

THE CORPORATION OF THE CITY OF COURTENAY

PUBLIC HEARING AGENDA

We respectfully acknowledge that the land on which we gather is the unceded traditional territory of the K'ómoks First Nation

DATE: Monday, April 12, 2021
PLACE: Electronic Meeting
TIME: 5:00 p.m.

AGENDA

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

PG #

1.00 PUBLIC HEARING NOTICE

The City of Courtenay Council hereby gives notice that it will hold a Public Hearing to receive representations in connection with proposed amendments to *Zoning Bylaw 2500, 2007*.

Notices of this Public Hearing have been duly advertised in accordance with the requirements of the *Local Government Act*.

Due to the COVID-19 pandemic, and in accordance with Ministerial Order No. M192/2020 and the Class Order (mass gatherings), the following Public Hearings will be conducted virtually and live-streamed on the City's website. The public may participate in the meeting via Zoom Webinar and telephone, or provide comments to Council in writing. Those persons who believe their interest in property may be affected by a proposed bylaw shall be afforded a reasonable opportunity to be heard:

1. Submit written comments to Council:

Email to planning@courtenay.ca

Mail to: City of Courtenay, Development Services, 830 Cliffe Avenue, Courtenay, BC, V9N 2J7

PLEASE NOTE ALL WRITTEN SUBMISSIONS MUST BE RECEIVED BY 2:00 P.M., MONDAY, APRIL 12, 2021 AND CONTAIN WRITER'S NAME AND ADDRESS, AND STATE WHETHER IN FAVOUR OR OPPOSED TO THE PROPOSED BYLAW. THIS INFORMATION WILL BECOME A PART OF THE PUBLIC RECORD.

2. Participate LIVE through a Zoom Webinar

See details and instructions on the City's website www.courtenay.ca/publichearings

3. Participate LIVE through Zoom Phone Conferencing

Dial toll free 1-855-703-8985

Or dial alternate non toll free 1-778-907-2071

Passcode 881 4460 0308 # and follow participation instructions provided

4. Watch the Public Hearing LIVE

Via LIVE webcast City of Courtenay YouTube Channel:

[City of Courtenay's YouTube Channel](#)

Report(s), bylaw, and related information respecting the zoning bylaw amendment are available on the City's website: www.courtenay.ca/devapptacker (search by file number) and <http://www.courtenay.ca/councilmeetings>.

NO PRESENTATIONS WILL BE RECEIVED BY COUNCIL AFTER THE CONCLUSION OF THE PUBLIC HEARING

2.0 CALL TO ORDER

3.0 ZONING BYLAW AMENDMENT

3.1 BYLAW NO. 2986 - 2129 BLUE JAY PLACE

In general terms, Bylaw No. 2986 proposes an amendment to *Zoning Bylaw No. 2500, 2007* by rezoning the property legally described as Lot J, District Lot 158, Comox District, Plan VIP79430 (2129 Blue Jay Place) from Residential One Zone (R-1) to Residential One S Zone (R-1S) to allow a secondary suite in an existing single family residence.

This Public Hearing is being held pursuant to Section 464 of the *Local Government Act* for the purpose of hearing representation from those persons who believe their interest in property may be affected by "Zoning Bylaw Amendment No. 2986, 2021". This bylaw has received first and second readings, but has not passed third reading or been adopted by Council.

- 1
- **Staff Report: 2021-03-15 - Zoning Amendment Bylaw No. 2986 to Allow for a Secondary Suite at 2129 Blue Jay Place**
- 27
- **Zoning Amendment Bylaw No. 2986, 2021 (2129 Blue Jay Place)**

3.2 BYLAW NO. 2994 - 310 HUNT ROAD

Bylaw No. 2994 proposes an amendment to *Zoning Bylaw No. 2500, 2007* by rezoning the property legally described as Lot A, Section 14, Comox District, Plan EPP101533 (310 Hunt Road) from a Land Use Contract (LUC) to a new site specific Comprehensive Development Thirty One Zone (CD-31) to facilitate the development of a 93 unit hotel.

This Public Hearing is being held pursuant to Section 464 of the *Local Government Act* for the purpose of hearing representation from those persons who believe their interest in property may be affected by "Zoning Bylaw Amendment No. 2994, 2021". This bylaw has received first and second readings, but has not passed third reading or been adopted by Council.

- 29
- **Staff Report: 2021-02-01 - Zoning Amendment Bylaw No. 2994 - 310 Hunt Road**
- 85
- **Zoning Amendment Bylaw No. 2994, 2021**

It should be noted that after the April 12th Public Hearing has been concluded, Council cannot hear from interested parties and/or receive any new information in regard to these bylaws. Council will consider 3rd reading of Bylaw Nos. 2986 and 2994 at a future Council meeting.

4.00 ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-1914

From: Chief Administrative Officer

Date: March 15, 2021

Subject: Zoning Amendment Bylaw No. 2986 to Allow for a Secondary Suite at 2129 Blue Jay Place

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 2129 Blue Jay Place from Residential One to Residential One S Zone (R-1S) to permit the addition of a secondary suite to an existing house.

CAO RECOMMENDATIONS:

THAT based on the March 15th, 2021 staff report “Zoning Amendment Bylaw No. 2986 to Allow for a Secondary Suite at 2129 Blue Jay Place” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2986, 2021; and,

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2986.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

The subject property is an approximately 658m² residential lot located at 2129 Blue Jay Place in East Courtenay, legally described as Lot J, District Lot 158, Comox District Plan VIP79430 (**Figure 1**). The property is currently zoned Residential One (R-1) and there is an existing 275.3m² (2,963ft²) two-storey single family dwelling on the parcel. The home contains a single car garage. There is also space for two vehicles in the front driveway (for a total of 3 parking spaces). Plans and elevations are shown in **Attachment No. 1**.

The secondary suite is proposed within the basement of the existing home. The proposed suite is 89m² (958ft²) in size and includes one bedroom, one bathroom, laundry, a living room, dining room, and a kitchen (**Attachment No. 1**). The applicant’s rationale for the rezoning can be found in **Attachment No. 4**.



Figure 1. Context map with the Subject Property outlined in yellow.

DISCUSSION:

The subject property is located within less than two kilometres of the Crown Isle Shopping Complex, Valley View Elementary, and Mark R. Isfeld Secondary School and the Aspen Grove and Highland Village Shopping Centres in Comox. These destinations are accessible by cycling, walking, or transit (with two bus routes that travel along Lerwick Road). It is also adjacent to Lerwick Nature Park.

OCP Review

The proposed application represents infill development within an established neighbourhood designated Urban Residential in the Official Community Plan (OCP).

The OCP and the Affordable Housing Policy support infill development within existing Urban Residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. Infill housing provides more rental housing stock and diversity of housing types, and promotes more efficient use of land that is already serviced.

Zoning Review

This application meets zoning requirements, including building height, lot coverage, building setbacks and parking for both R-1 and R-1S zones. It also specifically meets all R-1S zoning requirements for secondary suites, summarized in the table below.

Requirements	Proposal
Total not more than 90.0 m ²	Approximately 89m ² (includes 1 bedroom,1 bathroom, living room, kitchen)
Floor Area Less than 40% of the total habitable floor space of the building	~32%
Located within a building of residential occupancy containing only one other dwelling unit	Yes
Located within a building which is a single real estate entity	Yes
Three Parking Spaces <i>(2 spaces for the principal dwelling unit and 1 additional space for the secondary suite)</i>	3 parking spaces: 2 full-sized driveway spaces, and 1 parking space in the garage (Attachment No. 1)

FINANCIAL IMPLICATIONS:

Application fees in the amount of \$500 have been collected in order to process the rezoning amendment application. Should the proposed Zoning Amendment Bylaw be adopted, Building Permit application fees will apply.

Properties with a secondary residence are charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Should the rezoning application be approved, the additional utility fees will be charged to the property at the time of occupancy permit. Secondary residences are exempt from paying Development Cost Charges to the City and Regional District.



ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 30 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional two hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent building permit application including plan checking and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

The proposed development utilizes existing infrastructure and is connected to City water, sewer and storm mains. There are no direct asset management implications associated with this application.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

-  Communicate appropriately with our community in all decisions we make
-  Encourage and support housing diversity

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed zoning amendment is consistent with the Urban Residential land use designation of the Official Community Plan. It represents infill residential development near existing amenities and services, providing a range of housing choice, while fulfilling OCP Section 4.4.3 4 a) – limited infill will be considered only in keeping with the character and scale of an existing neighbourhood and 4.4.3.4 d) – secondary suites will be considered as part of a principle single family residential building subject to zoning approval.

REGIONAL GROWTH STRATEGY REFERENCE:

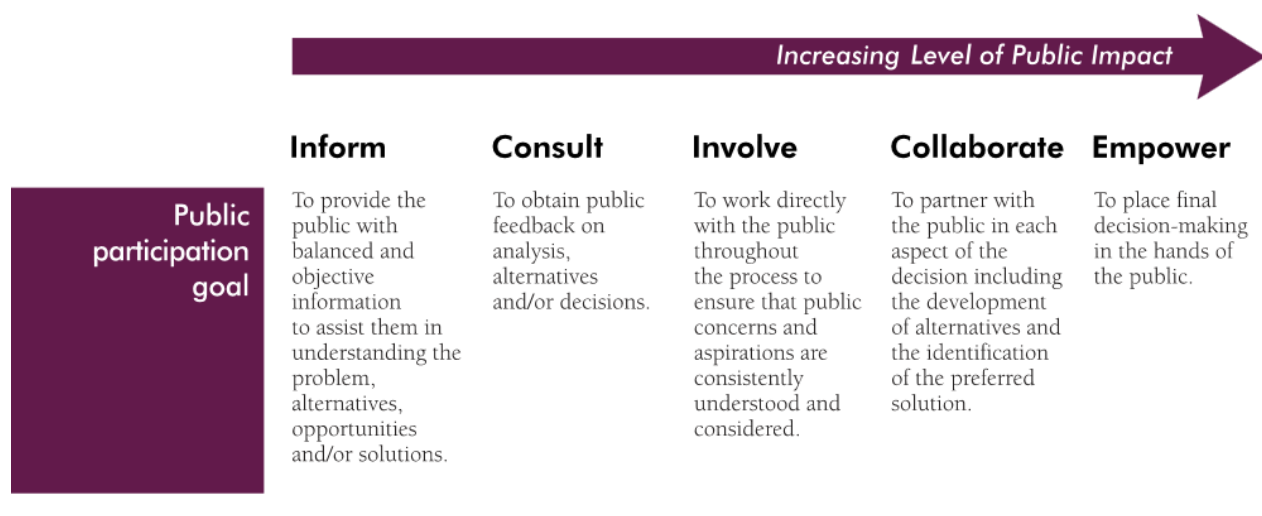
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

Objective 1-A: Locate housing close to existing services; and

Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:



Prior to this application proceeding to Council, the applicant distributed an alternative public information package to property owners and occupiers within 100m of the property, over a two week period and collected and summarized feedback as per the new Alternative Public Information Meeting process. The information provided to neighbours and the summary of the process can be found in **Attachment No. 2**. The City received 13 comments from the public. The applicant received 4 comments. Of the comments received, 12 households were represented.

Of the responses received, six households were opposed and six had no objections.

All feedback can be found in **Attachment No. 3**. Of those that stated opposition to the proposal, they had the following concerns:

- Potential traffic increase
- Parking concerns and snow ploughing in the winter
- Desire to maintain the neighbourhood as single family only
- The potential for property value impacts

It is important to note that the Zoning Bylaw requires one additional off-street parking space be provided for a suite, and these requirements for parking will be met on the subject property.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the March 15th, 2021 staff report “Zoning Amendment Bylaw No. 2986 to Allow for a Secondary Residence at 2129 Blue Jay Place” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2986, 2021; and,

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2986.

OPTION 2: Defer consideration of Bylaw No. 2986 with a request for more information.

OPTION 3: Defeat Bylaw No. 2986.

