Trail Network Plan</i> (January 2007) does not designate the right-of-way as a priority for beach access.
Shísháhlh Nation	Comments not received at time of report writing.
Halfmoon Bay Fire Department	The Halfmoon Bay Fire Department has no concerns at this time.
Ministry of Transportation and Infrastructure (MOTI)	A setback permit has been approved reflecting the requested variance.
Neighbouring Property Owners/Occupiers	Notifications were mailed on October 2, 2024, to owners and occupiers of properties within a 50 m radius of the subject property.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. No comments were received prior to the report deadline. Those who consider their interests affected may attend the Electoral Area Services Committee meeting and speak at the call of the Chair.

**STRATEGIC PLAN AND RELATED POLICIES**

The proposed variance was evaluated using the criteria provided in SCRD Board Policy 13-6410-6 (Development Variance Permits).

**CONCLUSION**

The proposed development variance permit would facilitate the construction of a single-unit dwelling. Given the approval for a reduction in the setback to 1.5 metres from the BC Ministry of Transportation & Infrastructure, based on the nature and function of the right of way staff are supportive of the requested variance.

Accordingly, staff recommend issuing the development variance permit. If approved, the applicant would, subject to the issuance of the associated development permit, be able to proceed to the building permit stage.

**ATTACHMENTS**

Attachment A – Site Plan

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X - I. Hall	Legislative	X - S. Reid
CAO/CFO	X - T. Perreault	A/ Manager	X - K. Jones



UTM coordinates and other technical data at the top left.

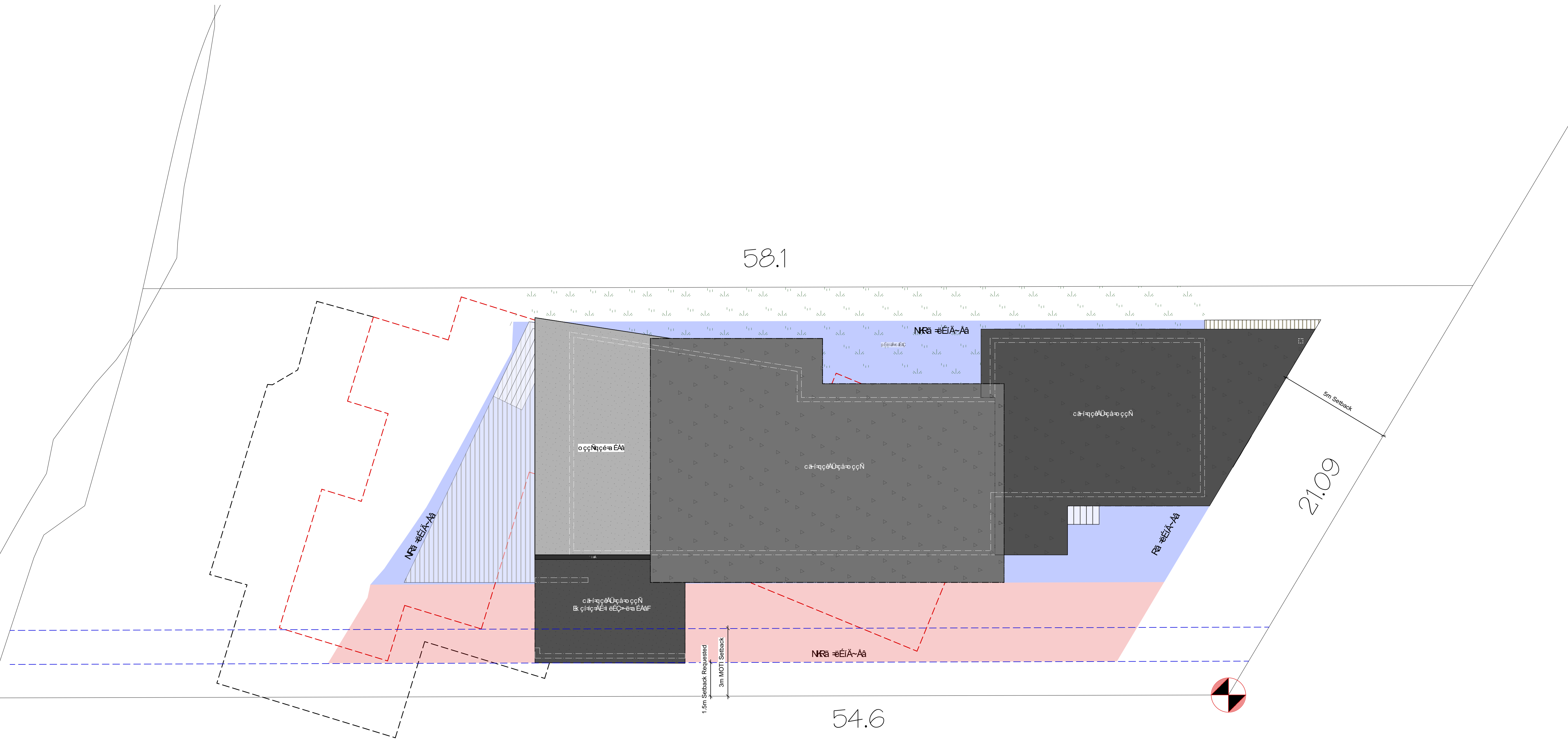
Project title and site information in Greek:
mfa VAVNMITSQINCP
cççç VAVGSKMPURVMM
i ççç VAVM
ççç VAVR
a ççç VAVNQT
mççç VAV mTNPQ
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Technical notes and specifications in Greek, detailing site conditions and planning requirements.

Revision table with columns for description, date, and author.

Issue 01: 2024.06.12

HALFMOON BAY



North arrow and project title in Greek at the bottom left.

Client name: Macpherson Residence

Architect logo: KMM



# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Electoral Area Services Committee – October 17, 2024  
**AUTHOR:** Kevin Jones, Assistant Manager, Planning and Development  
**SUBJECT:** **DEVELOPMENT VARIANCE PERMIT APPLICATION DVP00099 (7531 COVE BEACH ROAD)**

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## RECOMMENDATION(S)

**(1) THAT the report titled Development Variance Permit Application DVP00099 (7531 Cove Beach Road) be received for information.**

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## BACKGROUND

The SCR D Board adopted the following resolutions on October 10, 2024:

**280/24** It was moved and seconded

THAT the following recommendations from the Committee of the Whole meeting of September 26, 2024 be referred to the October 17, 2024 Electoral Area Services Committee meeting for further discussion:

**Recommendation No. 6** *Development Variance Permit Application DVP00099 (7531 Cove Beach Road)*

The Committee of the Whole recommended that the report titled Development Variance Permit Application DVP00099 (7531 Cove Beach Road) be received for information;

AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) varying the Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be denied, as follows:

(a) Section 5.16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m.

**Recommendation No. 7** *Development Variance Permit Application DVP00099 (7531 Cove Beach Road)*

THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) varying the Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be issued, as follows:

(b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3,500 m<sup>2</sup> in the RU1 Zone from 15% to 20.5%.

**281/24** It was moved and seconded

THAT the policy evaluation criteria for Development Variance Permits be included with the referral of the September 26, 2024 Committee of the Whole recommendation Nos. 6 and 7 to the October 17, 2024 Electoral Area Services Committee.

## DISCUSSION

In response to Board resolution 281/24, the following is a reiteration of the information provided in previous staff reports (see Attachment A). Staff have evaluated this application using SCR Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

- 1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw.**

Parcel Coverage:

The RU1 zoning allows for parcel coverages of up to 35% for lots up to 3,500 m<sup>2</sup>, with lots over that size being restricted to 15%. Though this is a requirement in the Zoning Bylaw to ensure larger lots in general have lower parcel coverages, it is noted that, for example a 2,500 m<sup>2</sup> lot would allow for a parcel coverage of 875 m<sup>2</sup>, whereas the subject lot of 4,050 m<sup>2</sup> (550 m<sup>2</sup> over the 3,500 m<sup>2</sup> cutoff), is limited to 607.5 m<sup>2</sup>. In this case the applicant proposes parcel coverage of 830.25 m<sup>2</sup>.

Given the size of the lot, being 550 m<sup>2</sup> over the size at which parcel coverage decreases to 15%, staff feel the requested variance is reasonable.

It is noted that outside of this specific application this element of the Zoning Bylaw may require further consideration as part of a review of parcel coverage requirements within zones. For lots over 3,500m<sup>2</sup> it is considered reasonable to look at a more tiered or sliding-scale approach to parcel coverage restrictions to reasonably accommodate uses permitted within the zone.

Setback:

The proposed setback variance from 15 m to 7.5 m is for the construction of the swimming pool. There is a plaza being constructed in the area where the pool is proposed, which was included as part of the Building Permit plans for the single-unit dwelling. The Building Permit was approved under Zoning Bylaw 310, which only required a 7.5 m setback. As the pool was not part of the original Building Permit issuance (although planned for at the time), it is now subject to Zoning Bylaw 722, which requires a 15 m setback resulting in the request for a variance.

It is further noted that the alternative to a pool of a hardscaped plaza with retaining walls, as proposed at the time of building permit issuance, would be permitted within the setback area. The location of a swimming pool has no further tangible impact or encroachment than the construction of the plaza would, and therefore the overall intent of the permitted built form envisioned in the bylaw is maintained in the

proposed variance. It is the fact that the swimming pool is considered a structure under that triggers a Building Permit and the requested variance.

**2. The variance should not negatively affect adjacent or nearby properties or public lands.**

Parcel Coverage:

Topographic challenges of site, including steep slopes, bedrock and high-water mark and flood construction levels, governed the design and layout of the under-construction single-unit dwelling. Rather than designing within a three-storey stacked floor plan, which would have a greater massing and visual impact, the dwelling has been designed such that it is tiered with the natural topography of the site, which limits the visual impact both from the shore and neighbouring properties, which is seen as a positive element. This tiered design has resulted in a higher lot coverage for the single-unit dwelling in comparison to a more traditional three-storey stacked floor plan.

Setback:

As referred to under Criteria 1, the form of the area of the plaza, approved as part of an earlier Building Permit, will not change materially with the construction of a swimming pool in this space.

**3. The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances.**

Parcel Coverage:

As referred to in criteria 2 above, the topography of the site has resulted in a design approach that seeks to tier the single-unit dwelling with the topography of the site, which results in a larger site coverage.

The architectural design includes significant overhangs, which for the single-unit dwelling and ADU total 7% of the parcel coverage. Though this is an architectural choice, such overhangs are in excess of that seen on typical buildings and do not contribute to the livable indoor floor area proposed. Larger overhangs can also provide benefits in terms of cooling for dwellings during summer months.

The swimming pool is counted as part the parcel coverage as it is considered a structure and contributes 2.45% (99.46 m<sup>2</sup>) towards the proposed parcel coverage. The pool is proposed in place of a plaza on the site, which would not count as parcel coverage. From a massing impact perspective it is considered that there is no tangible difference whether this portion of the site has a swimming pool located in this space or a plaza and the inclusion of the pool may also include in some positive components when compared to a plaza (i.e. fire suppression or storm/ wave-breaker, as noted by the applicant).

Setback:

The adoption of Zoning Bylaw 722 and introduction of the 15m setback in this area has resulted in this multi-year project being subject to changing Zoning Bylaw requirements, something that will not apply moving forward for new projects that would proceed under Zoning Bylaw 722 only.

**4. The proposed variance represents the best solution for the proposed development after all other options have been considered.**

In relation to parcel coverage in particular there would have been site design options available to the property owner prior to the design and construction commencement of the 510 m<sup>2</sup> single-unit dwelling that would have allowed for a lesser parcel coverage, though it is noted that such options may have also resulted in taller building heights with larger massing.

It is noted that the design of the single-unit dwelling under construction, tiers up the hillside and blends with the topography and the construction of the pool within the plaza area has no further tangible visual impact on the site, particular from the seaward viewpoints. Additionally, if the swimming pool had been part of the original Building Permit, approved under Bylaw 310 it would not have needed a setback variance.

**5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property.**

Parcel Coverage and Setback (Pool):

Both the parcel coverage and setback variance for the pool has no more impact on the natural site characteristics or environmental qualities of the site than the hardscape plaza would and may actually have some positive impacts, as noted above under criteria number three.

Parcel Coverage (Auxiliary Dwelling Unit)

The auxiliary dwelling unit at 2.45% parcel coverage (99.46 m<sup>2</sup>) represents a relatively small impact from a total parcel coverage perspective.

**STRATEGIC PLAN AND RELATED POLICIES**

The proposed variance was reviewed and evaluated for conformance with the SCRD Board policy 13-6410-6 (Development Variance Permits) criteria.

**CONCLUSION**

At the October 10, 2024 Regular Board meeting, the Board directed that Committee of the Whole recommendation Nos. 6 and 7 regarding DVP00099 be referred to the Electoral Area Services Committee meeting along with the evaluation criteria from Board Policy 13-

6410-6 (Development Variance Permits) for further discussion. The previous staff report has been included in Attachment A and an evaluation of the application in accordance with the Board’s policy has also been provided for the Committee’s consideration.

**ATTACHMENTS**

Attachment A – Staff Report to Committee of the Whole dated September 26, 2024

Attachment B - Board Policy 13-6410-6 Development Variance Permits

Reviewed by:			
Manager		Finance	
GM	X – I. Hall	Legislative	X- S. Reid
CAO/CFO	X – T. Perreault	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – September 26, 2024

**AUTHOR:** Nick Copes, Planner II

**SUBJECT:** DEVELOPMENT VARIANCE PERMIT APPLICATION DVP00099 (7531 COVE BEACH ROAD)

---

### RECOMMENDATIONS

- (1) THAT the report titled Development Variance Permit Application DVP00099 (7531 Cove Beach Road) be received for information;
  - (2) AND THAT Development Variance Permit Application DVP00099 (7531 Cove Beach Road) to vary Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be issued, as follows:
    - (a) Section 5.16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m;
    - (b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3,500 m<sup>2</sup> in the RU1 Zone from 15% to 20.5%.
- 

### BACKGROUND

The Sunshine Coast Regional District (SCRD) has received a Development Variance Permit application for 7531 Cove Beach Road in Electoral Area B that requests relaxations to Zoning Bylaw No. 722 to allow for the proposed construction of a swimming pool and an auxiliary dwelling unit. The intent of the application is to decrease the setback from the natural boundary of the ocean from 15 m to 7.5 m for the pool structure and increase the maximum allowable parcel coverage from 15% to 20.5% to allow for the pool and auxiliary dwelling unit.

A report in relation to this application was brought forward to the June 20, 2024, Electoral Area Services Committee (Attachment 1), resulting in the following resolution being passed at the June 27, 2024, SCRD Board meeting:

191/24      **Recommendation No. 2** *Development Variance Permit DVP00099 (7531 Cove Beach Road)*

THAT the report titled Development Variance Permit DVP00099 (7531 Cove Beach Road) - Electoral Area B be received for information;

AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) be referred to the Electoral Area B Advisory Planning Commission.

The Area B Advisory Planning Commission (APC) reviewed the application at the July 23, 2024, APC meeting. The APC was not able to reach a consensus on the application with discussion including:

For the swimming pool:

- The pool, as it is considered a structure, will count towards parcel coverage beyond that which is allowed by current zoning.
- Construction of a plaza in the space is already permitted.
- Questions around the stated benefit the pool may provide as a heat sink for summer cooling, the possibility of warm water being released into the ocean, and the need for this to be assessed by an appropriate agency.
- Questions around the pool and fence (per artist's drawings available on the architect's website) and potential concern that they may not in keeping with Official Community Plan (OCP) guidelines.

In relation to parcel coverage:

- That SCRD bylaws allow up to 35% parcel coverage on smaller parcels.
- The large eaves of the house, which count towards parcel coverage do not cover living space, and in fact protect it from summer heating. They provide beneficial cooling effects, which are becoming essential during our increasingly hot summers.
- The increase to the maximum parcel coverage exceeds both the previous (Zoning Bylaw No. 310) and the current (Zoning Bylaw No. 722) bylaws applicable to the current zoning of this property. Concern was also expressed that increased parcel coverage may also contradict OCP principles.

The minutes from the July 23, 2024, APC meeting are provided as Attachment 2. Based on discussion at the APC meeting, the applicant has provided additional information highlighting the extent of the overhangs, which is included with the current report as Attachment 3.

## DISCUSSION

Following APC review of the application staff remain broadly supportive of the application, based on the reasoning set out in the June 20, 2024, Electoral Area Services Committee report (Attachment 1) and recommend issuing the Development Variance Permit. A Development Permit has been applied for which will address matters associated with the Development Permit Areas present on the site and which will ensure that the proposed development (site plan) is safe for intended use. If approved, the applicant would then be able to proceed to the Building Permit stage for the construction of the swimming pool and auxiliary dwelling unit.

### *Options / Staff Recommendation*

Possible options to consider:

#### **Option 1: Issue the permit (staff recommendation)**

This would permit the proposed construction of the pool and auxiliary dwelling unit on the property to proceed.

**Option 2: Issue the permit for aspects of the proposed variance**

This may include support for the setback variance or parcel coverage variance, (or for certain aspects of the proposed parcel coverage variance).

**Option 3: Deny the permit**

The Zoning Bylaw regulation would continue to apply, and the construction of the structures would not be permitted as proposed.

**STRATEGIC PLAN AND RELATED POLICIES**

The Governance Excellence Lens within the SCRD’s Strategic Plan supports effective, efficient and informed decision-making. The proposed variance was reviewed and evaluated for conformance with the SCRD Board policy 13-6410-6 (Development Variance Permits) criteria.

**CONCLUSION**

The proposed development variance permit to vary the setback and parcel coverage would facilitate the construction of a swimming pool and an auxiliary dwelling unit. As set out above, staff are broadly supportive of the application and recommend issuing the development variance permit.

**ATTACHMENTS**

Attachment 1 – June 20, 2024, EAS Staff Report - Development Variance Permit DVP00099 (7531 Cove Beach Road)

Attachment 2 – July 23, 2024, APC Minutes

Attachment 3 – Overhang Site Plan

Reviewed by:			
Manager (Acting)	X – K. Jones	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – T. Perreault	Risk/Purchasing	



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Electoral Area Services Committee – June 20, 2024

**AUTHOR:** Nick Copes, Planner II

**SUBJECT:** Development Variance Permit DVP00099 (7531 Cove Beach Road) - Electoral Area B

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### RECOMMENDATION

- (1) THAT the report titled Development Variance Permit DVP00099 (7531 Cove Beach Road) - Electoral Area B be received;
  - (2) AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) to vary Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be issued, as follows:
    - (a) Section 5.16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m.
    - (b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3500 m<sup>2</sup> in the RU1 Zone from 15% to 20.5%.
- 

### BACKGROUND

The SCRD has received a development variance permit application for 7531 Cove Beach Road in Electoral Area B that requests relaxations to Zoning Bylaw No. 722 to allow for the proposed construction of a swimming pool and an auxiliary dwelling unit. The intent of the application is to decrease the setback from the natural boundary of the ocean from 15 m to 7.5 m for the pool structure and increase the maximum allowable parcel coverage from 15% to 20.5% to allow for the pool and auxiliary dwelling unit.

The purpose of this report is to present this application to the Electoral Area Services Committee for consideration and decision.