Prepared by:



Cassandra Marsh,
Planner I

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:



Ian Buck, RPP, MCIP
Director of Development Services

Concurrence by:

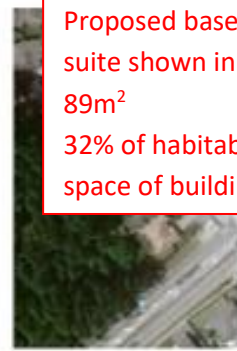


Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

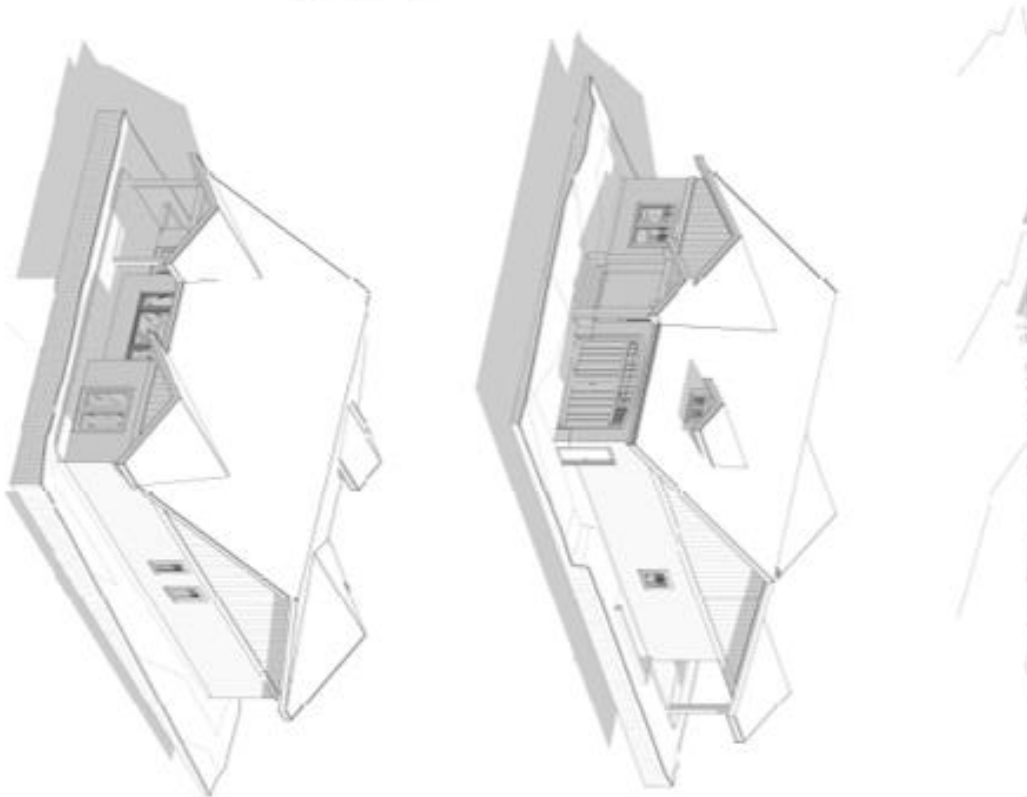
Attachments:

1. *Attachment No. 1: Plans and Elevations*
2. *Attachment No. 2: Alternative Public Information Meeting Mail Out and Summary*
3. *Attachment No. 3: Public Comments*
4. *Attachment No. 4: Applicant’s Rationale*
5. *Attachment No. 5: Sustainability Evaluation Checklist*

Attachment No. 1: Plans and Parking



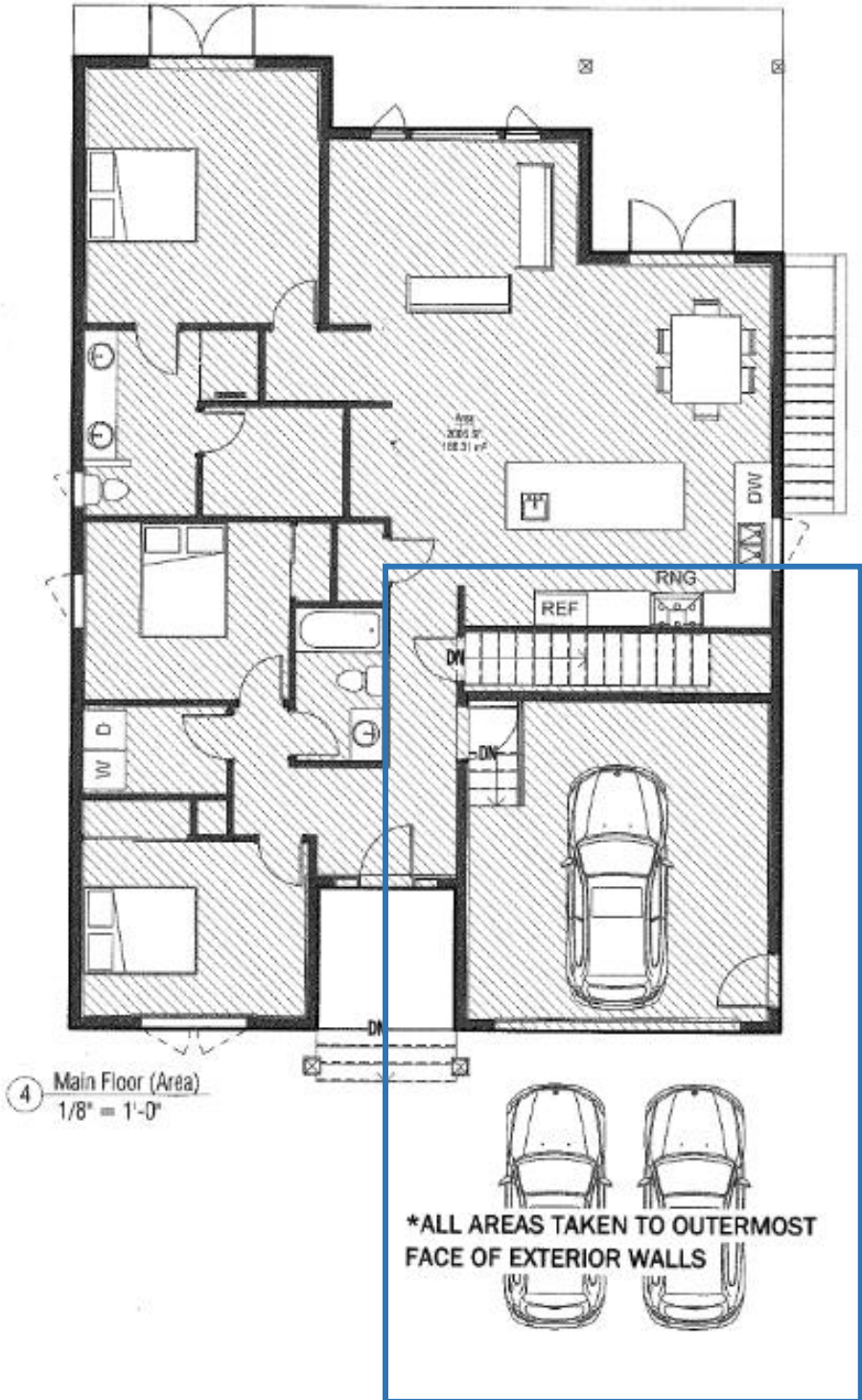
Proposed basement suite shown in red
89m²
32% of habitable floor space of building



GFA

 2005 SF (MAIN FLOOR)

Parking shown with 3 spots.



Attachment No. 2: Public Information Meeting Summary

Hello fellow neighbours, my name is Clayton Gilroy and I live at 2129 Blue Jay Place. I have submitted a proposal with the city of Courtenay to allow my unfinished basement to be developed into a suit.

This notice is to allow for the locals to comment and or request further information before the application is approved. Please view relevant documents on the city of Courtenay’s website www.courtenay.ca/devapptacker. You can search by the file number or the house address.

file number RZ000037 or house address 2129 Blue Jay Place Courtenay.

If you have any further questions you can phone me at 250-898-9580 or email claytongilroy3@gmail.com







Please return your comments to the city by: October 28th

Comments can be submitted by one of the following methods:

- Drop your comment sheet off in the drop box located at the front entrance of the City of Courtenay or mail: city of Courtenay, Planning Services Department, 830 Cliffe Ave Courtenay BC V9N 2J7
- Email your comments to planning@courenay.ca
- Fax your comments to 250-334-4241

Thank you for the time you have taken to look over this proposal

Clayton

 Message file # RZ000037 (1).eml 2129 Blue Jay Place (1).eml file # RZ000037 (1).eml File number 000037 (1).eml application for rezoning.docx

Hey Marsha, here is the Post-Meeting Summary info

A) My sign was posted Jan 10th, 2019. My mail out was sent to the neighbour's on October 10th, 2020 from the list given.

B) I 4 people responded to the mail out, all were for the rezoning or at least not opposed to the suit being approved. see the attachments for their comments.

C) The page I mailed out to neighbor's is also also attached to file.

D) There were no questions asked, or concerns raised.

All 4 responses were by email and did not require a response or info sent to them over concerns.

If there is anything else required to move this application forward please let me know.

Clayton

Attachment No. 3: Public Comments



 Wed 10/21/2020 5:57 PM
[Redacted Name]
Suite


To PlanningAlias

I live at 2041 Blue Jay Place. I am definitely opposed to having a suite at the new residence at 2129 Blue Jay Place.
We are having a major problem, on Blue Jay Place, with cars parked on the street. Having a suite would just further this problem and is not in keeping with the original plan for the area.
This is regarding file #RZ000037.
Do you need me to write a letter or is this email sufficient.

Thank you
[Redacted Signature]


Sent from my iPad

 Wed 10/21/2020 6:26 PM
 >
file # RZ000037

To PlanningAlias
Cc 

To whom it may concern

We live at 2001 Blue Jay Place, unit 39 and have no objections to the Gilroy’s proposal for a basement suit.

Sincerely,




Wed 10/21/2020 6:26 PM

[Redacted]

file # RZ000037

To PlanningAlias

Cc [Redacted]

To whom it may concern

We live at 2001 Blue Jay Place, unit 39 and have no objections to the Gilroy’s proposal for a basement suit.

Sincerely,

[Redacted]



Fri 10/23/2020 4:17 PM

Response to application for rezoning RZ000037

To PlanningAlias

To the Planning Department Courtenay,

My wife and I recently received a letter from the home owner at 2129 Blue Jay Place. The resident states in his letter that he has applied to the City for permission to develop a suite in his basement, and invites his neighbours to comment directly to City Planning on his application. We oppose this application on several grounds. First, we are concerned with the number of cars being parked on the cul-de-sac. The owner of 2129 has a single-car garage and a parking area for a second car on his property, but he has a trailer permanently parked there, so there is limited room for off-road parking for the suite’s occupant. The problems with street parking in the cul-de-sac are well-established. First, children on skateboards and bicycles ride out from between parked cars onto the road. There have been several near misses on the cul-de-sac. In fact, it has come up in discussion at The Woodlands (2001 Blue Jay Place) strata meetings. Secondly, the cul-de-sac is the primary access to The Woodlands and to the trails around the strata. As a consequence, there are a great number of strollers, dogwalkers, and car drivers coming in and leaving the cul-de-sac daily. Thirdly, delivery vans use the entrance to The Woodlands to deliver packages to the strata owners and at times (when the back gate is left open) to the neighbouring streets west of the strata. Fourthly, the City of Courtenay does not appear to be able to clear the cul-de-sac of snow in timely manner when necessary. Adding more traffic (and parked cars) to the cul-de-sac just compounds these problem. For your information today there are three cars parked on the street in front of 2129 Blue Jay Place. It should be kept in mind that for the people living on the cul-de-sac there is only one entry and exit point.

Yours truly,

#45 2001 Blue Jay Place

From: [Redacted]
Sent: Tuesday, November 17, 2020 4:03 PM
To: PlanningAlias <planning@courtenay.ca>
Subject:

Dear Planning Department,
Further to my communication with you earlier on the rezoning application by the owner(s) of 2129 Blue Jay Place. As you can see in the photograph the zoning application signage does not appear to be properly placed. Also, the city’s No Parking sign (which can be seen in the attached photo) is being frequently ignored.

[Redacted]
2001 Blue Jay Place



Sat 10/24/2020 11:37 AM

[REDACTED]
Re RZ000037 - 2129 Blue Jay Place, Courtenay

To PlanningAlias

You forwarded this message on 10/26/2020 8:39 AM.

The Owners of of 2129 Blue Jay Place have requested feed back on the proposed basement suite development.

Our primary concern with respect to a new suite development, is added vehicle traffic on Blue Jay Place, and the resultant, on street parking. As it stands presently, it appears there is insufficient on street parking for Blue Jay Place residents. There is congestion at the entrance to Blue Jay Place (off Lerwick), when concurrent entering and leaving vehicles meet at the intersection. This situation is created by residents parking in no parking zones, sometimes on both sides of Blue Jay, near the intersection - and blocking traffic flow. If and when this area is properly policed, the residents in the No Parking areas will have to park further back onto Blue Jay, limiting the space for other permanent residents, as well as visitors. In addition, one residence has their vehicle parked on the boulevard, to avoid parking on the street in a No Parking area.

We would request the City of Courtenay review the following:

- Residential design standards for on street parking, covering the dwellings on Blue Jay Place, and determine if there is sufficient parking (left) to allow incremental traffic from an additional basement development; and
- Pass on our concerns re street parking enforcement on Blue Jay Place to the proper bylaw enforcement authorities, to address the current lack of residential parking enforcement that is occurring in "No Parking" demarked areas near the intersection.

[REDACTED]
61 2001 Blue Jay Place
Courtenay, BC V9N 4A8

[REDACTED]



Mon 10/26/2020 12:50 PM

[REDACTED]

re: basement suite at 2129 Blue Jay Place

To PlanningAlias

I have no objections to this suite. [REDACTED] 2288 Swallow Cres. My house goes street to street.



Tue 10/20/2020 7:29 PM

[Redacted Name]

RZ000037 (2129 Blue Jay Place, Courtenay)

To PlanningAlias

Dear Sirs:

We have no problem with the above basement being developed into a suite.
It will not affect increased traffic in our complex.

[Redacted Address]
Unit #27, 2001 Blue Jay Place



Mon 10/19/2020 8:51 PM

[REDACTED]
RZ000037 Zoning Amendment Application 2129 Blue Jay Pl

To PlanningAlias

 Follow up. Start by Tuesday, October 20, 2020. Due by Tuesday, October 20, 2020.

To Whom It May Concern:

As a neighbour of Mr. C. Gilroy, I am writing in support of the subject application. I live in The Woodlands strata, which is situated at the end of Blue Jay Place cul-de-sac. I believe the application supports the City's objective of increasing affordable housing while not detracting from the present nature of our community. Also, there is ample parking availability on the cul-de-sac, due in part, to the two turn around areas within the cul-de-sac.

Thank you for your consideration of the application and this note of support.

Sincerely : [REDACTED] # 75 2001 Blue Jay Place

city




Tue 10/20/2020 10:18 AM

[Redacted]

2129 Blue Jay Place

To PlanningAlias

Cc [Redacted]

 Follow up. Start by Tuesday, October 20, 2020. Due by Tuesday, October 20, 2020.

Dear Sirs

For the record we are in favor of the application to build a basement suite by Mr Gilroy. We own the house at 2258 Swallow Crescent.

Your truly

[Redacted signature]

From [Redacted]



Tue 10/20/2020 12:07 PM

[Redacted]

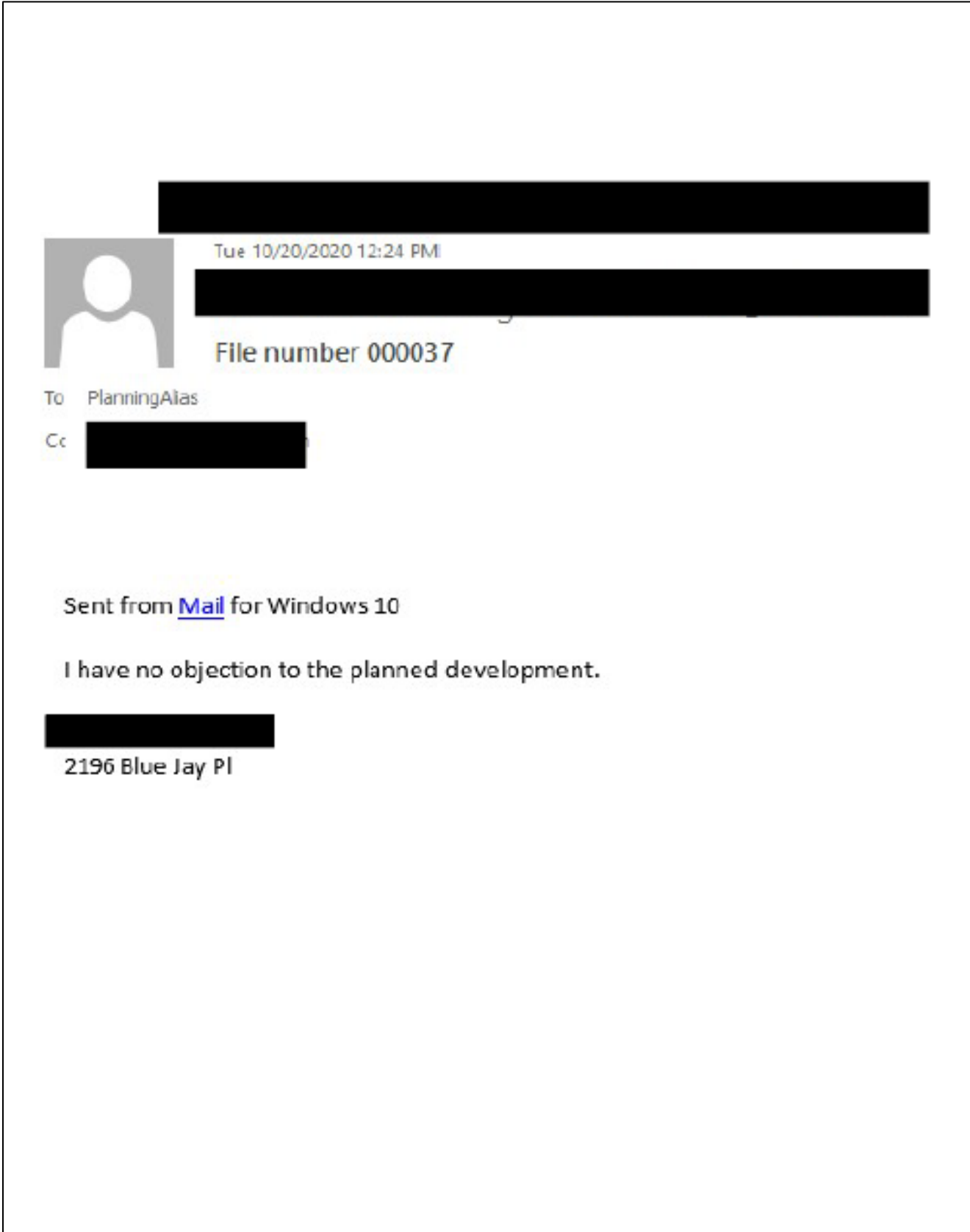
file rz000037

To PlanningAlias

We received the request for comments from neighbours of Clayton Gilroy of 2129 Blue Jay Place re his application for a basement suite at his residence. Our only concern would be the addition of more cars parked on the side of Blue Jay as most houses along there have already got extra cars parked on the street. The driveway at 2129 would not allow extra cars to park on it as it would block the garage. We are not directly impacted but we do drive out on Blue Jay as we exit from the Woodlands Patio homes where we live. The situation would become more critical in winter when snow is on the road as Blue Jay is often the last to have a snow plow to clear the street.

Sincerely

[Redacted signature]



[Redacted]



Tue 10/20/2020 12:24 PM

[Redacted]

File number 000037

To: PlanningAlias

Cc: [Redacted]

Sent from [Mail](#) for Windows 10

I have no objection to the planned development.

[Redacted]

2196 Blue Jay Pl



Sun 10/25/2020 9:39 AM

[Redacted]

Re: File # RZ000037

To: PlanningAlias

To whom it may concern:

We live at 2076 Blue Jay Place. We oppose the application for approval to build a basement suite at 2019 Blue Jay Place.

We were among the early owners of homes on Blue Jay Place. Both our builder and the developer advertised lots that would have single family dwellings only. If this suite is allowed, it will be the second home to have a rental unit in a house on a single frontage lot.

Over the past few years, there has been a steady increase in the number of vehicles on Blue Jay Place. On our side of the street, next to us at 2106, the house has two vehicles parked, plus a large boat that sits on the driveway in summer months, and on the grass beside the house in winter. On the other side of that house two vehicles and a huge motor home are parked on the driveway.

The other side of the street has a house (2085 Blue Jay Place) with a rental suite. With both the main house and suite occupied, there have been as many as five vehicles on the driveway and more on the street.

On the other side of 2129 Blue Jay Place (the house in this zoning application) there are too many vehicles to park on the driveway. Usually one extra car parks on the street, and often, another is parked on the lawn.

From the illustrations of house and driveway at 2129, we feel there is barely room for two vehicles. It is likely that if a second family is allowed there, more than two vehicles will add to the parking congestion on the street.

We can understand reasons for owners of single-family homes to want to add a suite, but don't feel that Blue Jay Place is a suitable street to accommodate more vehicles and vehicle traffic. We hope sincerely that this will not be allowed.

Yours truly

[Redacted signature]

2076 Blue Jay Place
Courtenay, B.C.

Attachment No. 4: Applicant’s Rationale**Written Statement on conformance to the Affordable Housing Policy**

1. This rezoning application is to change my current zoning R-1 to R-1S to allow a Secondary suite in the basement of the new house going to be constructed.
2. The lot at 2129 Blue Jay Place, is an infill lot, and the only vacant lot on the street for the last 10 years. I believe the location of the land is ideal for a suite, with it being a 5 minutes walk to our schools, grocery stores, and local transit.
3. The house has been designed to comply with all Building Code and City Bylaw requirements for a legal suite.
4. There is at least three off street parking spots, one in the garage and at least two on the driveway allowing two for the residents and one for the suite.
5. Community benefits: This secondary suite will help with the tight Comox Valley rental market, and will help with the stated City of Courtenay in-fill density policies.
6. The house has been designed to blend in with the well-established feel of the neighbourhood. The suite will be unnoticeable to the surrounding community, and still help with the AHP’s goal for higher density in the Comox Valley.
7. I believe this application is the perfect example of what the Affordable Housing Policy is looking to create, as stated: “Expanding the application of secondary suites and secondary residents by encouraging the provision of secondary suites in areas seeking single residential lot zoning.”
8. I am applying for the suite to make my new home affordable for my family. as well as help others find a suite they can afford to rent at a reasonable price.
9. The exterior of the house is going to be finished with a dark green Hardi Board, and Stained Fir wood trim and beams. This I believe will give the house an appealing classic look, and help it blend into the park setting the lot is on.

Attachment No. 5: Sustainability Evaluation Checklist



CITY OF COURTENAY
Development Services
 830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-703-4839 Fax: 250-334-4241
 Email: planning@courtenay.ca

**SUSTAINABILITY
 EVALUATION**

COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required sustainability criteria that, where applicable, shall be satisfied for all development applications including Official Community Plan (OCP) and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Tree Cutting and Soil Removal Permits, Agricultural Land Reserve and Subdivision applications. These criteria are established to ensure that the goals and objectives of the OCP are satisfied. **Please briefly state in the "Description" column how the application achieves the stated criterion.** Where an element of the development proposal does not comply with a sustainability criterion, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

The Sustainability Evaluation Checklist Policy states: *Proposed developments will be considered where a development:*

- a. provides substantial benefits to the City;
- b. will not negatively impact on the City's infrastructure, neighborhood or environment;
- c. new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community;
- d. Meets applicable criteria set out in the OCP.

The complete Sustainability Evaluation Checklist policy is contained within the City of Courtenay Official Community Plan No. 2387, 2005.

Project Address: 2129 Blue Jay Place	Date: Oct 19, 2019
Applicant: Clayton Gilroy	Signature: Clayton Gilroy

APPLICATION REQUIREMENTS To be filled out by applicant

Land Use. The application:	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	The house design was picked to blend well with the neighborhood in a size and appearance.
b) Balances the scale and massing of buildings in relation to adjoining properties;	The majority of houses on the street are single story 1600-3,000 square ft houses, this appears from the road to be a single story 1,600 sq ft ranch.
c) Complements neighboring uses and site topography;	The house is going to have the same setback + elevation as the houses on either side of it.
d) Provides or supports mixed used developments or neighborhoods;	I am requesting for a suit to help with the affordability housing issue in Courtenay.
e) Promotes walking to daily activities and recreational opportunities;	We will be able to walk to the school, Q&J + Co-op in 5 minutes.
f) Supports a range of incomes;	lower income families will be able to afford to live in the suit.
g) Is a positive impact on views and scenery;	I am using stained wood trim + dark green hand to blend into the park + blend with the existing houses on the street.
h) Preserves and provides greenspace, trails and landscaping;	there is already a trail behind the lot into the park.

Building Design. <i>The application:</i>	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	10x10 wood posts in the entrance, a fake dormer above garage for character. hardi board & solid trim around window + Doors
b) Maintains a high standard of quality and appearance;	Wood entrance + hardi finish.
c) Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors;	2 Dormers on the front + 2 on the back
d) Avoids creating a strip development appearance;	The dormer above the garage gives it extra character
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	Complies with today's efficiency requirements
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	House will be built using standard building materials. No spray foam etc, will be used.
g) Builds and improves pedestrian amenities;	This was the only empty lot on the street for years. All amenities have been in place for 15 years.
h) Provides underground parking;	No, only garage parking
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	Not sure what this is?
Transportation. <i>The application:</i>	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	Bus route is 2 minutes away.
b) Provides multi-functional street(s);	Street in the front, park in the back.
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	we can walk to QF through the park
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	My kids might add trails in the park?
Infrastructure. <i>The application:</i>	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	Yard will have top soil, flower beds will have bark mulch
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	Natural gas fireplace

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	Post + beam + hardi board
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	Yard will be well landscaped
c) Provides public and private amenity space;	The backyard will have a waterfall
d) Preserves heritage fixtures;	Will blend well with the houses on the street
e) Orients to views, open space and street;	Living room + Kitchen in back to enjoy park views
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	yes,
b) Provides for native species, habitat restoration/improvement;	Lot is empty + treeless now, but will be well landscaped
c) Includes tree lined streetscapes.	Will have flower beds + a Japanese maple in the front yard.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2986

A bylaw to amend Zoning Bylaw No. 2500, 2007

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2986, 2021**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot J, District Lot 158, Comox District Plan VIP79430 (2129 Blue Jay Place), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 15th day of March, 2021

Read a second time this 15th day of March, 2021

Published in two editions of the Comox Valley Record on the 31st day of March, 2021 and the 7th day of April, 2021