### DISCUSSION

#### *Analysis*

Zoning Bylaw No. 722 contains the following regulations which the application proposes to vary:

- 5.16.1 No, building or structure or any part thereof, except a boathouse located within an inter-tidal zone or within the I13 Zone, shall be constructed, reconstructed, moved, located or extended within:
- a) 15 m of the natural boundary of the ocean;

7.9.3 Parcel Coverage

PARCEL AREA	MAXIMUM PARCEL COVERAGE
≤3500 m <sup>2</sup>	35%
>3500 m <sup>2</sup>	15%

The proposed pool is considered a structure and in order to be constructed at the proposed location, a variance is required to the natural boundary setback from 15 m to 7.5 m.

The subject property is 4,050 m<sup>2</sup>, and therefore subject to a maximum 15% parcel coverage. The proposed construction of the pool and auxiliary dwelling unit are counted towards parcel coverage, bringing the proposed requested total parcel coverage to 20.5%, which necessitates the request for a second variance. For parcel coverage, the single-unit dwelling, currently under construction on the property, contributes 603.41 m<sup>2</sup> or 14.92% of lot coverage, with the proposed auxiliary dwelling unit and swimming pool contributing 2.45% (99.46 m<sup>2</sup>) and 2.5% (101.34 m<sup>2</sup>) of additional lot coverage respectively. In total this results in 20.3% of proposed parcel coverage, or 804.21 m<sup>2</sup>. The requested variance is for 20.5% parcel coverage, or an increase of 5.5% and seeks to provide a 0.2% buffer (about 8 square metres) to ensure that if the variance is approved that the constructed buildings and structures will have flexibility for small margins of error or on-site changes.

The superstructure of single-unit dwelling under construction is in place and accounts for all but 0.08% of the permitted parcel coverage. Given the balance of parcel coverage remaining, it is unlikely that construction of the auxiliary dwelling unit or the pool would be possible without a variance to parcel coverage

The proposed development plans are included in Attachment A.

Table 1 – Application Summary

<b>Applicant:</b>	Eric Pettit, Open Space Architecture
<b>Legal Description:</b>	STRATA LOT 1 DISTRICT LOT 1582 STRATA PLAN EPS5814
<b>PID:</b>	031-056-814
<b>Electoral Area:</b>	Area B
<b>Civic Address:</b>	7531 Cove Beach Road
<b>Property Size:</b>	4,050.80 m <sup>2</sup>
<b>Zoning:</b>	RU1 (Rural Residential 1)
<b>OCP Land Use:</b>	Residential B
<b>Proposed Use:</b>	To vary the setback to the natural boundary of the ocean and the maximum permitted parcel coverage to allow for the construction of a swimming pool and auxiliary dwelling unit.



Figure 1 - Location Map

It is noted that in the Halfmoon Bay OCP, a ‘Future Waterfront Park Opportunity’ is flagged within this general area, though this potential goal was not pursued at the time of the original subdivision.

*Consultation*

The development variance permit application has been referred to the following agencies for comment:

Referral Agency	Comments
shísháhlh Nation	Comments not received.
Protective Services/HMB Fire	Comments not received.
SCRD Building Division	No concerns with the proposed variance from a BC Building Code perspective.
Neighbouring Property Owners/Occupiers	Notifications were mailed on May 22, 2024, to owners and occupiers of properties within a 100 m radius of the subject property. Comments received prior to the report review deadline are attached for EAS consideration.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. Comments received prior to the report review deadline are attached. Those who consider their interests affected may also attend the Committee of the Whole meeting and speak at the call of the Chair.

*Applicant’s Rationale & Planning Analysis*

Staff have evaluated this application using SCR D Board Policy 13-6410-6 (Development Variance Permits) as criteria as follows:

1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;
2. The variance should not negatively affect adjacent or nearby properties or public lands;
3. The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;
4. The proposed variance represents the best solution for the proposed development after all other options have been considered; and
5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property.

The applicant's response to these criteria and staff analysis are provided below.

#### *Applicant Rationale*

##### Parcel Coverage

- Other residential lots allow for 35% parcel coverage, including the R2 zoning, when the lot is under 3,500m<sup>2</sup>,
- While the parent parcel was rezoned to allow for subdivision, the RU1 zoning was not changed (which would allow greater parcel coverage).
- The parcel coverage increase is needed due to large overhangs as part of the architecture. If excluding the overhangs, parcel coverage for the dwelling under construction and proposed ADU is 11% and counting the pool is 13.5%.
- The pool counts towards parcel coverage, but is in place of a plaza, which would not count as parcel coverage.

##### Setback

- An existing hard surfaced plaza is allowed at the 7.5 m setback, adding the pool would not encroach further into the natural boundary setback than the plaza.
- The auxiliary dwelling unit and pool would not have any impact on the neighbouring properties. The ADU is in the middle of the property and the pool would soften the visual impact of the existing plaza.
- The 7.5 m setback was in place under Zoning Bylaw 310, in place at the time of initial discussions for the development of the site, including the proposed swimming pool.

##### General Rationale

- The architecture and layout of the buildings respects natural site characteristics and attempts to blend into the topography (bedrock areas).
- The pool is critical to the functioning of the site, to the following extent:
  - it is part of a geo-thermal ocean loop to provide energy efficient heating and cooling solution for the home and this requires the pool to be close to the ocean to operate the Ocean Thermal Loop.

- it would act as a backup fire suppression system, which would be supplied by an onsite well (not SCRD water). The wildfire suppression system provides benefits and wider protection to the neighbourhood.
  - it would act as a wave break to reduce flooding impact on the home.
- Confusion around application timing and bylaw changes.

*Staff Comment*

Staff provide the following comments on the proposed variances and applicant's rationale:

Parcel coverage

In the review of the proposed variance of the parcel coverage from 15% to 20.5% it is noted that the applicant has a valid Building Permit for a single-unit dwelling, which is currently under construction, with the superstructure in-place at the time of writing this report. This dwelling, which has a total livable floor area of approximately 510 m<sup>2</sup>, was proposed with a parcel coverage of 603.41 m<sup>2</sup> or 14.92%,

Though there were site design options available to the property owner prior to the design and construction commencement of the 510 m<sup>2</sup> single-unit dwelling that would have allowed for a lesser parcel coverage, staff are cautiously supportive of the proposed variance to lot coverage based on the unique situational context as outlined below:

- Topographic challenges of site, including steep slopes, bedrock and high-water mark and flood construction levels, which governed the design and layout of the under-construction single-unit dwelling. Rather than designing within a three-storey stacked floor plan, which would have a greater massing and visual impact, the dwelling has been designed such that it is tiered to blend with the natural topography of the site, meaning that it has limited visual impact both from the shore and neighbouring properties, which is seen as a positive element (see page 4 of Attachment A). It would be fair to say that this tiered design has resulted in a higher lot coverage for the single-unit dwelling in comparison to a more traditional three-storey stacked floor plan.
- The architectural design includes significant overhangs, which for the single-unit dwelling and ADU total 7% of the parcel coverage. Though this is an architectural choice, such overhangs are in excess of that seen on typical buildings and do not contribute to the livable indoor floor area proposed. Larger overhangs can also provide benefits in terms of cooling for dwellings during summer months.
- The swimming pool is counted as part the parcel coverage as it is considered a structure and contributes 2.45% (99.46 m<sup>2</sup>) towards the proposed parcel coverage. The pool is proposed in place of a plaza on the site, which would not count as parcel coverage. From a massing impact perspective it is considered that there is no tangible difference whether this portion of the site has a swimming pool located in this space or a plaza and the inclusion of the pool includes some positive components, as noted in the applicant's rationale.
- The RU1 zoning allows for parcel coverages of up to 35% for lots up to 3,500 m<sup>2</sup>, with lots over that size being restricted to 15%. Though this is a requirement in the Zoning Bylaw to ensure larger lots in general have lower lot coverages, it is noted that, for example a 2,500 m<sup>2</sup> lot would allow for a parcel coverage of 875 m<sup>2</sup>, whereas the subject lot of 4,050 m<sup>2</sup> (550 m<sup>2</sup> over the 3,500 m<sup>2</sup> cutoff), is limited to 607.5 m<sup>2</sup>. In this case the applicant proposes parcel coverage of 830.25 m<sup>2</sup>. Given the size of the lot,

being 550 m<sup>2</sup> over the size at which parcel coverage decreases to 15%, staff feel the requested variance is reasonable. It is noted that outside of this specific application this element of the Zoning Bylaw may require further consideration as part of a review of parcel coverage requirements within zones.

#### Setback

The proposed setback variance from 15 m to 7.5 m is for the construction of the swimming pool. There is a plaza being constructed in the area where the pool is proposed, which was included as part of the Building Permit plans for the single-unit dwelling. The Building Permit was approved under Zoning Bylaw 310, which only required a 7.5 m setback. As the pool was not part of the original Building Permit, it is now subject to Zoning Bylaw 722, which requires a 15 m setback resulting in the request for a variance. As noted, in relation to the parcel coverage above, the location of a swimming pool has no further tangible impact or encroachment than the construction of a plaza would, so staff are supportive of the proposed variance given this context.

#### Summary

Staff are broadly supportive of the variance application as proposed. The proposal has also garnered support from the Cove Beach neighbourhood as noted in the attached comments.

A development permit has been applied for which will address matters associated with the Development Permit Areas present on the site and which will ensure that the proposed development (site plan) is safe for intended use.

#### Options / Staff Recommendation

Possible options to consider:

**Option 1: Issue the permit (staff recommendation)**

This would permit the proposed construction of the pool and auxiliary dwelling unit on the property to proceed.

**Option 2: Refer the application to the Area B APC**

The APC would discuss the proposed variance in consideration of the Board's DVP policy and provide a recommendation to the EAS. Further notification is not required with this option.

**Option 3: Issue the permit for aspects of the proposed variance**

This may include support for the setback variance or parcel coverage variance, (or for certain aspects of the proposed parcel coverage variance).