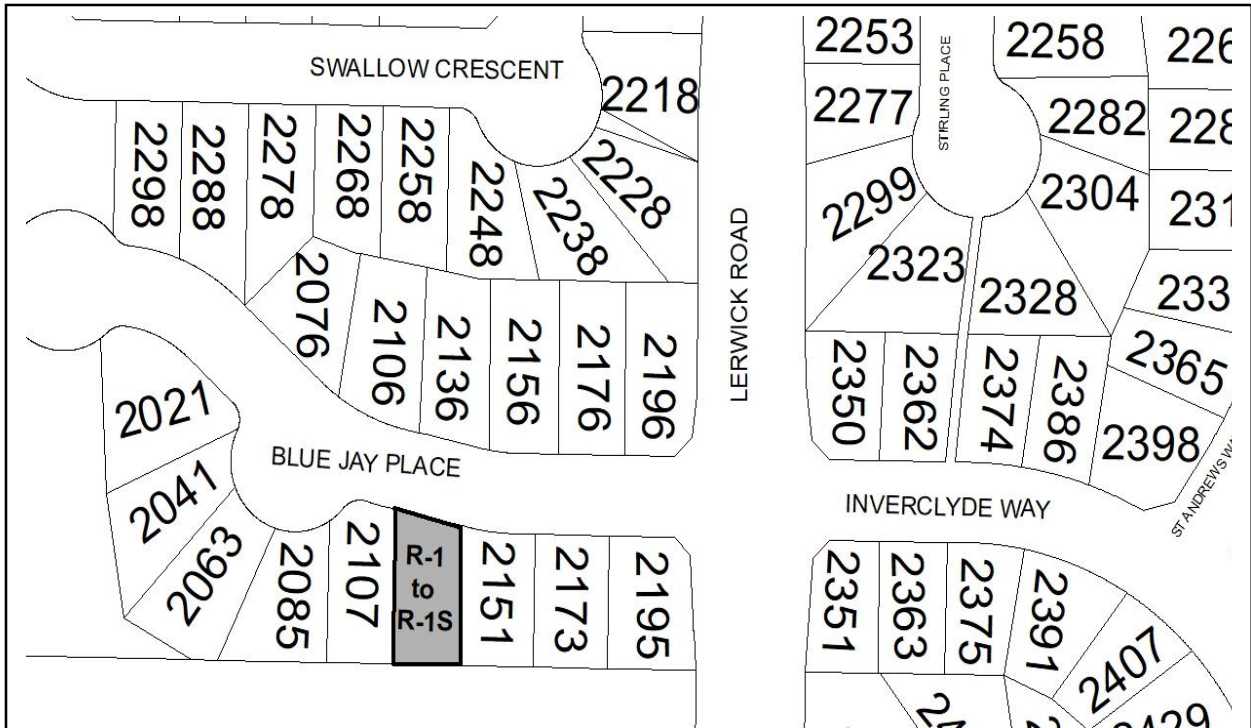
Considered at a Public Hearing this day of , 2021

Read a third time this day of , 2021

Finally passed and adopted this day of , 2021

Mayor

Corporate Officer





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No: 3360-20-2002

From: Chief Administrative Officer

Date: February 1st, 2021

Subject: Zoning Amendment Bylaw No. 2994 – 310 Hunt Road

PURPOSE:

The purpose of this report is for Council to consider a Zoning Bylaw amendment application to create a new Comprehensive Development Thirty One Zone (CD-31), and rezone the property legally described as Lot A, Section 14, Comox District, Plan EPP101533 from Land Use Contract (LUC) to CD-31 to facilitate the development of a 93 unit hotel and associated site development. .

CAO RECOMMENDATIONS:

THAT based on the February 1st, 2021 staff report “Zoning Amendment Bylaw No. 2994 - 310 Hunt Road” Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading of “Zoning Amendment Bylaw No. 2994” to create a new CD-31 Zone and rezone the property legally described as legally described as Lot A, Section 14, Comox District, Plan EPP101533 VIP74579 from LUC to CD-31;
2. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw; and,
3. That Final Reading of the bylaw be withheld pending the registration of a Section 219 covenant on the subject property.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

The subject property is 0.74ha (1.81ac.) in size and is located on the edge of an established commercial area bounded by Ryan Road (north), Back Road (east), Tunner Drive (south) and Hunt Road (west).

The development site is a vacant property vegetated with plum and hawthorne trees. A cherry tree and patches of red alders are established along the eastern property boundary and a cluster of western white pine trees, a protected tree species, is located within the City’s boulevard on the southeast edge of the property.

The property is situated within a mixed use neighbourhood on the edge of one of the City’s dominant commercial areas. This neighbourhood is predominately occupied by commercial and retail businesses including day-cares, liquor stores, restaurants, veterinary and medical clinics, retail stores, financial institutions, professional offices, grocery stores and convenience stores.

Lower density residential uses are established to the east and south of the property and Lawrence Burns Park, a City neighbourhood park, is located south at 480 Hunt Road. More recently, a number of higher density multi-family developments have been approved in the surrounding area, including: a 79 unit apartment building at 911 Braidwood Road; a 160 unit retirement residence at 925 Braidwood Road; a 118 unit rental apartment building at 1025 Ryan Road and a three storey apartment building containing 35 units of affordable rental housing at 811 Braidwood Road. BC Housing also operates the Washington Apartment building, southwest of the subject property.



Figure 1: Subject Property and Context

The City’s Official Community Plan (OCP) designates the property as “Commercial Shopping Centre”. The Commercial Shopping Centre land use designation is described as an area which functions as the major shopping centres for the region. This designation is intended primarily for larger format shopping centres

and “big box” style developments. However, there is recognition in the OCP that larger format shopping centres that are anchored by major retail stores (for example the Superstore at Washington Park Shopping Centre located at 757 Ryan Road) are often mixed with smaller retail stores and commercial businesses including financial institutions, offices, personal service uses and restaurants.

The OCP encourages commercial infill in existing commercial areas and supports the intensification of commercial land rather than the designation of new commercial areas or extensions to commercial zoning along major routes. Also, the OCP encourages the development of a strong diversified commercial base that provides both employment and service opportunities. While the OCP supports commercial infill, other elements of the proposal including density, building height and site design are assessed on a case by case basis. The subject property is not subject to a Local Area Plan.

The subject site is currently zoned Land Use Contract (LUC) and is not regulated by *Zoning Bylaw No. 2500*. Since 1976 the subject property has been subject to a LUC. Similar to zoning, LUCs regulate land use, density, the siting of buildings and structures, building height and works and services. LUCs were a relatively popular regulatory tool from the 1960’s to the 1980’s when the *Municipal Act* allowed local governments to enter into LUCs as a regulatory tool similar to comprehensive development zones. In this case the LUC was intended to regulate an office development, subdivision layout and a cul-de-sac road extension. The Provincial Government has mandated that all LUCs be terminated by 2024.

Proposed is an amendment to the property’s zoning to facilitate the construction of a four storey, 93 unit hotel (Holiday Inn Express) and associated parking and landscaping. The hotel contains indoor amenity space including: an indoor swimming pool, fitness facility and a multi-purpose meeting room (containing approx. 100 seats). The hotel will include a breakfast bar that will supply limited prepared and pre-packaged food items (i.e. yogurt, cereal, bagels, muffins, tea and coffee) and it is expected to provide 47 local fulltime jobs.

The applicant is proposing a comprehensive development zone (CD Zone) as none of the commercial zones in *Zoning Bylaw No. 2500* permit the density or the specific development concept proposed by the applicant.

Vehicular access to the site is restricted to Hunt Road a local City road with two lanes and a speed limit of 50km/hr. Hunt Road/Tunner Drive form a side-street, stop controlled intersection with Ryan Road to the northwest and a side-street, stop sign controlled intersection with Back Road to the southeast. The City’s Transportation Master Plan identifies it as a collector road under the ‘Recommended Road Classification Scheme’.

Ryan Road abuts the site’s northern property boundary and is a four-lane highway under the jurisdiction of the Ministry of Transportation and Infrastructure (MOTI). Back Road is a City collector road with two lanes.

Based on the number of hotel units (93 units), the number of employees (47 employees) and the number of seats proposed for the meeting room (100 seats) 88 parking stalls are required for the development. The applicant is supplying 97 parking stalls, which exceeds the City’s bylaw requirement. The oversupply of parking has been justified through the project traffic engineer’s examination of the peak parking demand for the hotel based on trip generation data for a hotel. The Transportation Impact Study (TIS) indicates the hotel demands 60 to 93 parking stalls to meet peak parking demand ratios for operational purposes. Also parking is required for employees, hotel management and accessory uses including the meeting room (open for public use) located within the hotel.

To promote the utilization of electric vehicles (EV) within the City, the applicant has provided capacity for up to 10 EV charging stations in the parking area at the rear of the hotel within the eastern side yard. Tunner Drive is identified as a future street connection, which would include sidewalks and cycling facilities connecting Back Road to the Highway 19A Bypass.

Should this link be possible and upon full build out of the cycling network, cyclists will have access to routes and other cycling corridors established throughout the City. It is expected that a majority of the trips patrons will make to and from the hotel will be by private vehicle or taxi, however, the applicant is accommodating alternative forms of transportation including through the provision of bicycle parking for hotel employees. Adjacent to the front entrance of the building a secure outdoor bicycle storage unit is being made available that will hold up to 12 bicycles and provides an electrical outlet for e-bike charging. Transit service is also available on Ryan Road and Back Road with stops approximately 175 metres from the site.

Along the northern building façade adjacent to Ryan Road two loading stalls are provided for the delivery of goods and services.

Users of the site will have access to internal pedestrian walkways separated from driving surfaces. These walkways are located around the perimeter of the hotel and along all building facades abutting parking areas. The walkways provide a safe and direct pedestrian connection from the hotel site to public City sidewalks along Ryan Road and in two locations along Hunt Road.

Perimeter landscaping is provided along both road frontages, is located adjacent to the vehicle access along Hunt Road and is incorporated into and dispersed throughout the parking area. The landscaping includes a mix of lawn areas and deciduous and coniferous trees and shrubs maintained through the use of a micro water irrigation system.

Landscaping within parking areas has been designed to integrate rain gardens, break up large expanses of asphalt and create a visual buffer between the street and parking areas, where feasible.

The applicant is proposing to rezone to a comprehensive development zone. The applicant's plans for the property are summarized in **Schedule No. 1**. In addition to the Traffic Impact Study, the City has also been supplied with a Site Servicing Report, Tree Assessment and an Archeological Overview Assessment (AOA) for the proposal.



Figure 2: West Building Perspective (view from Hunt Road)



Figure 3: West Building Elevation (view from Hunt Road)



Figure 6: North Building Elevation (as seen from Ryan Road)

Traffic Impact Study

A Traffic Impact Study (TIS) was prepared for the proposed development which examined the following intersections.

- Ryan Road / Back Road (signalized)
- Ryan Road / Hunt Road (side-street stop-controlled)
- Back Road / Tunner Drive (side-street stop-controlled)
- Hunt Road / Site Access (side-street stop-controlled)

A traffic analysis was conducted for the study area during the weekday AM (7:30am to 8:30am) and PM peak hour (3:30pm to 4:30pm), periods for three scenarios: existing conditions (2020), the opening year of the hotel (2022) and the opening year of the hotel plus ten years (2032). The TIS factors in trip estimates for newly approved developments located at 801 Ryan Road, 1025 Ryan Road and the retirement housing project approved at 911 Braidwood.

The TIS is referenced in Attachment No. 4 and concludes that in 2022 the background traffic operations are expected to slightly deteriorate at the study intersections when compared to existing conditions (2020). However, movements at all study intersections are expected to continue operating at an acceptable LOS. With the addition of the development traffic, the northbound left-turn movement at Back Road / Ryan Road is expected to operate at LOS E in the PM peak hour scenario, however the development traffic does not contribute a significant amount of delay to this movement, as the background (without development traffic) conditions are expected to operate at the LOS D/E threshold. All other intersections are operating at an acceptable LOS.

Under the 2032 background conditions, the eastbound left-turn, shared westbound through and right-turn, and northbound left-turn movements at Back Road / Ryan Road are expected to operate at LOS F in the PM peak hour. All other intersections operate at acceptable levels. With the addition of development traffic, these movements are expected to continue to operate at a similar LOS they were operating at in the background scenario during both peak hours.

Overall, the unacceptable future traffic operations at Ryan Road / Back Road are a result of background growth on the roadways and future developments in the area; the project site is expected to minimally impact the adjacent roadways.

Further, the traffic engineer has confirmed that the Hunt Road sight access meets the stopping sight distance requirements for level roadways for the 50km//hr. design speed as outlined in Transportation Association of Canada’s (TAC’s) *Geometric Design Guide for Canadian Roads (2017)*.

Because several movements at Ryan Road / Back Road are anticipated to degrade to LOS F in the future (with or without the proposed development). The project’s traffic engineer has recommended the City and Ministry of Transportation consider the following mitigation options to help alleviate this expected congestion:

- Optimizing the signal timing plans;
- Providing a southbound right-turn lane;
- Adding an additional northbound left-turn lane; and,
- Widening Ryan Road to accommodate three travel lanes (eastbound and westbound).

Regarding the Back Road / Tunner Drive intersection, the northbound approach at Back Road / Tunner Drive is expected to degrade to LOS D in the 2032 PM peak hour scenario with the addition of development traffic.

The traffic engineer is not recommending this intersection be upgraded but rather has recommended that Back Road / Tunner Drive should be monitored in the future to determine if LOS has further deteriorated. As the northbound approach LOS deteriorates, it is expected that drivers will adjust accordingly upon observing the northbound queues and utilize the Hunt Road/Ryan Road intersection.

Zoning Review

The proposed development requires a zoning bylaw amendment to replace the current land use contract. Table No. 1 below summarizes the proposal relative to the existing LUC zone, as well as the Commercial 2A Zone (C-2A Zone) a commercial zone that permits hotels and is located within the immediate area.