**Option 4: Deny the permit**

The zoning bylaw regulation would continue to apply, and the construction of the structures would not be permitted as proposed.

**STRATEGIC PLAN AND RELATED POLICIES**

The Governance Excellence Lens within the SCRD’s Strategic Plan supports effective, efficient and informed decision-making.

The proposed variance was reviewed and evaluated for conformance with the SCRD Board policy 13-6410-6 (Development Variance Permits) criteria.

**CONCLUSION**

The proposed development variance permit to vary the setback and parcel coverage would facilitate the construction of a swimming pool and an auxiliary dwelling unit. As set out above, staff are broadly supportive of the application and recommend issuing the development variance permit. If approved, the applicant would be able to proceed to the building permit stage.

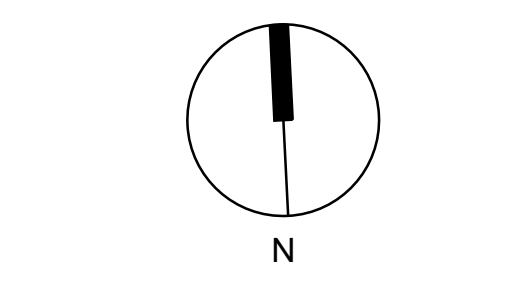
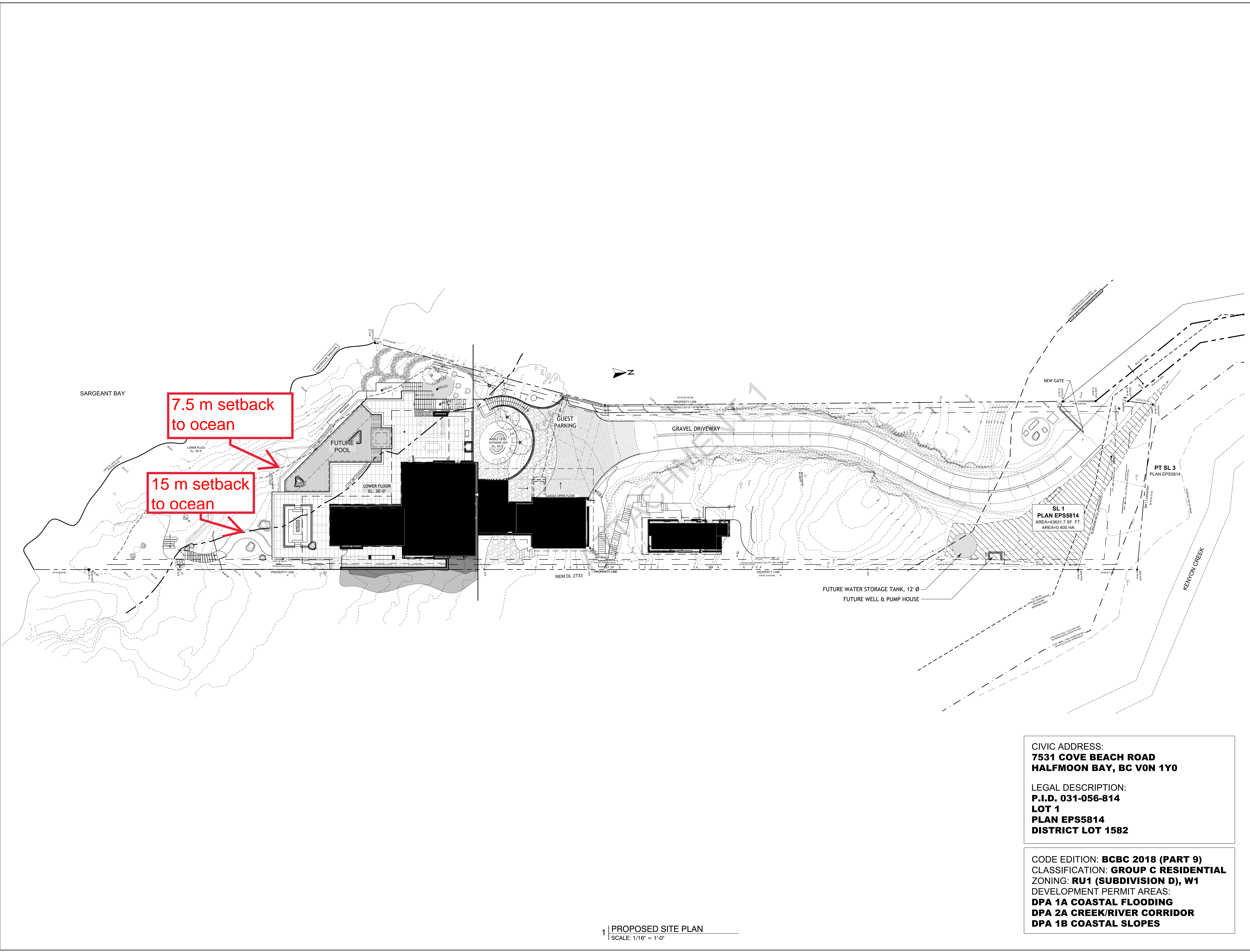
**ATTACHMENTS**

Attachment A – Site Plans and Renderings

Attachment B – Comments Received

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X - I. Hall	Legislative	X – S. Reid
A/CAO	X – T. Perreault	Assistant Manager	X – K. Jones

DATE	ISSUED FOR
08 OCT 2021	DEVELOPMENT PERMIT
21 JAN 2022	BUILDING PERMIT
21 MAR 2022	BP ADDITIONAL ITEMS
16 OCT 2023	DEVELOPMENT PERMIT



THE BUILDER IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND SHALL NOTIFY OPENSOURCE ARCHITECTURE OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DRAWINGS NOT TO BE SCALED FOR DIMENSIONS. ALL WINDOW AND DOOR SIZES ARE APPROXIMATE AND THE MANUFACTURER AND BUILDER SHALL CO-ORDINATE ACTUAL ROUGH OPENING DIMENSIONS. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF OPENSOURCE ARCHITECTURE AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF THESE PARTIES.  
 SEAL

CIVIC ADDRESS:  
**7531 COVE BEACH ROAD**  
**HALFMOON BAY, BC V0N 1Y0**

LEGAL DESCRIPTION:  
**P.I.D. 031-056-814**  
**LOT 1**  
**PLAN EPS5814**  
**DISTRICT LOT 1582**

CODE EDITION: **BCBC 2018 (PART 9)**  
 CLASSIFICATION: **GROUP C RESIDENTIAL**  
 ZONING: **RU1 (SUBDIVISION D), W1**  
 DEVELOPMENT PERMIT AREAS:  
**DPA 1A COASTAL FLOODING**  
**DPA 2A CREEK/RIVER CORRIDOR**  
**DPA 1B COASTAL SLOPES**

PROJECT  
**ECHO BEACH**  
**MAIN HOUSE**  
 7531 COVE BEACH ROAD  
 HALFMOON BAY, BC  
 V0N 1Y0 CANADA

SHEET TITLE  
**PROPOSED SITE**  
**PLAN**

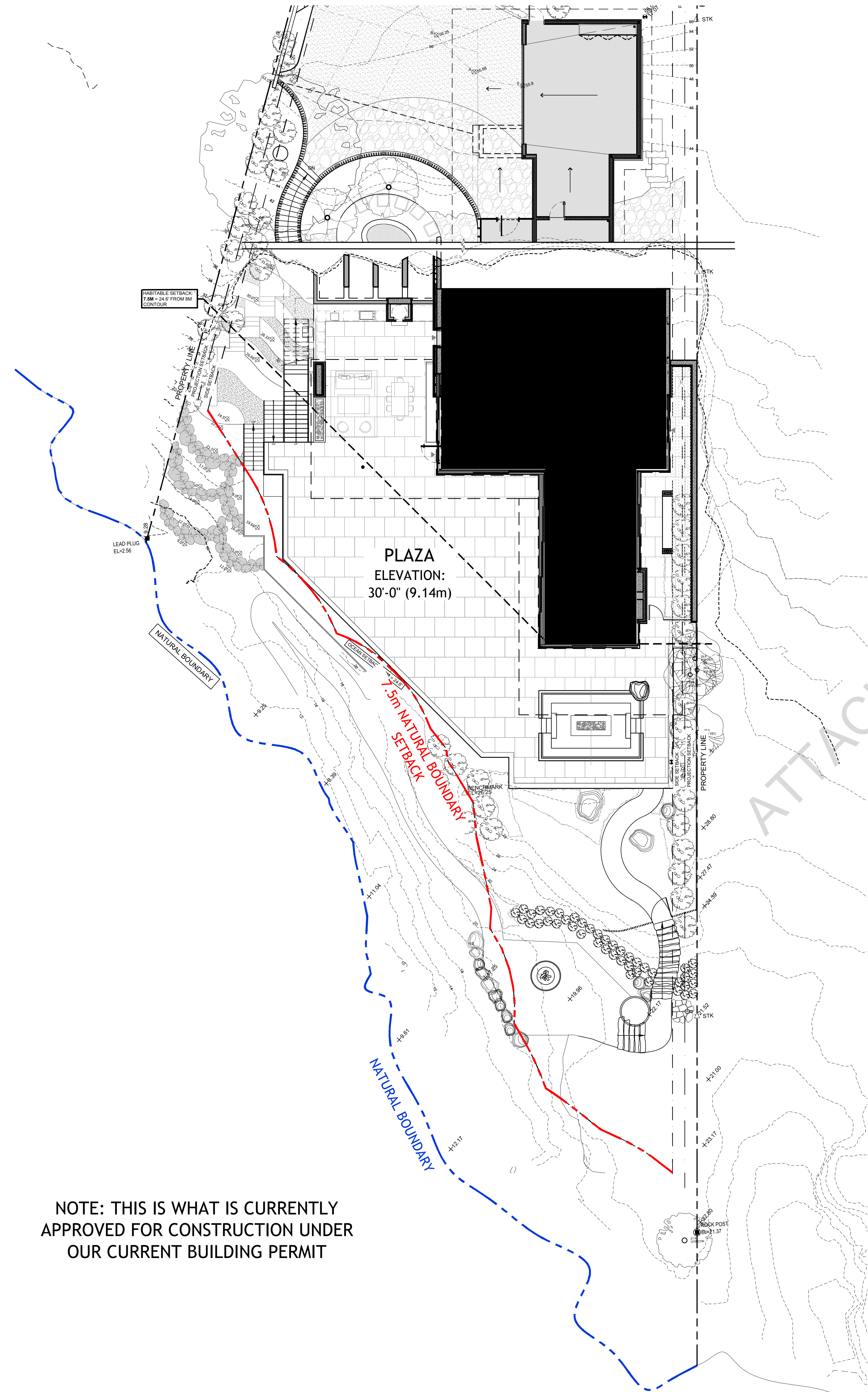
PROJECT NUMBER  
 20-07  
 SCALE SHEET SIZE  
 1/16" = 1'-0" ARCH E1  
 SHEET NUMBER

**A-1.02**

1 | PROPOSED SITE PLAN  
 SCALE: 1/16" = 1'-0"

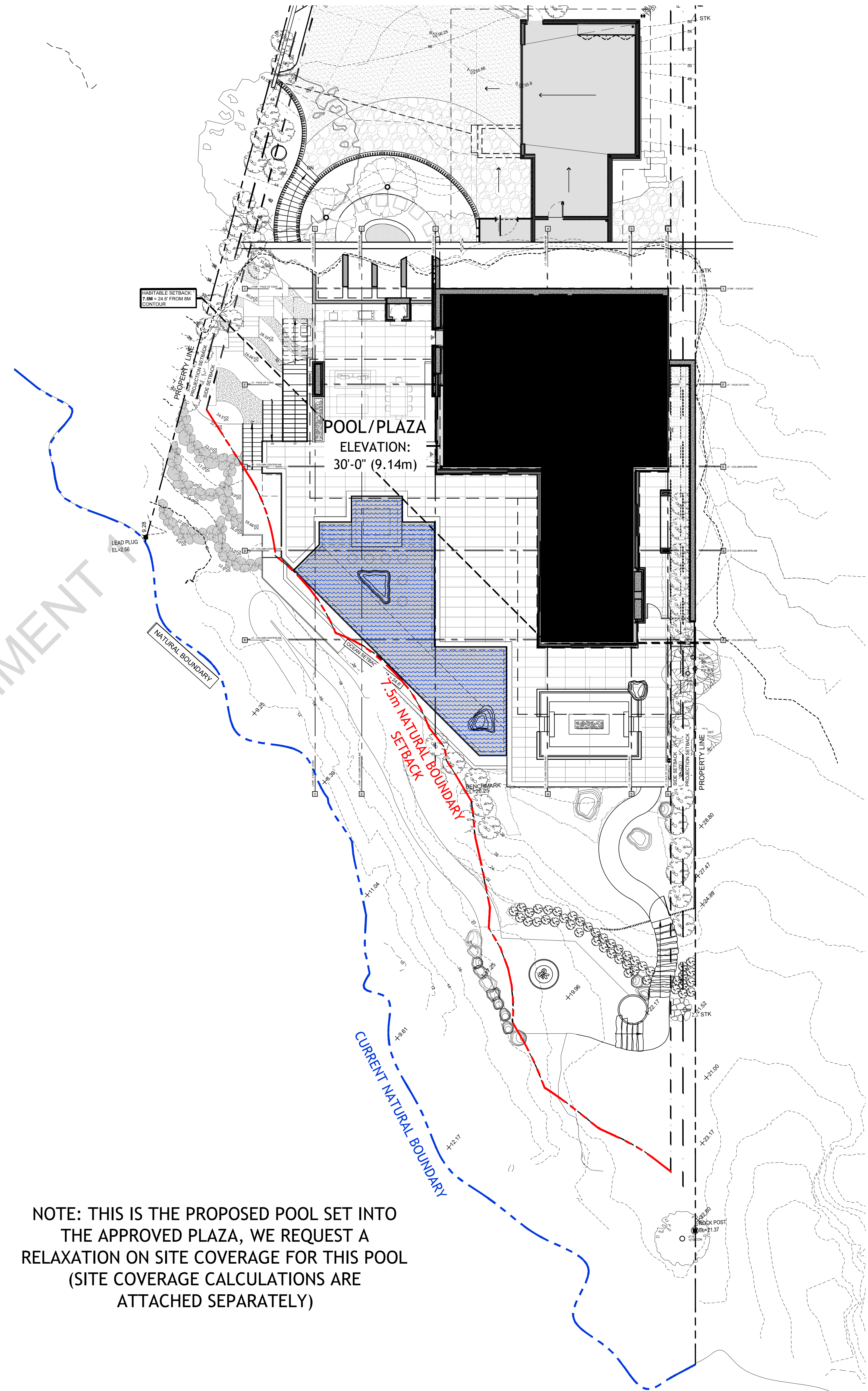


DATE	ISSUED FOR
08/09/2023	DEVELOPMENT PERMIT
21 JAN 2022	BUILDING PERMIT
21 MAR 2022	BP ADDITIONAL ITEMS
16 OCT 2023	DEVELOPMENT PERMIT



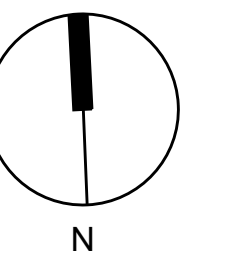
NOTE: THIS IS WHAT IS CURRENTLY APPROVED FOR CONSTRUCTION UNDER OUR CURRENT BUILDING PERMIT

1 | APPROVED BP DESIGN (NO POOL)  
SCALE: 1:125



NOTE: THIS IS THE PROPOSED POOL SET INTO THE APPROVED PLAZA, WE REQUEST A RELAXATION ON SITE COVERAGE FOR THIS POOL (SITE COVERAGE CALCULATIONS ARE ATTACHED SEPARATELY)

2 | PROPOSED PLAZA DESIGN (WITH POOL)  
SCALE: 1:125



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SEAL

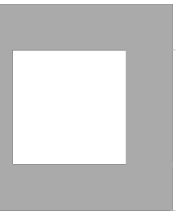
PROJECT  
**ECHO BEACH**  
MAIN HOUSE  
7531 COVE BEACH ROAD  
HALFMOON BAY, BC  
V0N 1Y0 CANADA

SHEET TITLE  
**PROPOSED SITE PLAN-POOL DESIGN**

PROJECT NUMBER  
20-07  
SCALE  
1:125  
SHEET NUMBER  
ARCH E1

**A-1.02.1**

ISSUED FOR DEVELOPMENT PERMIT - 16 OCTOBER, 2023



Date	Issue / Revisions
14 FEB 2024	ISSUED FOR DVP



1 | SOUTH WEST CORNER



2 | SOUTH EAST CORNER



3 | NORTH WEST CORNER

THE BUILDER IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND SHALL NOTIFY OPENSOURCE ARCHITECTURE OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DRAWINGS NOT TO BE SCALED FOR DIMENSIONS. ALL WINDOW AND DOOR SIZES ARE APPROXIMATE AND THE MANUFACTURER AND BUILDER SHALL CO-ORDINATE ACTUAL ROUGH OPENING DIMENSIONS. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF OPENSOURCE ARCHITECTURE AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF THESE PARTIES.

Seal

Project

**ECHO BEACH  
 ACCESSORY  
 DWELLING UNIT**  
 7531 COVE BEACH ROAD  
 HALFMOON BAY, BC  
 VON 1Y0 CANADA

Sheet Title

IMAGES

Project Number

20-07

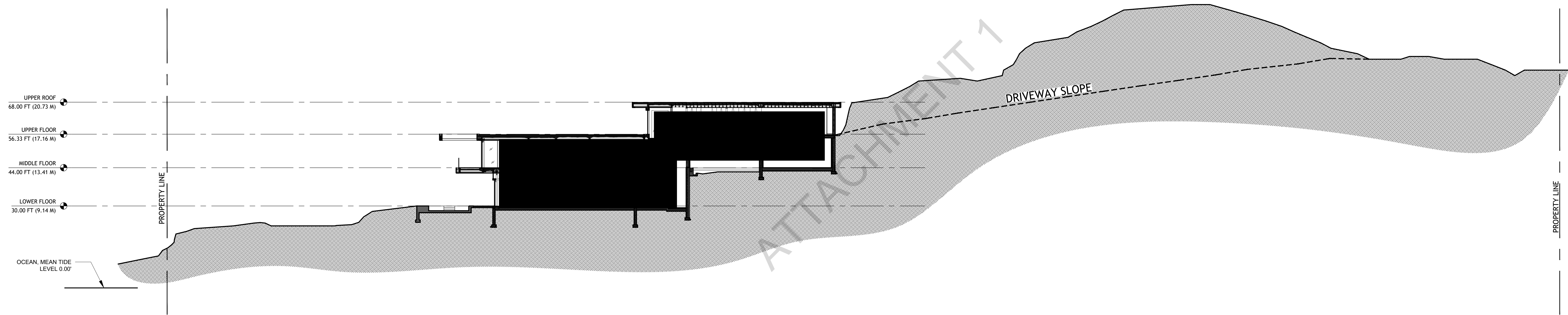
Scale (Sheet Size Arch C)

N/A

Sheet Number

**A0.04**

DATE	ISSUED FOR
08 OCT 2021	DEVELOPMENT PERMIT
21 JAN 2022	BUILDING PERMIT



1 | SITE SECTION  
 SCALE: 1/16" = 1'-0"

THE BUILDER IS RESPONSIBLE FOR CHECKING ALL DIMENSIONS AND SHALL NOTIFY OPENSOURCE ARCHITECTURE OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION. DRAWINGS NOT TO BE SCALED FOR DIMENSIONS. ALL WINDOW AND DOOR SIZES ARE APPROXIMATE AND THE MANUFACTURER AND BUILDER SHALL CO-ORDINATE ACTUAL ROUGH OPENING DIMENSIONS. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF OPENSOURCE ARCHITECTURE AND MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF THESE PARTIES.  
 SEAL

PROJECT  
**ECHO BEACH**  
 MAIN HOUSE  
 7531 COVE BEACH ROAD  
 HALFMOON BAY, BC  
 V0N 1Y0 CANADA

SHEET TITLE  
**SITE SECTION**

PROJECT NUMBER  
 20-07  
 SCALE SHEET SIZE  
 1/16" = 1'-0" ARCHE1  
 SHEET NUMBER  
**A-1.03**

**Comments for DVP00099**

1.