	Current Zone (LUC)	C-2A Zone (comparable zone)	Proposed CD Zone
Permitted Uses	Limited to office use, school use, medical and dental clinic and studio use (artist, display, recording, radio and television). *Hotel use is not a permitted use	Hotel	Hotel
Density	Not Applicable	Floor Area Ratio: 0.60	Floor Area Ratio: 0.71
Lot Coverage	35%	Not applicable	18.1 %

Useable Open Space	Not applicable	Not applicable	Not applicable
Front Yard Setback (Tunner Drive)	Not less than 7.6m If adjoins a public road (other than Ryan Road) 4.5m	7.5m	48.81m
Rear Yard Setback (Ryan Road)	6.0m 9m (if building adjoins a residential development):	4.5m (for a one storey building) 7.5m (for a two storey building)	16.41m (building exceeds two stories and is four stories in height)
Side Yard Setback (adjacent to the single family homes on Back Road)	6.0m	No side yard If building adjoins a residential zone without the intervention of a street or lane: 4.5m (for a one storey building) 7.5m (for a two storey building) 4.5m if side yard flanks a street	14.98m (building exceeds one storey and is four storeys in height)
Side Yard (adjacent to Hunt Road)	7.6m (if flanks a street)	No side yard If building adjoins a residential zone without the intervention of a street or lane: 4.5m (for a one storey building) 7.5m (for a two storey building) 4.5m if side yard flanks a street	5.60m (measured to overhang of front entrance canopy) (building exceeds one storey and is four storeys in height)
Building Height	6.1m	9.14m	14.21m (proposed four storey building)

Parking Base Requirements	Not Applicable *Hotel is not a permitted use	Hotel 1 space per 2 hotel units 1 stall per 2 employees - 1 stall per 6 seats for accessory uses Hotel Units – 47 stalls Employee Use - 24 stalls Meeting Room (100 seats) -17 stalls Total Required: 88 stalls	Hotel 1 space per every 2 hotel units 1 space per 2 employees 1 stall per 6 seats for accessory uses Hotel Units – 47 stalls Employee Use - 24 stalls Meeting Room (100 seats) – 17 stalls Total Required: 88 stalls
Loading Stalls	1 stall per 1858m ² of floor area (2 stalls)	1 stall per 1850m ² of floor area (2 stalls)	1 stall per 1850m ² of floor area (2 stalls)
Landscape Buffering	Front Yard Only 4.5m (all other roads) 9.0m (if front is Ryan Road)	4.5m (all other roads) 7.5m (Ryan Road)	Ranges from 0 m to 3.83m (Tunner Drive) Ranges from 0m to 6.25m (Hunt Road) 7.01m (Ryan Road) 3.95m (East Side Yard Adjacent to Residential Use)

Table No 1: Zoning Comparison

Compared to the current LUC zone, the proposal seeks to add hotel as a permitted use on the property as well as an increase in density and building height.

The C-2A zone is a commercial zone typically used for hotels and other commercial developments in the immediate area. Compared to the C-2A zone the proposed CD zone seeks an increase in building height, density as well as reductions in landscape buffering along Hunt Road, Ryan Road and Tunner Drive.

DISCUSSION:

Both the RGS and OCP support new developments that provide a diversity of housing and employment opportunities. Both plans promote commercial infill and densification as opposed to considering new land for commercial development.

Policy goals within the RGS and the OCP include business retention, attracting new business and investment and supporting a strong, diversified commercial base which provides employment and service opportunities.

Regarding site and building design, the OCP contains guidelines that encourage the character of new commercial developments to be compatible with neighboring developments and land uses.

In assessing this proposal four key themes emerged to guide the evaluation of the proposal:

1. Land Use Compatibility;
2. Local Economic Development and Employment;
3. Use of Existing Infrastructure; and,
4. Building and Site Design

Land Use Compatibility

The subject property is situated adjacent to a mix of land uses as shown in Figure 8 below. Lands to the immediate west along Hunt Road and lands to the north across Ryan Road support a number of commercial uses including a post office, casino, offices, a day-care, a taxi company, restaurant use and a veterinary clinic.

The subject property represents the transition between the Lower Ryan Road commercial node and single family residential uses fronting Back Road to the east and along Turner Drive to the south. The single family neighbourhood established south of Lawrence Burns Park (along Chaster Road and Williams Road) is buffered from the commercial uses along Turner Drive by City parkland.

The most sensitive surrounding land use is the single family homes immediately east of the proposal. The single family residences that front Back Road have rear yard building setbacks that range from 9m to 16m and the hotel is setback 14.98m from the east property boundary, this provides approximately 24m to 30m of buffering between the hotel building and the rear facades of the single family homes.



Figure No. 8: Subject Property and Surrounding Land Use

The eastern building façade of the hotel adjacent to the residences has many windows and doorways. To mitigate privacy impacts and overlook on adjacent residential properties, the applicant has proposed a setback that is larger than what is required in similar commercial zones when commercial buildings are sited adjacent to residential zones (this includes the MU-2, C-2, C-2A and CD-1C zones). In addition to the larger building setback, the applicant is providing landscape buffering 3.95m in width along the east property boundary including a hedge of fast growing trees (Leyland Cypress trees) and 6.0 ft. high cedar fencing.

Economic Development and Employment

The RGS states the City shall develop and grow consistent with its function as the Comox Valley's largest urban area and that new developments should provide for a wide diversity of housing and employment opportunities and highest densities in the Valley.

The OCP's vision includes the City of Courtenay as the centre of commerce for the Comox Valley. This is supported through the designation of five commercial areas in the City and through the densification of commercial areas.

One of the goals of the OCP is to achieve a strong local economy. The hotel development will attract a number of new visitors to the City who will spend locally and generate additional revenue for local businesses such as the restaurants and local retail shops located in the immediate area.

The proposal is consistent with the policies in the RGS and OCP. Hotels boost local economies by bringing jobs to the area. It is estimated this proposal will create over 100 new jobs during construction and when the hotel is operational. The applicant expects that 117 direct and indirect jobs will be provided with the development including 47 permanent local jobs. Direct jobs include employment related to the operations of the hotel (i.e. hotel employees and staff) and indirect jobs include other employment opportunities generated by local businesses that supply goods and services to the hotel, for example, local food and beverage companies and restaurant suppliers, companies that supply hotel room related goods and services (i.e. housekeeping supplies, room amenities), telecommunication vendors (internet, cable) and utility companies.

Creating employment opportunities helps build complete communities and creates a self-supporting local economy. The development site is located in a compact neighborhood surrounded by a mix of commercial and low and high density residential developments. By providing jobs within the existing neighborhood residents can live and work in their neighborhoods, reducing the distance residents have to travel to work. Reducing distances residents have to travel to their workplace reduces overall automobile use and traffic congestion, promotes opportunities for active forms of transportation (walking, cycling) produces better air quality and reduces urban expansion into fringe areas of the City.

Planning Staff consulted Comox Valley Economic Development Society (CVEDS) to determine if they collected hotel vacancy rates for the Valley or for the City. Staff were advised this data is not available. According to the applicant's economic impact overview the last hotel built in the City was the Bayview Hotel (formerly a Holiday Inn Express constructed in 2007) and although 2020 has provided a significant economic short term challenge to tourism, the hotel industry is forecasting a 5.1% increase in 2021, with a full recovery by 2023 (as seen in ***Attachment No. 8***).

Use of Existing Infrastructure

Infill development in serviced areas of the City is encouraged by the OCP and is a goal of the RGS. Approving developments that intensify existing commercial neighbourhoods and promote infill on underutilized sites, such as the subject property is beneficial in that it directs growth to areas where infrastructure and utilities are already in place. This reduces both the City's and ultimately the community's cost in providing and maintaining new services (road, service infrastructure, and facilities) associated with sprawl development.

A recent capacity assessment concluded that the existing water and sanitary sewer capacity is adequate to service the proposed development.

Site and Building Design

The development includes one four storey commercial building providing 93 hotel rooms, a meeting room, fitness facility, indoor pool and parking and landscaping.

The proposed building is orientated towards Hunt Road and has a contemporary modern design finished with a combination of materials including vertical fibre cement siding, stone cladding and glass. To create visual interest, large expanses of glazing (with panels) have been incorporated into building facades, projections (awnings) have been placed over exterior doorways and a varied colour palette is being utilized on exterior walls.

Both the building facades and roofline are articulated to break up the overall box-like appearance of the building. Building façades have been stepped and articulated with variations in materials and colors and the roofline has been articulated with parapets that sit at slightly different elevations. To provide an attractive appearance, all building facades visible from street include the same level of architectural detailing.

Weather protection for pedestrians is provided through a large canopy situated over the front entryway of the hotel and awnings placed over exterior doorways.

The site has been designed to prioritize the pedestrian environment through the provision of a continuous walkways around the perimeter of the building. Pedestrian walkways are separated from driving surfaces and provide direct connectivity from the hotel to adjacent parking areas and public sidewalks along Ryan Road and Hunt Road (in two separate locations).

The site has an established internal roadway for the safe movement of vehicles. The proposal includes new parking areas situated in the west, east and front yards and all stalls are accessed from the internal roadway. Where feasible, parking areas have been screened from roadways by landscaping and landscaped planters have been incorporated at the ends of parking aisles

All outdoor lighting will be full-cut off/flat lens and exterior lighting along walkways, in the parking areas and on the exterior of the building will be appropriately shielded to reduce glare on neighboring and adjacent properties. Also, development signage will be required to meet the City's sign bylaw requirements and will be processed under a separate sign permit.

The hotel is adjacent to the rear yards of the single family homes that front Back Road. To reduce the impact that the building has on the adjacent residences, the hotel has been setback 14.98m from the rear property boundaries of the adjacent dwellings. This is nearly double the distance required in other commercial zones that permit hotel as a use (with the average setback ranging between 6.0m and 7.5m).

The site has been designed to reduce the impact of the building on the residential properties to the north by sliding the building towards Hunt Road. This has enabled the inclusion of a 3.95 m wide landscaped buffer. The entire length of the east property line will be a 2.0m (6.0 ft.) decorative cedar panel fence and a hedge of 44 10 foot tall Leyland Cypress trees will be planted to provide visual and noise buffering from the hotel

building. The proposed tree species is fast and reported to grow at 1 meter/ year which has been confirmed by a Landscape Architect (*as seen in Attachment No. 3*)

Based on the plans submitted in support of the rezoning proposal, this building and site design is generally consistent with the direction established in the Commercial Development Permit Guidelines.

Form and Character Development Permit

Subsequent to rezoning, the development will require a development permit. As this development will contain no variances due to the use of the CD zone, this will be considered administratively.

Tree Cutting Permit

A tree assessment by an Arborist was provided in support of the proposal. Trees that were measured to be larger than 20cm diameter at breast height include three red alder trees and a cherry tree. The alder trees are not deemed suitable for retention because they conflict with planned infrastructure for the site. One cherry tree will be retained close to the east property line as the applicant has provided a sufficient width in the landscape buffer (3.95m) to provide the recommended root protection zone for the tree, which is 3.12m.

Seven trees were identified on City land in the road right-of-way of Tunner Drive, four western white pine (a protected tree species) and three red alder trees. The western white pine trees have been deemed to be suitable for retention. To protect and preserve the trees, the eastern access to the site off Tunner Drive has been eliminated as the proposed driveway location directly conflicted with the root protection zones of these trees. The three red alder trees within the City right-of way are young and are also being retained.

The applicant will be required to apply for and obtain an approved tree cutting permit from the City prior to any development or construction activities taking place on the property.

Partnership Opportunity with Project Watershed

Currently the subject property is vegetated with a variety of native trees and shrubs of various size and age, particularly Black Hawthorn. During the application referral process, the Comox Valley Land Trust (CVLT) identified a community partnership opportunity between Project Watershed and the property owner. With support from the City of Courtenay the CVLT identified an opportunity for Project Watershed/Developer to work in partnership in the pre-site clearing stage of planning to salvage specific trees/shrubs for habitat restoration projects in close proximity to the development.

The property owner has invited Project Watershed to access to site to remove key native species off the parcel prior to development .The owner has indicated that they have attended the site and this work has been completed .

FINANCIAL IMPLICATIONS:

The development is subject to City and Comox Valley Regional District Development Cost Charges.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 55 hours processing and reviewing this application, conducting a site visit and communicating with the applicant to request additional information.

Should the proposed bylaws receive First and Second Readings, staff will spend an additional five hours in preparation for the public hearing, preparation of the covenant, final reading of the bylaw, and updating the bylaws and maps.

ASSET MANAGEMENT IMPLICATIONS:

The City will inherit new road infrastructure (curb, gutter, road pavement and sidewalk). With this proposal road improvements will be made along Tunner Drive including pavement widening and the installation of barrier curbs and catch basins and signage. Approximately 50m of pavement and sidewalk along Hunt Road (close to Ryan Road) will be removed and replaced as it lacks a curb and is in poor condition, pavement markings will be reinstated at this location. New curb and sidewalk will also be installed towards the intersection of Tunner Dive where curb and sidewalk currently terminate. The existing driveway letdown on Hunt Road will be replaced with new curb and gutter and a new driveway letdown will be installed. Damaged sidewalk panels along the Ryan Road Frontage will also be replaced.

With this proposal new service infrastructure (water, sanitary and storm) will be installed and built to current City standards.

These will be incorporated to the City’s asset registers for ongoing maintenance.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- ▲■ Support actions to address Climate Change mitigation and adaptation
- ▲ Explore opportunities for Electric Vehicle Charging Stations

OFFICIAL COMMUNITY PLAN REFERENCE:

Official Community Plan

3.1 Growth Management:

3.1.2 Goals

1. provide for managed growth
2. ensure equitable taxation for services provided and received
3. support efficient infrastructure development

3.1.3 Policies

7. Position itself as the regional commerce centre of the Comox Valley promoting new and existing industries to expand economic opportunities for growth and development within the municipal boundaries.