I am writing this letter of support for 7531 Cove Beach Road and their Development Variance Permit application DVP000999 to vary Zoning Bylaw No. 722. I live in the same Cove Beach subdivision, at [REDACTED] Cove Beach Road (Strata Lot [REDACTED]), nearby this property (Strata Lot 1).

These requested variances do not present any material adverse conditions for us at [REDACTED] Cove Road and the construction is otherwise very orderly, tidy, and the house is of high quality and will be a nice addition to the Sunshine Coast and our neighbourhood.

Sincerely,

Michael Ward

2.

Good morning,

We are the owners of [REDACTED] Cove Beach Road, Halfmoon Bay (Lot [REDACTED]), in the Cove Beach strata development. We have learned that one of our fellow Cove Beach owners (Lot 1) is seeking a variance permit (#DVP00099), which will be reviewed on June 20. We wish to express our support for this variance permit in its entirety. The owners of Lot 1 have proven not only to be conscientious neighbours during their build, but their variance request will also benefit the strata community as a whole given their plans to enable water storage and forest fire fighting capabilities, particularly given the water shortage realities we experience in Halfmoon Bay and in light of the location of our homes surrounded by forests. Further, given the secluded location of their lot compared to the rest of the strata community, in our opinion, increasing their parcel coverage limit will have no negative impact on any of the other homes in the strata (or other neighbouring properties) and will not impede any views.

Best,

Tammy Shoranick and Dayton Turner

[REDACTED] Cove Beach Road, Halfmoon Bay

3.

We are Cove Beach residents living at [REDACTED] Cove Beach Lane.

We support the proposed Development Variance Permit # DVP00099 application.

Sincerely,

Sandra Trujillo

Ross Russell

4.

Dear members of the Variance Board,

This is to express my support of our neighbour's application for their new house at 7531 COVE BEACH RD HALFMOON BAY.

All Cove Beach properties present design challenges due to the land's rugged topography which includes steep cliffs, rock outcrops and difficult access. We are struggling with our own lot where a tall rock face is squeezing our building envelope along a very narrow corridor. Through ongoing consultation with neighbours, Cove Beach owners are creating a stunning community nestled in this difficult terrain.

We agree with the addition of a well and pool at 7531 Cove Beach. As a forest interface neighbourhood adjacent to a vacant lot on the East side of Cove Beach, fire is a big concern for us. We appreciate our neighbours' efforts to protect our small community, essentially building a reservoir as part of a well thought-out site plan.

We also support the site coverage variance requested for 7531 Cove Beach. Our neighbours' rationale for asking for an extra 5.5% site coverage is sound. We also appreciate that they chose to add ground floor area rather than adding the extra space on an upper floor: this gives their home a lower profile.

I am a Cove Beach Resident living at [REDACTED] Cove Beach Rd, Halfmoon Bay and a planning professional. I support the proposed Development Variance Permit #DVP00099 application.

Gaetan Royer, BArch, MPI, MEng

5.

Re: Statutory Notification for Development Variance Permit #DVP00099 (7531 Cove Beach Road)

We are neighbours living adjacent to the Cove Beach Subdivision at [REDACTED] Kenyon Rd, Halfmoon Bay, BC. We support the proposed Development Variance Permit #DVP00099 application to permit the construction of an auxiliary dwelling unit and pool on the subject parcel, located at 7531 Cove Beach Road.

Sincerely, Heather and Bob

Heather and Robert Newman

6.

We are Cove Beach Residents living at [REDACTED] Cove Beach Lane in Halfmoon Bay.

We have received and reviewed the Statutory Notification for Development Variance Permit # DVP00099 issued by the SCRCD on May 22, 2024.

Be advised, we are in support of this application.

Joseph and Patricia Finn

7.

I have concerns about both parts of this Variance application and believe they contravene many of the Goals of the Halfmoon Bay "OCP". Since your committee focuses on the zoning by-laws I will try to direct my thoughts there.

The existing By-law setback for a structure adjacent to the natural boundary is intended to reduce visual trespass, increase natural open spaces, provide an adequate buffer zone to the tidal area, free public waterfront access and this Lot is designated in the OCP as a Future Waterfront Park opportunity. Reducing the setback requirement will infringe on these objectives.

Increasing max parcel coverage is problematic in several ways. Strata Lot 1 has minimal soil over slow rain water infiltration granite rock and limited vegetation coverage. This increases potential for environmental contamination from storm water run-off into the ocean. The Cove Beach strata development has a limited community septic system in close proximity to the ocean. Additional coverage may over extend the septic system and will increase demand for the Regional District's fresh water supply.

The By-laws were in place prior to the design of the development of Strata Lot 1 and its owner would have considered them prior to the design of the property. Instead this application, both for parts a) and b) are attempting to end run the By-laws and there is no necessity to provide variances. With Lot 1 being part of a gated strata development, it can not be argued that an auxiliary dwelling unit is even intended for housing intensification.

Tom Phillips

SUNSHINE COAST REGIONAL DISTRICT

HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION

July 23, 2024

RECOMMENDATIONS FROM THE COMMON AREA ADJUDICATORY PLANNING  
COMMUNICATION MEETING DEDICATED TO AREA B

PRESENT:

Chair

Nancy ...

M ...

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Ada ...

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ALSO PRESENT:

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DELEGATION:

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PUBLIC:

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ABSENT:

M ...

E ...

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CALL TO ORDER

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AGENDA

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MINUTES

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M ...

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- E ... P ...
- E ...
- ...

### REPORTS

#### Drafting and Construction Permit - Miscellaneous - Miscellaneous - Miscellaneous

As a condition of the permit, the applicant is required to submit a plan showing the location of the structure in the yard and the location of the pool. The plan should also show the location of the fence and the location of the pool.

The applicant has submitted a plan showing the location of the structure in the yard and the location of the pool. The plan also shows the location of the fence and the location of the pool.

Regarding the pool, the applicant has submitted a plan showing the location of the pool in the yard. The plan also shows the location of the fence and the location of the pool. The applicant has also submitted a plan showing the location of the structure in the yard and the location of the pool.

#### Reasons:

Reasons to support a "structure" permit include:

- The structure is a permanent structure.
- The structure is a pool.
- Question comes down to a "waterscape" vs. a hardscape.

The applicant has submitted a plan showing the location of the structure in the yard and the location of the pool.

- The applicant has submitted a plan showing the location of the structure in the yard and the location of the pool.
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The applicant has submitted a plan showing the location of the structure in the yard and the location of the pool.

#### Reasons:

The applicant has submitted a plan showing the location of the structure in the yard and the location of the pool.

- The applicant has submitted a plan showing the location of the structure in the yard and the location of the pool.
- The applicant has submitted a plan showing the location of the structure in the yard and the location of the pool.



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- ... r... Ca... a... r... Pa... M... - ...

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... A... d... N... r... a...

D... r... Ca... a... r... Pa... M... - ...

**Recommendation No. 1**     *Zoning Amendment Bylaw No. 722.11 for Subdivision of 8000 Birch Way*

... Ca... AP... r... Pa... M... - ...

**Reasons:**

- ... r... Ca... a... r... Pa... M... - ...

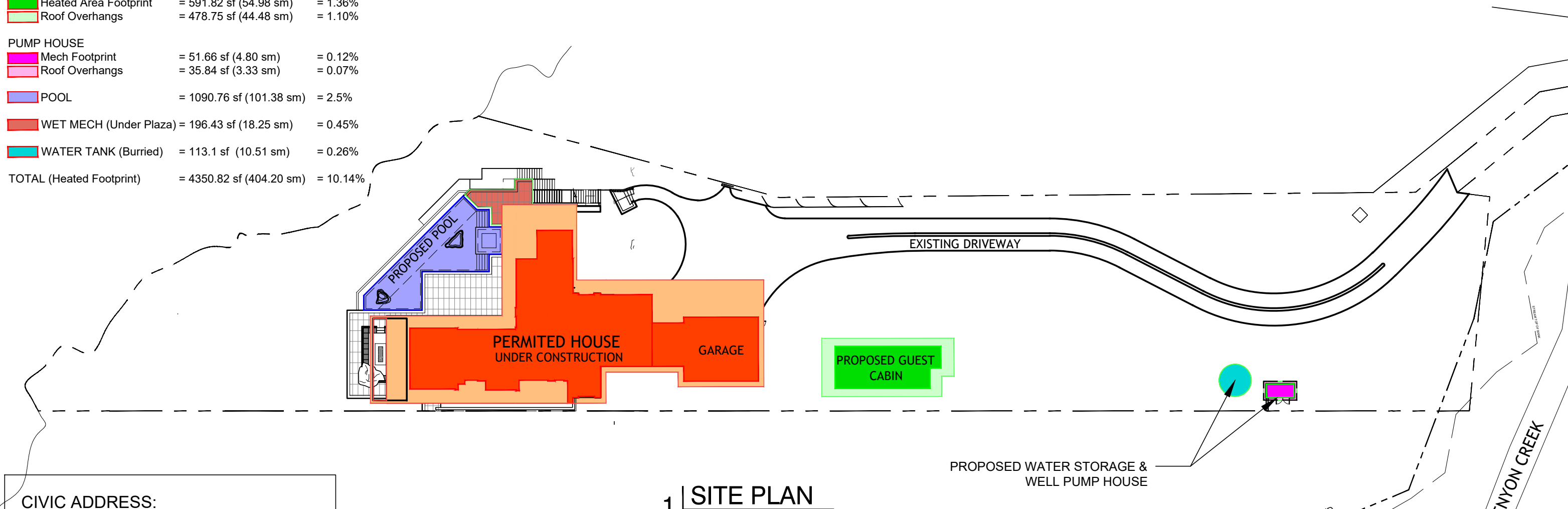
**NEXT MEETING**     ... r... a...