3.2 Regional Context Statement

3.2.2 Goals

Goal 3: Local Economic Development

Achieve a sustainable, resilient and dynamic local economy that supports Comox Valley businesses and the region’s entrepreneurial spirit.

4.2 Commercial

4.2.2 Goals

1. utilize existing services and designated lands prior to consideration of new commercial areas.
3. encourage a high standard of development to enhance the design of the city and streetscape through the issuance of Development Permits for all commercial developments.
4. support a strong, diversified commercial base within municipal boundaries which will provide employment and service opportunities.

4.2.3 Policies

The designation of new or the extension of commercial zoning along major routes within the City is not supported. The City supports more intensive utilization of existing serviced land and existing commercial space prior to outward expansion.

1. Shopping Centres function as the major shopping centres for the region. They are or can be expected to be anchored by major retailers, with a mix of smaller retailers.

Council will support the provision of a wide range of retail areas, limited office and personal service areas including restaurants.

REGIONAL GROWTH STRATEGY REFERENCE:

The development proposal is consistent with the RGS goal (XXXX) “to encourage expansion of the

Part 3: Regional Policies

3.2 Policy Areas

Goal 3: Local Economic Development: Achieve a sustainable, resilient and dynamic local economy that supports Comox Valley businesses and the region’s entrepreneurial spirit.

Objective 3-A: support local business retention, development and investment.

3-A Create a positive business-environment that helps to support and retain existing businesses and attracts new businesses and investment

3A-1 Encourage responsible expansion of the economic base of the Comox Valley the intent of enhancing wealth and employment opportunities

Objective 3-B: Increase regional job base.

3B-8 Investigate opportunities to support the expansion of regional employment where proposals are consistent with the policies of the RGS.

3B-9 Encourage tourism, including cultural and eco-tourism opportunities, within the Comox Valley.

3-D: Promote designated Town Centres as regional employment centres.

3D-1 Update OCPs and implement zoning that supports intensification of mixed-use office, retail and other commercial employment activities in designated Town Centres located within Core Settlement Areas.

3D-2 Retain and attract new businesses, investment and employment in designated Town Centres located within Core Settlement Areas.

4.4 Growth Management Principles

14. Promote and support the overall economic viability of the municipal areas so that they can continue to provide primary base for residential, commercial and institutional activities.

Objective 5-A: Promote water conservation and efficiency throughout the Comox Valley.

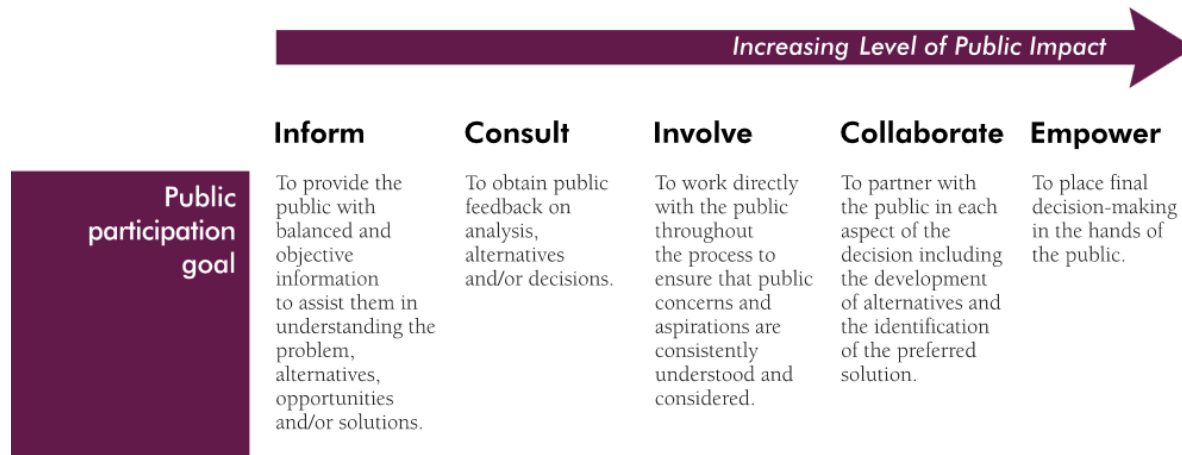
5A-1 The majority of growth should be focused in Core Settlement Areas where appropriate publicly owned water servicing systems already exists.

Objective 5-D: Encourage sewage management approaches and technologies that respond to public health needs and maximize existing infrastructure.

5D-1 The majority of growth should be focused in Core Settlement Areas where appropriate sewer servicing already exists.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:



Should Zoning Amendment Bylaw No. 2994 and receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

The applicant mailed out a public information meeting package on April 21, 2020 to adjacent property owners and occupiers within 100m of the property, this included a combination of 105 households and commercial businesses. The notice contained details about the Zoning Amendment, the proposed zoning and density and contact information for the applicant.

Six comments were received for this proposal from the public mail out. The applicant prepared a written response to all of the members of the public who provided comments on the application. The applicant’s mail out letter, public comments received and the applicant’s letter of responses to the public are provided in **Attachment No. 6**.

OPTIONS:

OPTION 1: (Recommended)

That based on the February 1st, 2021 staff report entitled “Zoning Amendment Bylaw No. 2994 -310 Hunt Road” Council approve OPTION 1 and complete the following steps:

1. That Council give First and Second Reading to “Zoning Amendment Bylaw No. 2994” to create a new CD-31 Zone and rezone the property legally described as legally described as Lot A, Section 14, Comox District, Plan EPP101533 VIP74579 from LUC to CD-31;
2. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw; and
3. That Final Reading of the bylaw be withheld pending the registration of a Section 219 covenant on the subject property.

OPTION 2: That based on the February 1st, 2021 staff report entitled “Zoning Amendment Bylaw No. 2994 -310 Hunt Road” Council considers Zoning Amendment Bylaw No 2994, 2020 consistent with the City’s Official Community Plan; and,

That Council approved OPTION 2 and waives the Public Hearing with respect to Zoning Amendment Bylaw No 2994, 2020 pursuant to Section 464 (2) of the Local Government Act and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the Local Government Act in advance of consideration of 3rd Reading of the bylaw.

OPTION 3: That Council postpone consideration of Zoning Amendment Bylaw No. 2994 with a request for more information.

OPTION 4: That Council not proceed with Zoning Amendment No. 2994.

Prepared by:



Dana Beatson
Planner II

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by



Ian Buck RPP, MCIP
Director of Development Services

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Attachments:

1. *Schedule No. 1 – Applicant’s Development Summary*
2. *Schedule No. 2 – Architectural Submissions*
3. *Schedule No. 3- Arborist Letter: Landscaping for Eastern Side Yard*
4. *Schedule No. 4 – Traffic Impact Study*
5. *Schedule No. 5 – Tree Assessment*
6. *Schedule No. 6 – Public Information Meeting Notice, Responses provided by the applicant and Public Comments*
7. *Schedule No. 7- Sustainability Evaluation Checklist*
8. *Schedule No. 8 – Economic Impact Overview*
9. *Schedule No. 9 – Draft Zoning Amendment Bylaw No. 2994*

Schedule No. 1: Applicants Development Summary



BRITISH COLUMBIA, ALBERTA, SASKATCHEWAN, MANITOBA

ANDREA SCOTT ARCHITECT AIBC

Design Rationale
310, 320, 336 Hunt Road, Courtenay

Located at 310, 320, 336 Hunt Road Courtenay, we are proposing to build a 55,818 SqFt. (5,185.7 SqM) 4-storey Hotel building on 78,824 SqFt. (7,323.0 SqM) of developable area. The site is currently zoned LUC and we are requesting rezoning to CD to allow the increase of density up to 93 hotel rooms with 98 parking stalls.

The rectangular building will be 4 storeys of wood frame on grade with surface parking surrounding it. The exterior of the hotel will be rain screened with Hardi panel in a variety of colors, Olive & Cream with an accent of Terracotta to add interest and a rock veneer ribbon to demarcate the entrance and the primary site corner. The roof will be white membrane and not visible from the street.

The plant selection considers function, aesthetics, climate and native species as a focal point. We intended to provide plant material that is native to the environment and that supports local birds and beneficial insects. Disease resistant material that still provides year round interest to visitor's (foliage/fragrance/blooming times in all seasons). The plant material also focuses on low water/maintenance management and stresses biodiversity and sustainability. We wanted to create a garden for natural habitat and promote educational opportunities.

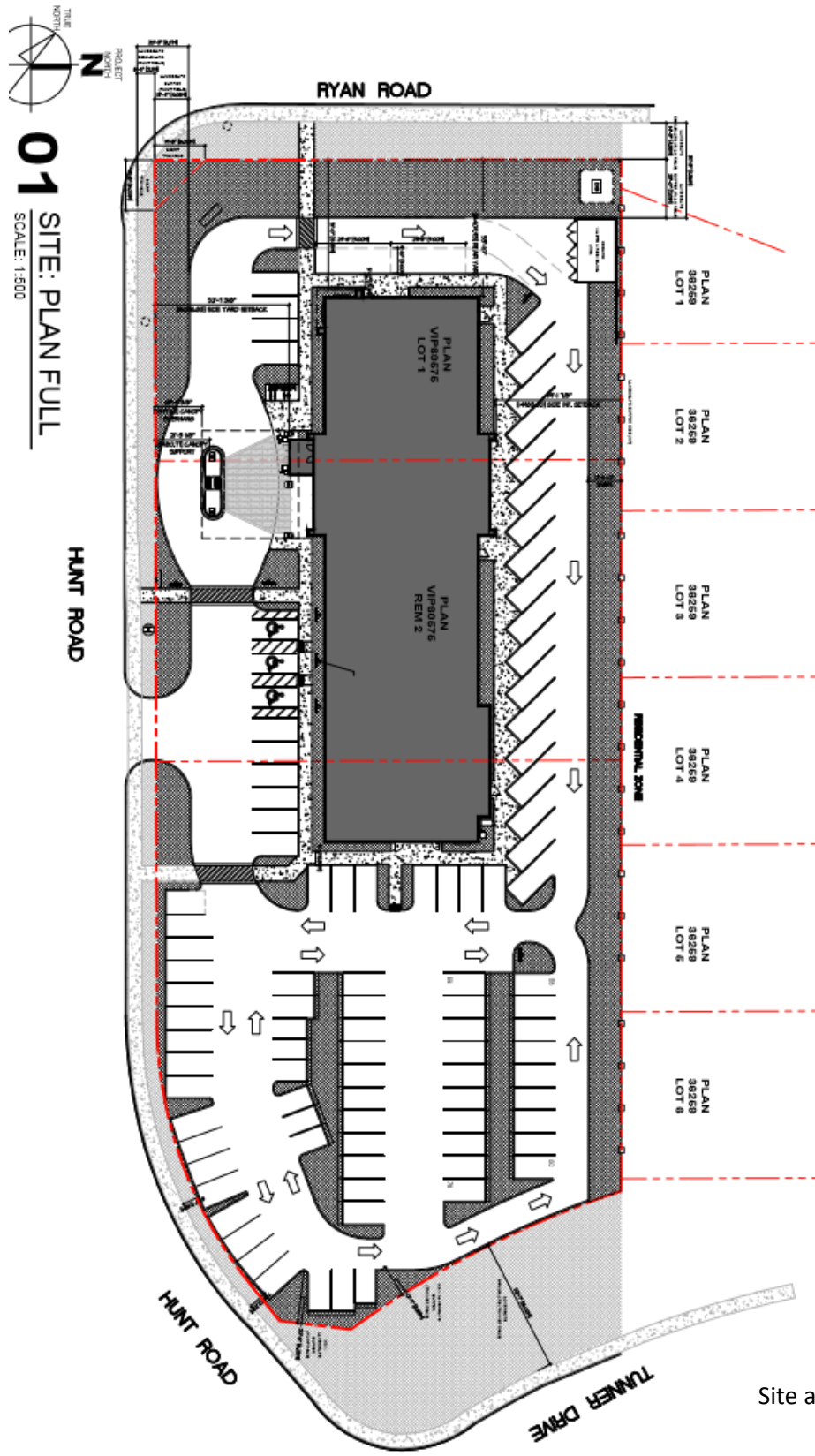
We have excessive experience in residential projects. Attached is the list of previous developments that we have worked on.

Yours truly,

A handwritten signature in black ink, appearing to read 'ASc', is positioned above the typed name.

Andrea Scott, Principal
Architect AIBC, AAA, LEED AP
c/o Lovick Scott Architects Ltd.

Schedule No. 2 – Architectural Submissions



01 SITE: PLAN FULL
 SCALE: 1:500

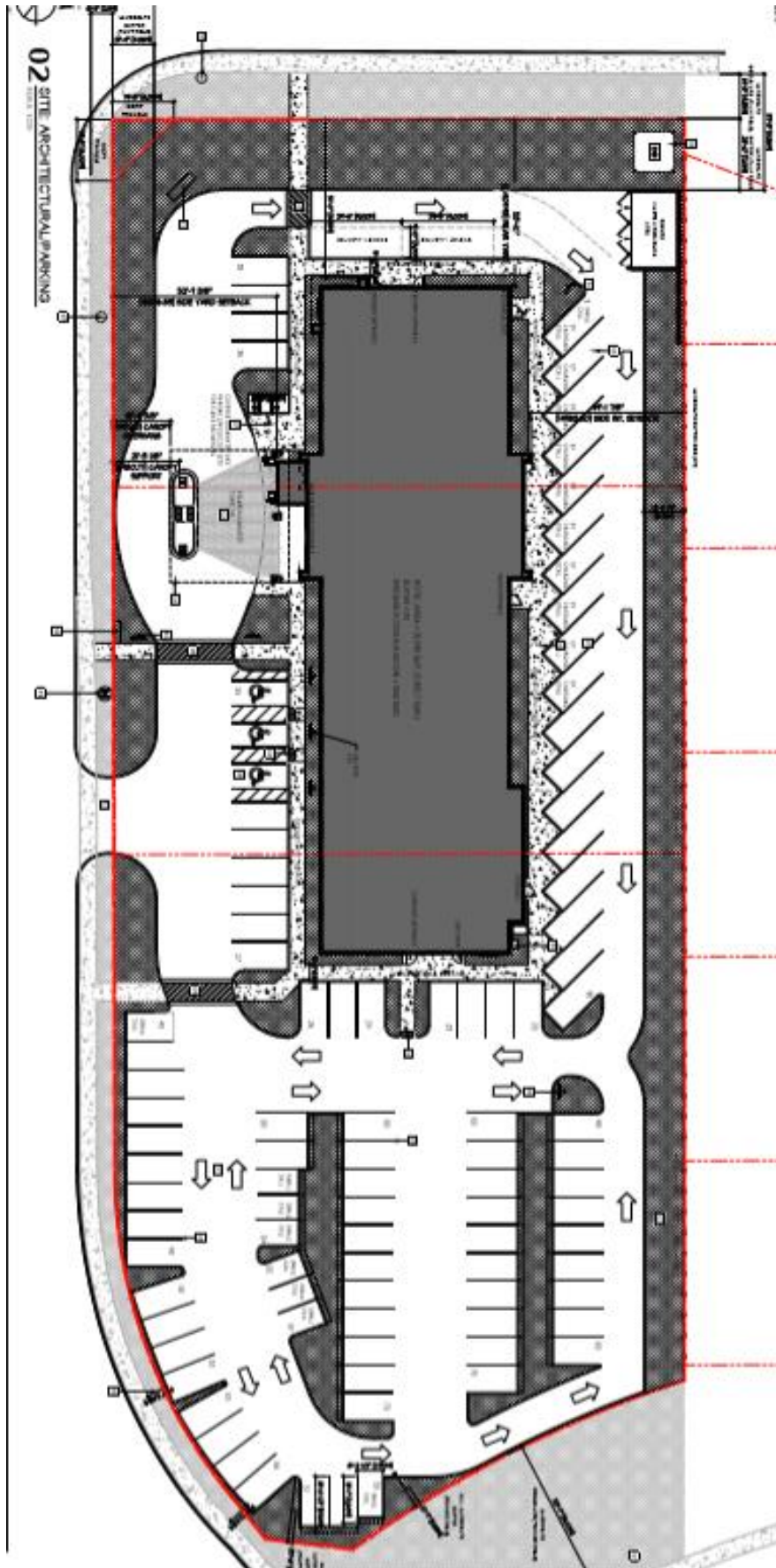
SITE STATISTICS
 310, 320, 336 HUNT RD.
 CONVEYANCE
 TOTAL AREA: 1.00 ACRES
 TOTAL LOT AREA: 1.00 ACRES
 TOTAL BUILDING AREA: 10,000 SQ. FT.
 TOTAL PARKING SPACES: 100
 TOTAL RECREATIONAL ZONE: 10,000 SQ. FT.
 TOTAL LANDSCAPING: 10,000 SQ. FT.
 TOTAL SIDEWALK: 10,000 SQ. FT.
 TOTAL STAMPED CONCRETE PATH: 10,000 SQ. FT.
 TOTAL CONCRETE SIDE WALK: 10,000 SQ. FT.

SITE LEGEND

- PROPERTY LINE
- BUILDING SET BACK
- SITE FENCE
- SITE RETAINING WALL
- AREAS OF LANDSCAPING
- HANDSCAPE
- STAMPED CONCRETE PATH
- CONCRETE SIDE WALK

LOWICK SCOTT ARCHITECTS
 3707 1ST AVENUE
 SUITE 200
 MINNEAPOLIS, MN 55412
 PHONE: 612.288.3700
 FAX: 612.288.3701
 WWW.LOWICKSCOTT.COM
 REGISTERED PROFESSIONAL ARCHITECTS
 STATE OF MINNESOTA
 LICENSE NO. 123456789

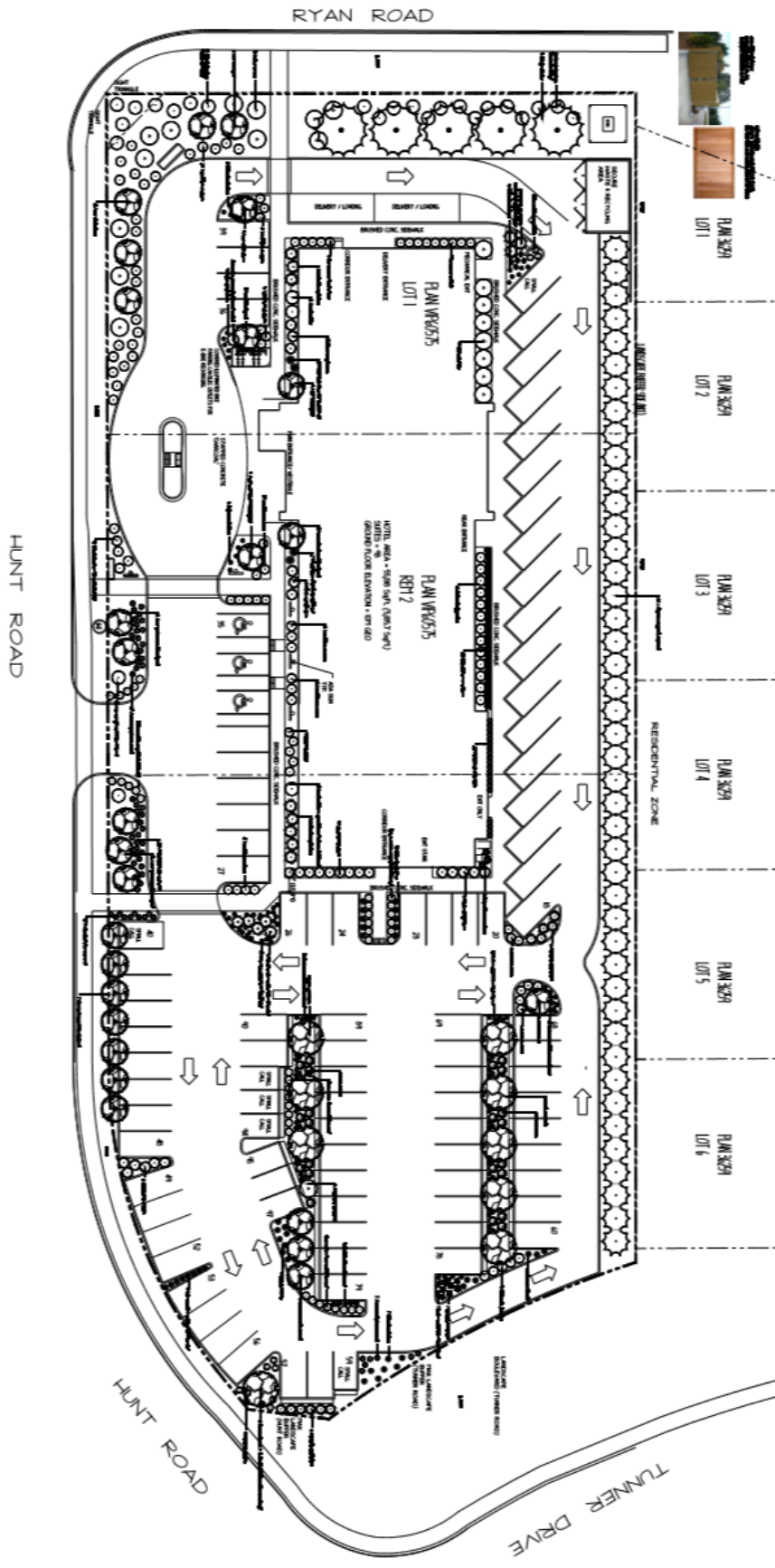
Site and Parking Plan



3707 1ST AVENUE
BURNABY, BC V5C 3V6
ADMIN@LOVICKSCOTT.COM
604.298.3700 WWW.LOVICKSCOTT.COM
MEMBER OF THE AIBC, AIA, SAA, MAA
REGISTERED ARCHITECT
REGISTERED PROFESSIONAL
REGISTERED ARCHITECT
REGISTERED ARCHITECT

**LOVICK
SCOTT
ARCHITECTS**

Site and Parking Plan



Landscape Plan

/

Qty	Botanical Name	Common Name
Trees		
5	<i>Acer circinatum</i>	VINE MAPLE
9	<i>Acer palmatum</i> 'Bloodgood'	Japanese Maple
1	<i>Amelanchier canadensis</i>	SERVICEBERRY
3	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance'	AUTUMN BRILLIANCE APPLE SERVICEBERRY
8	<i>Cercis canadensis</i>	EASTERN REDBUD
10	<i>Cornus kousa</i> 'Miss Satomi'	MISS SATOMI KOUSA DOGWOOD
1	<i>Cornus kousa</i> X <i>C. florida</i> 'Eddies White Wonder®'	EDDIES WHITE WONDER® STELLAR SERIES DOGWOOD
5	<i>Thuja plicata</i>	WESTERN RED CEDAR
Shrubs		
2	<i>Acer palmatum</i> (Palmatum Group) 'Bloodgood'	BLOODGOOD JAPANESE MAPLE
20	<i>Choisya ternata</i>	MEXICAN ORANGE
2	<i>Cornus sanguinea</i> 'Winter Flame'	WINTER FLAME BLOODWING DOGWOOD
5	<i>Daphne odora</i>	WINTER DAPHNE
14	<i>Gaultheria shallon</i>	SALAL
3	<i>Lavandula angustifolia</i>	ENGLISH LAVENDER
24	<i>Lavandula angustifolia</i> 'Hidcote'	HIDCOTE ENGLISH LAVENDER
16	<i>Lavandula x Intermedia</i> 'Provence'	PROVENCE LAVENDER
23	<i>Mahonia aquifolium</i>	OREGON HOLLY GRAPE
8	<i>Nandina domestica</i> 'Plum Passion'	Heavenly Bamboo
23	<i>Rhododendron</i> 'Bole de Neige'	Rhodo
12	<i>Rhododendron</i> (subgenus <i>Azalea</i>) 'Girard's Fuchsia'	GIRARD'S FUCHSIA AZALEA
11	<i>Ribes sanguineum</i>	Red flowering currant
22	<i>Rosa nutkana</i>	Nootka Rose
5	<i>Sarcococca hookeriana</i>	SWEET BOX
9	<i>Sarcococca ruscifolia</i>	FRAGRANT SWEET BOX
18	<i>Skimmia japonica</i>	JAPANESE SKIMMIA
59	<i>Vaccinium ovatum</i>	CALIFORNIAN HUCKLEBERRY
Ornamental Grasses		
8	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	KARL FOERSTER FEATHER REED GRASS
6	<i>Miscanthus sinensis</i>	MADEN GRASS
4	<i>Miscanthus sinensis</i> 'Gracillimus'	GRACILLIMUS MADEN GRASS
45	<i>Stipa tenuissima</i>	PONYTAIL GRASS
Perennials and Annuals		
20	<i>Helleborus orientalis</i>	LENTEN ROSE
10	<i>Iris sibirica</i> 'Caesar's Brother'	CAESAR'S BROTHER SIBERIAN IRIS
40	<i>Polystichum munitum</i>	Sword Fern
18	<i>Thymus serpyllum</i> 'Coccineus'	COCCINEUS WILD THYME
Succulents		
71	<i>Sedum spathulifolium</i> 'Cape Blanco'	CAPE BLANCO STONECROP
Groundcovers		
49	<i>Arctostaphylos uva-ursi</i>	MANZANITA
9	<i>Mahonia repens</i>	CREEPING BARBERRY

Landscape Planting Plan



North and South
Building Elevations



East and West
Building Elevations

Schedule No. 3 – Arborist Letter



MEMORANDUM

Date: November 24, 2020

Project Name: 310 Hunt Rd Hotel – Tree Planting Species Review
Site Address: 310 Hunt Rd Courtenay, BC V9N 5N2
Client: Lyall Sargent
Consulting Arborist: Shenae Borschneck

Attention: Lyall Sargent – Sargent Construction Ltd.
City of Courtenay

Number of Pages 5

Subject: Arborist Confirmation of Statement

1.0 ASSIGNMENT

Response to City comments in November 3, 2020 email (RE: 'Hunt Rd HIEX – Landscape Plan Updated').
'...the current proposed tree species–there is a statement in the submission that this tree will grow to 20 ft in 10 yrs. Staff require confirmation of this statement from and arborist.'
Note: the tree species in question is × *Cuprocyparis leylandii*.

2.0 SUMMARY OF FINDINGS / RECOMMENDATIONS

Basic characteristics: × *Cuprocyparis leylandii* is a large, dense, fast-growing, evergreen conifer with a columnar to pyramidal form. Often planted as a hedge or screen as it is tolerant of severe pruning and urban conditions. Under ideal conditions it may grow upwards of 30 m.