**ADJOURNMENT**     ... r... a...

SITE COVERAGE SUMMARY

SITE AREA	= 43,631.70 sf (4053.52 sm)	
15% Coverage	= 6,544.76 sf (608.03 sm)	
<b>MAIN HOUSE</b>		
Heated Area Footprint	= 3830.43 sf (355.86 sm)	= 8.78%
Roof Overhangs	= 2449.76 sf (227.59sm)	= 5.61%
<b>GUEST HOUSE</b>		
Heated Area Footprint	= 591.82 sf (54.98 sm)	= 1.36%
Roof Overhangs	= 478.75 sf (44.48 sm)	= 1.10%
<b>PUMP HOUSE</b>		
Mech Footprint	= 51.66 sf (4.80 sm)	= 0.12%
Roof Overhangs	= 35.84 sf (3.33 sm)	= 0.07%
POOL	= 1090.76 sf (101.38 sm)	= 2.5%
WET MECH (Under Plaza)	= 196.43 sf (18.25 sm)	= 0.45%
WATER TANK (Burried)	= 113.1 sf (10.51 sm)	= 0.26%
<b>TOTAL (Heated Footprint)</b>	<b>= 4350.82 sf (404.20 sm)</b>	<b>= 10.14%</b>

ATTACHMENT 3



1 | SITE PLAN

CIVIC ADDRESS:  
**7531 COVE BEACH ROAD**  
**HALFMOON BAY, BC V0N 1Y0**

LEGAL DESCRIPTION:  
**P.I.D. 031-056-814**  
**LOT 1**  
**PLAN EPS5814**  
**DISTRICT LOT 1582**



**OPENSOURCE ARCHITECTURE**

165 East 1st Street, North Vancouver, BC V7L1B2  
 T: 604 984.7722  
 www.openspacearchitecture.com

ISSUED FOR CONSTRUCTION

<b>Project:</b>			
<b>COVE BEACH</b>			
<b>Notes:</b>	<b>Sheet Title:</b>		<b>Sheet #:</b>
	7531 COVE BEACH ROAD		
	<b>Project No.:</b>	<b>Date:</b>	<b>Scale:</b>
	20-07	AUG 29, 2024	NTS

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**SUNSHINE COAST REGIONAL DISTRICT  
EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION  
September 25, 2024**

---

RECOMMENDATIONS FROM THE EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION MEETING HELD AT PENDER HARBOUR HIGHSCHOOL, 13639 SUNSHINE COAST HIGHWAY, MADEIRA PARK, B.C.

---

**PRESENT:** Chair Yovhan Burega  
Members Bob Fielding  
Catherine McEachern  
Jane McOuat  
Dennis Burnham

**ALSO PRESENT:** Electoral Area A Director Leonard Lee  
(Non-Voting Board Liaison)  
Electoral Area A Alternate Director Christine Alexander  
(Non-Voting Board Liaison)  
Administrative Assistant/Recorder A. O'Brien  
Public (Applicants/Property Owners) 6

**REGRETS:** Members Gordon Littlejohn  
Tom Silvey  
Sean McAllister  
Alan Skelley

---

**CALL TO ORDER** 7:06 p.m.

**AGENDA** The agenda was adopted with a revised order of business.

**ELECTION OF CHAIR** Yovhan Burega was elected Chair for the purpose of this meeting.

**REPORTS**

Development Variance Permit DVP00096 (12560 Greaves Road)

Penny Gotto, Applicant provided a summary of the application and the variance requested for a side parcel lot line adjustment from 4.5m to 1.5m and an increase in the maximum parcel coverage from 15% to 22%.

Points from the discussion included:

- Lot coverage in the zoning bylaw restricted to 15%.
- Description of the road easement located off of Greaves Road, not likely to be developed due to slope.

- MOTI has given tentative approval subject to the removal of a propane tank. SCRD Planning has a copy of the email that confirms this.
- There is a shed that also needs to be removed following MOTI approval. The shed is located on MOTI Right-of-Way.

**Recommendation No. 1**    *Development Variance Permit DVP00096 (12560 Greaves Road)*

The Egmont/Pender Harbour (Area A) APC recommended that Development Variance Permit DVP00096 (12560 Greaves Road) be supported.

**Development Variance Permit DVP00101 (13 – 15200 Hallowell Road)**

Peter Schober, Applicant provided a summary of the application. Mr. Schober explained that the SPEA requirements have been met. There is an existing shack (approx. 10x15) on the property and therefore only 28 square meters is allowed for the addition due to there already being one previous variance on the property. The applicant would like to build a modest size home to be able to enjoy the property. The applicant stated that he would have removed the shack prior to the application if he had known it would impact the allowable size of the addition.

Points from the discussion included:

- Zoning Bylaw 337 setback requirement - 15 - 20 m from the lake.
- OCP rule for a one-time-only-basis variance rule.
- Discussion about the conditions of the SPEA (riparian and protection of the lake front).
- Discussion of OCP policy (m).
- No clear dimensions of the proposed addition are provided in the report or map.
- The applicant stated that the final size would be 1200 – 1400 sq. ft. (130 sq. m).
- The existing shack is legally non-conforming, it cannot be occupied as is.
- Could the shack be removed after the addition is developed?

**Recommendation No. 2**    *Development Variance Permit DVP00101 (13 – 15200 Hallowell)*

The Egmont/Pender Harbour (Area A) APC recommended that the applicant be allowed to build a new structure not impeding on the 15m riparian setback, subject to:

- a) compliance with the zoning bylaw, setbacks and maximum lot coverage; and
- b) removal of the existing cabin and decks and any other structures located within the 15m setback following construction and prior to final occupancy.

**Development Variance Permit DVP00106 (9 – 15200 Hallowell Road)**

Mark Chernoff, Applicant provided a summary of the application.

**Recommendation No. 3**    *Development Variance Permit DVP00106 (9 – 15200 Hallowell)*

The Egmont/Pender Harbour (Area A) APC recommended that the Development Variance Permit DVP00106 (9 – 15200 Hallowell Road) be supported.

*The Area A APC members extended thanks to the SCRD Planning staff for the clear and concise application reports.*

## **MINUTES**

### Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of June 26, 2024 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of June 25 and July 23, 2024.
- Roberts Creek (Area D) APC Minutes of July 15, 2024.
- Elphinstone (Area E) APC Minutes of June 25, 2024.
- West Howe Sound (Area F) APC Minutes of June 25, 2024.

## **DIRECTOR'S REPORT**

The Director's report was received.

**NEXT MEETING**      October 30, 2024

**ADJOURNMENT**      9:00 p.m.

SUNSHINE COAST REGIONAL DISTRICT

HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION

July 23, 2024

RECOMMENDATIONS FROM THE COMMON AREA ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA Zoom

PRESENT: Chair Norman ...
M ...
N ...
...
Ada ...
Carara ...

ALSO PRESENT: Mac ... RD Pa ... and D ...
RD Pa ... II
D ... A ...
N ...
Er ...

DELEGATION: ... a ... R ... a ...
... a ... a ...

PUBLIC: ...

ABSENT: M ...
E ...
... a ... Dr ... Ar ...

CALL TO ORDER ...

AGENDA ... a ... a ... a ...

MINUTES

... Ar ... M ...

... Ar ... AP ... a ... a ...

M ...

... a ...

- E ... P ... Ar ... AP ... M ...
• E ... Ar ... E ... AP ... M ...
• ... Ar ... AP ... M ...

REPORTS

D... ar... Pr... DP... Ca... Rad... E... ra... Ar...

A d... d... r... a... a... r... d... Ca... RD ...

... d... r... a... d... Ca... a... R... R... da...

R... a... r... a... ad... Ca... dar... AP... N... for approval of a "structure" (i.e. a pool) in this space

Reasons:

Reasons to support a "structure" ...

- ...
- P... a...
- Question comes down to a 'waterscape" vs. a hardscape

... d... a...

- I... Ca... a... r... a...
- P... Ca... a... d... r...
- D... aware of the specific bylaws requirements re: definitions of "structures" and of a... a... a... a... a...
- Pool and fence (per artist's drawings available on the architect's website) is not in ... P...

R... a... Ca... r... a... r...

... AP... d... a... a... da...

Reasons:

... r... a... Ca... d... a...

- ... RD ... a... Ca... a...
- A... r... a... a... RD ... A... a... a...



- ... d ... a ...

... d ...

- ... a ...

- D ... a ...

- ... a ... other jurisdictions, but it's th... region's ...

... A ... N ...

D ... a ...

**Recommendation No. 1**     *Zoning Amendment Bylaw No. 722.11 for Subdivision of 8000 Birch Way*

... AP ...

**Reasons:**

- I ... a ...

**NEXT MEETING**     ...

**ADJOURNMENT**     ...

SUNSHINE COAST REGIONAL DISTRICT

ROBERTS CREEK (AREA D)  
ADVISORY PLANNING COMMISSION

July 15, 2024

RECOMMENDATIONS FROM THE ROBERTS CREEK AREA D ADVISORY PLANNING  
COMMISSION MEETING HELD AT THE ROBERTS CREEK CIVIC CENTER READING ROOM  
ON AED AUGUST ROBERTS CREEK ROADWORKS

PRESENT:

Chair

Maria

Mary

Erin Mac

Brad Ra

Ross

Chris

Chris Roberts

ALSO PRESENT:

Anna

Erin Mac

Brad Ra

Anna

Diana

REGRETS

Maria

Anna

Brad Ra

Chris

Chris Roberts

Erin Mac

CALL TO ORDER

Chair

AGENDA

Anna

MINUTES

Ross

Anna

- Erin Mac
- Anna
- Erin Mac
- Anna

REPORTS

Erin Mac

Pr... answered questions from APC members. Presentation included an overview of applicant's ... approval to bring in fill solely for construction of meadery ("lounge")

AP... R... ad...

... r...

- ...
• ...
• ...
• ...
• ...

Key Points of Discussion:

- ... "farming" rather than a commercial enterprise of a different nature
• ...
• ...
• Support expressed for the proposed use as it leverages Sunshine Coast's tourism
• ...
• ...
• ...
• ...

Recommendation No. 1 Agricultural Land Commission Application ALR00028 (801 Leek Road)

... Arca D A P ... EA...

**REPORTS**

Ad... Pa... R... ar... a...

**DIRECTORS REPORT**

Director's Report was received.

**NEXT MEETING** ...

**ADJOURNMENT** ...

**SUNSHINE COAST REGIONAL DISTRICT**

**ROBERTS CREEK (AREA D)  
ADVISORY PLANNING COMMISSION**

**September 16, 2024**

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RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD AT THE ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, BC

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<b>PRESENT:</b>	Chair	Mike Allegretti
	Members	Chris Glew Meaghan Hennessey Jim Budd Caroline Tarneaud
<b>ALSO PRESENT:</b>	Applicant Designer Recording Secretary	Kurt Vernon, Vernon Construction Will Schmidts, WS Design Vicki Dobbyn
<b>REGRETS:</b>		Gerald Rainville Robert Hogg Lesley-Anne Staats Chris Richmond Francesca Hollander
	Kelly Backs	Electoral Area D Director (Non-Voting Board Liaison)

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**CALL TO ORDER** 7:05 p.m.

**AGENDA** The agenda was adopted as presented.

**MINUTES**

The Roberts Creek (Area D) APC Minutes of July 15, 2024, were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of July 23, 2024

## REPORTS

### Development Variance Permit DVP00108 for 3663 Beach Avenue

Will Schmidts of WS Design reviewed the content of the application. The owners wanted to renovate the existing structure that was built at grade slightly above high-water level. This structure will come down and a new structure will be built that will expand the square footage by 12% over the existing structure. Provincial and local guidelines currently do not align. The designer and applicant answered questions from the members. The applicant and the designer then left the meeting.

#### **Key Points of Discussion:**

- The long-term concern is the high tide line and what people do to mitigate this, such as building retaining walls. Retaining wall regulations have changed, however, in future it should be ensured that the public beach area is preserved and that any mitigation must be carried out on the applicant's property following appropriate regulations, with setbacks that address environmental concerns and comply with current best practices.
- It would be beneficial if delegations representing the applicants provided a presentation with more information and visuals.
- The APC needs more lead time so there would be the opportunity to make a site visit.
- It was noted that the APC is not informed in advance when applicants are attending.
- It would be helpful if we could ask questions about applications prior to the meeting.
- The recording secretary will ask the SCRD Planning staff about the timing of agenda packages and submission of minutes in relation to other SCRD Board or Committee timeline considerations, the process for arranging site visits, and the difference in the roles of the APC and Board of Variance.

#### **Recommendation No. 1** *Development Variance Permit DVP00108 for 3663 Beach Avenue*

The Area D APC supports the SCRD staff support of the application and recommends that the application be given future consideration by the SCRD Board, with the condition that any mitigation must be carried out on the applicant's property following the appropriate regulations and setbacks to address environmental concerns and to comply with current best practices.

## DIRECTORS REPORT

There was no Director's Report.

**NEXT MEETING**      October 21, 2024

**ADJOURNMENT**      7:59 p.m.

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA F - WEST HOWE SOUND  
ADVISORY PLANNING COMMISSION**

**September 24, 2024**

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RECOMMENDATIONS FROM THE AREA F ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY.

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<b>PRESENT:</b>	Chair	Susan Fitchell
	Members	Miyuki Shinkai Marlin Hanson Tom Fitzgerald
<b>ALSO PRESENT:</b>	Electoral Area F Director	Kate-Louise Stamford (Non-Voting Board Liaison)
	Alternate, Electoral Area F Director	Ian Winn (Non-Voting Board Liaison)
	Recording Secretary	Vicki Dobbyn
	Applicant	Ben Smale
<b>REGRETS:</b>	Members	Katie Thomas Ryan Matthews Kevin Healy Jonathan McMorran Vivienne Sosnowski

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**CALL TO ORDER** Vice Chair Miyuki Shinkai called the meeting to order at 7:10 p.m.

**AGENDA**

The agenda was adopted as presented.

**MINUTES**

West Howe Sound (Area F) APC Minutes of June 25, 2024 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of June 26, 2024
- Halfmoon Bay (Area B) APC Minutes of June 25 and July 23, 2024

- Roberts Creek (Area D) APC Minutes of July 15, 2024
- Elphinstone (Area E) APC Minutes of June 25, 2024

## REPORTS

### Development Variance Permit DVP 00100 (798 Marine Drive)

#### **Key Points of Discussion:**

- Ben Smale was present to represent the owner. He commented that from a geotechnical point of view the deck structure is technically sound. The owner is open to a replanting scheme and is open to changes in the form and character of the structure. Of 22 shoreline properties, 16 have this kind of structure.
- The variance assessment criteria listed on page 22 of the agenda included Item 1 which states that "the variance should not defeat the intent of the bylaw standard" and Item 3 which states that "the variance should not be considered a precedent but should be considered as a unique solution to a unique situation or set of circumstances".
- The requested setback variance to the Natural Boundary and the side property line sets a precedent and defeats the intent of the bylaw.
- The new Zoning Bylaw No. 722 adopted in 2022 increased ocean setbacks from 7.5m to 15m. Section 5.16.1 (a) of the Zoning Bylaw outlined on page 21 shows an intent to manage retreat of shoreline properties in light of sea level rise, as well as enhance environmental protection. The requested variance defeats this intent.
- All existing decks within 15m of the natural boundary of the ocean are now deemed non-conforming. Providing a variance to 798 Marine Drive will set a precedent for more properties to request a variance in the future when rebuilding failing decks/structures.
- The Zoning Bylaw states a 1.5m side setback - the applicant is requesting 0.38m - this would impact the neighbouring property in regard to fire separation and overlook.
- The applicant responded that precedent has already been established
- Are the neighbours who have similar encroachments not being asked to rectify their deck locations? If not, why not?
- If allowed how does this now not set a precedent for properties in this area can now build less, then 15m? Why will this not affect other areas?
- This deck utilizes an existing retaining wall foundation. It is assumed this is the large cement blocks that are in place as armouring for the beach front and that the deck would basically butt right up against the beach wall.
- The application doesn't allow for any sort of restoration attempt, as it mentions that there was no natural vegetation to be removed.
- The homeowners request to build a deck on the beach front as everyone else has but if a line is not drawn in the sand, then there are no rules, and everyone does as they want.
- This application will set a precedent.
- There is an existing concrete retaining wall above shoreline protection area.
- SCRD staff has seen a report from the geotechnical engineer.
- The photo included in the agenda package was from just one perspective.
- The deck is about 12 feet above the land.



- The space underneath the deck could be a dry space, but it would be challenging to make it flat.
- Variance permits are supposed to be one-offs and not setting precedent.
- There will not be a public hearing for this application.
- What was the input from the neighbours?
- There was a question as to why variances come to the APC for consideration when there is no clear reason why the variance should be allowed. The SCRD should just enforce the rules.
- The role of the APC is to make recommendations, and the final decision is with the SCRD Board.
- Members appreciate the opportunity to review variances as APC members are most familiar with their neighbourhoods.

**Recommendation No.1** *Development Variance Permit DVP00100 (798 Marine Drive)*

The Area F APC recommends that this application not be supported and agree with the staff comments that the extent of the proposed variance is seen as extensive, and that the proposed variance is seen as defeating the intent of provincial guidelines, and given the proximity of the proposed structure to the natural boundary of the ocean and to a parcel line bordering a neighbouring property, staff are not supportive of the variance application as proposed and recommend removal of the structure.

**DIRECTOR'S REPORT**

The Director's report was received.

**NEXT MEETING**      October 22, 2024

**ADJOURNMENT**      8:15 p.m.

## Yvette Roberts

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**From:** Karen Spicer <vicepresident@robertscreekcommunity.ca>  
**Sent:** September 22, 2024 6:12 PM  
**To:** Yvette Roberts; kelly backs  
**Subject:** Letter of Support Request from the xwesam-Roberts Creek Community Association

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear SCRD Board,

The xwesam-Roberts Creek Community Association would like to request a letter of support at your earliest convenience from the SCRD pertaining to our annual Province of BC Gaming Grant funding, which supports our Community Event Program, including Earth Day, Creek Daze, The Higgledy Piggledy Parade, Eek the Creek Family Halloween Party, Christmas photos with Santa, and the Christmas Community Potluck Dinner. As always, xRCCA events are free and open to anyone.

We would be most grateful for your ongoing support of our community association.

Kind regards,

Karen

Vice President

xRCCA