Attributes:

- Fast growth rate results in quick screening. Even on poor soils, has been known to grow approximately 1 m per year when young, reaching 15 m in 15 years.
- Tolerant of salts, atmospheric pollution and droughty, infertile soils.
- Tolerant of poor drainage for short periods.
- Tolerant of severe pruning.

Considerations:

- Relatively shallow rooting.
- Not particularly windfirm.
- Once desired size has been reached must be pruned regularly.

To help ensure fast growth, the following is recommended:

- Trees should be sourced from a reputable nursery.
- Trees should be planted in one continuous growing trench. Growing trench should be at least 900 mm deep.
- If soil compaction has occurred, recommend soil profile rebuilding prior to planting.
- Drip irrigation installed in the growing trench with emitters spread over entire root zone. Irrigation system should be monitored periodically to ensure adequate moisture levels.
- Prior to planting, trees should be inspected for damage, signs of girdling roots and structural defects.
- Trees should be installed with the root flare exposed.
- 0.75 mm thick layer of bark mulch installed to the trees' anticipated mature dripline. Mulch should not touch the stem of the tree.
- A complete, slow release fertilizer should be applied in early spring to help promote growth.
- Inspections completed by an ISA Certified Arborist to determine health and necessary adjustments to cultural practices. These inspections should occur quarterly for the first year.



MEMORANDUM

APPENDIX A – ASSUMPTIONS AND LIMITING CONDITIONS OF THIS REPORT / ASSESSMENT

It is the policy of Koome Urban Forestry Ltd. (KUF) to attach the following clauses regarding limitations. We do this to ensure that developers, owners, and approving officers are clearly aware of what is technically and professionally realistic in retaining trees.

This Assessment is based on the circumstances and observations as they existed at the time of the site inspection of the Client's Property and the tree(s) situated thereon by Koome Urban Forestry Ltd. and upon information provided by the Client to KUF. The opinions in this Assessment are given based on observations made and using generally accepted professional judgment, however, because trees and plants are living organisms and subject to change, damage and disease, the results, observations, recommendations, and analysis as set out in this Assessment are valid only as at the date any such testing, observations and analysis took place and no guarantee, warranty, representation or opinion is offered or made by KUF as to the length of the validity of the results, observations, recommendations and analysis contained within this Assessment.

As a result, the Client shall not rely upon this Assessment, save and except for representing the circumstances and observations, analysis and recommendations that were made as at the date of such inspections. It is recommended that the trees discussed in this Assessment should be re-assessed periodically. Only the subject tree(s) was inspected and no others.

Restriction of Assessment

Notwithstanding the recommendations and conclusions made in this Assessment, it must be realized that trees are living organisms, and their health and vigour constantly changes over time. They are not immune to changes in site conditions, or seasonal variations in the weather. The tendency of trees or parts of trees to fall due to environmental conditions and internal problems are unpredictable. Defects are often hidden within the tree or underground.

The Assessment carried out was restricted to the Property. No Assessment of any other trees or plants has been undertaken by KUF. Koome Urban Forestry Ltd. is not legally liable for any other trees or plants on the Property except those expressly discussed herein. The conclusions of this Assessment do not apply to any areas, trees, plants or any other property not covered or referenced in this Report. The conclusions of this Assessment does not imply or in any way infer that other trees on this site or near this site are sound and healthy.

While reasonable efforts have been made to ensure that the tree(s) recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or all parts of them, will remain standing. It is both professionally and practically impossible to predict with absolute certainty the behavior of any single tree -- or group of trees --, or all their component parts, in all given circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential for failure in the event of adverse weather conditions, and this risk can only be eliminated if the tree is removed.

Although every effort has been made to ensure that this assessment is reasonably accurate, the tree(s) should be re-assessed periodically. In accordance with standard practice, the Assessment presented in this Report is valid at the time it was undertaken. It is not a guarantee of safety. It is the owner's responsibility to maintain the tree(s) and inspect the tree(s) to reasonable standards and to carry out recommendations for mitigation suggested in this Report.

Professional Responsibility

In carrying out this Assessment, Koome Urban Forestry Ltd. and any Assessor appointed for and on behalf of KUF to perform and carry out the Assessment has exercised a reasonable standard of care, skill and diligence as would be customarily and normally provided in carrying out this Assessment.

The Assessment of the tree(s) presented in this Report has been made using accepted arboricultural techniques. These include a visual examination of each tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of insect attack, discoloured foliage, the



MEMORANDUM

condition of any visible root structures, the degree and direction of lean (if any), the general condition of the tree(s) and the surrounding site, and the current or planned proximity of property and people. Except where specifically noted in the Report, none of the trees examined were dissected, cored, probed, or climbed, and detailed root crown examinations involving excavation were not undertaken.

Without limiting the foregoing, no liability is assumed by Koome Urban Forestry Ltd. or its directors, officers, employers, contractors, agents or Assessors for:

- a) any legal description provided with respect to the Property;
- b) issues of title and or ownership respect to the Property;
- c) the accuracy of the Property line locations or boundaries with respect to the Property; and
- d) the accuracy of any other information provided to KUF by the Client or third parties;
- e) any consequential loss, injury or damages suffered by the Client or any third parties, including but not limited to replacement costs, loss of use, earnings and business interruption; and
- f) the unauthorized distribution of the Report.

The total monetary amount of all claims or causes of action the Client may have as against KUF, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited solely to the total amount of fees paid by the Client to KUF.

Further, under no circumstance may any claims be initiated or commenced by the Client against Koome Urban Forestry Ltd. or any of its directors, officers, employees, contractors, agents or Assessors, in contract or in tort, more than 12 months after the date of this Assessment.

Assumptions

The Client is hereby notified and does hereby acknowledge and agree that where any of the facts and information set out and referenced in this Assessment are based on assumptions, facts or information provided to KUF by the Client and/or third parties and unless otherwise set out within this Assessment, KUF will in no way be responsible for the veracity or accuracy of any such information.

Further, the Client acknowledges and agrees that KUF has, for the purposes of preparing their Report, assumed that the Property, which is the subject of this Assessment is in full compliance with all applicable federal, provincial, municipal and local statutes, regulations, by-laws, guidelines and other related laws. KUF explicitly denies any legal liability for any and all issues with respect to non-compliance with any of the above-referenced statutes, regulations, bylaws, guidelines and laws as it may pertain to or affect the Property to which this Assessment applies.

Third Party Liability

This Report was prepared by Koome Urban Forestry Ltd. exclusively for the Client. The contents reflect KUF's best Assessment of the tree(s) and plant(s) situate on the Property in light of the information available to it at the time of preparation of this Assessment. Any use which a third party makes of this Assessment, or any reliance on or decisions made based upon this Assessment, are made at the sole risk of any such third parties. KUF accepts no responsibility for any damages or loss suffered by any third party or by the Client as a result of decisions made or actions based upon the use or reliance of this Assessment by any such party.

Further Services

Notwithstanding the recommendations made in this Assessment, Koome Urban Forestry Ltd. accept no responsibility for the implementation of all or any part of this plan, unless we have specifically been requested to examine said implementation activities. Approval and implementation of this plan in no way implies any inspection or supervisory role on the part of Koome Urban Forestry Ltd. In the event that inspection or supervision of all or part of the implementation of the plan is requested, said request shall be in writing and the details agreed to in writing by both parties. Any on-site inspection or supervisory work undertaken by Koome Urban Forestry Ltd. shall be recorded in written form and submitted to the client as a matter of record.



MEMORANDUM

Koome Urban Forestry Ltd. nor any of its representatives shall be required to give testimony, or to act as an expert witness or to attend court by reason of this Report unless the Client has first made specific arrangements with respect to such further services, including, without limitation, providing the payment of Koome Urban Forestry Ltd.'s regular hourly billing fees.

Koome Urban Forestry Ltd. nor any of its representatives shall be required to provide any further consultation or services to the Client, save and except as already carried out in the preparation of this Report unless the Client has first made specific arrangements with respect to such further services, including, without limitation, providing the payment of Koome Urban Forestry Ltd.'s regular hourly billing fees.

General

Any plans and/or illustrations in this Assessment are included only to help the Client visualize the issues in this Assessment and shall not be relied upon for any other purpose.

KUF shall not be held responsible for the manner of use of the interpretations that other parties may attach to the report. This report is not to be re-printed, copied, published or distributed without prior approval by Koome Urban Forestry Ltd.

The Report shall be considered a whole, no sections are severable, and the Report shall be considered incomplete if any pages are missing.

This Report is best viewed in colour. Any copies printed in black and white may make some details difficult to properly understand. Koome Urban Forestry Ltd. accepts no liability for misunderstandings due to a black and white copy of the Report.

Sketches, drawings and photographs in this Report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural Report of surveys unless expressed otherwise. The reproduction of any information generated by architects, engineers, or other consultants on any sketches, drawings, or photographs is for the express purpose of co-ordination and ease of reference only. Inclusion of said information on any drawings or other documents does not constitute a representation by Koome Urban Forestry Ltd. as to the sufficiency or accuracy of said information.

Publication

The Client acknowledges and agrees that all intellectual property rights and title, including without limitation, all copyright in this Report shall remain solely with Koome Urban Forestry Ltd. Possession of this Report, or a copy thereof, does not entitle the Client or any third party to the right of publication or reproduction of the Report for any purpose save and except where KUF has given its prior written consent. This Report may not be used for any other project or any other purpose without the prior written consent of Koome Urban Forestry Ltd.

Unless required by law otherwise, possession of this Report or a copy thereof does not imply right of publication or use for any purpose by any other than the person, parties or agencies to whom it is addressed, without the prior expressed written consent of Koome Urban Forestry Ltd.

Neither all nor any part of the contents of this Report shall be disseminated to the public through advertising, public relations, news, sales, the Internet or other media (including, without limitation, television, radio, print or electronic media) without the prior written consent of Koome Urban Forestry Ltd.



MEMORANDUM

If you have any further questions or concerns regarding this report, please contact the undersigned at 778-885-6777.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Koome', written over a horizontal line.

Kelly Koome
Consulting Arborist
ISA Certified Arborist PN 5962A
ISA Tree Risk Assessment Qualified
Certified Wildlife Dangerous Tree Assessor, P2546

Schedule No. 4 – Traffic Impact Study

The Traffic Impact Study can be found at the following link:

<https://prospero.courtenay.ca/TempestLive/ourcity/Prospero/Details.aspx?folderNumber=RZ000042>

Schedule No. 5 – Tree Assessment

The Tree Assessment can be found at the following link:

<https://prospero.courtenay.ca/TempestLive/ourcity/Prospero/Details.aspx?folderNumber=RZ000042>

**Schedule No. 6
Public Information Meeting Notice,
Public Comments and
Responses provided by the
Applicant**



**ZONING AMENDMENT
310/320 HUNT ROAD
COURTENAY BC**

Dear Owner / Occupant,

This notice is to advise you of the development proposal intended for the property(s) located at 310 / 320 Hunt Road, Courtenay, BC and provide you an opportunity to ask questions or provide your comments regarding the development proposal.

Project Type:
Zoning Amendment

Project Description:
Zoning Amendment to rezone from a Land Use Contract (LUC) to a site specific Comprehensive Development Zone (CD Zone) for the development of a 93 unit hotel.

Folder Number:
RZ000042

City of Courtenay Website:
Relevant documents can be viewed on the City of Courtenay website:
www.courtenay.ca/devapptracker (search by file number or address)

Deadline for Comments or Questions:
Please provide your comments or questions by **Friday May 22, 2020**

- Comments can be submitted to the City of Courtenay by:
- Dropbox located at the front entrance of the City of Courtenay
 - Mail – City of Courtenay, Planning Services Department, 830 Cliffe Avenue, Courtenay BC, V9N 2J7
 - E-mail – planning@courtenay.ca
 - Fax – 250-334-4241

Contact Information:
Metropolitan Capital Partners Inc.
Attn: Mr. Phil Leedham, CPA CMA
phil@metrocp.ca
250-580-2636

355 Back Road
Courtenay, BC
V9N 3X1

To: Mayor and Council
c/o City of Courtenay Planning Department

Sent by email: planning@courtenay.ca

Re: File # RZ000042 Application for Rezoning at Hunt Road

Dear Mayor and Council,

As an owner of a single-family home located immediately adjacent to the proposed hotel, I am requesting that Mayor and Council require a robust landscape buffer to be located between the proposed commercial development and the adjacent residential properties as a condition of rezoning.

It is widely recognized that best practices for land use planning require new development to respect existing land uses in a neighbourhood. The subject application as proposed fails to meet such a minimum standard, given the lacking landscape design. Currently, only a single narrow strip of vegetation is proposed between the commercial development and the single-family homes located immediately adjacent.

Mayor and Council can require a more sensitive design in order to better fit the proposed development into our mixed-use neighbourhood. Sensitive design would include shifting the proposed development closer to Hunt Road and readjusting traffic circulation on the site to allow for an effective landscape buffer to be located between the proposed hotel and the adjacent single-family homes. Landscape screening should mirror the depth of the buffers proposed between the development and Ryan and Hunt Roads. Such a redesign would profoundly mitigate the negative impacts of the subject development on adjacent residential properties.

Mixed-use neighbourhoods can be effectively developed when impacts on surrounding properties are prioritized as a foundational element of good design. The quality of land use decisions that Council makes during its term will impact the character of our neighbourhood for decades to come. As such, I am respectfully requesting that the City of Courtenay require the subject commercial development to be sensitively designed in a manner that doesn't negatively impact the adjacent single-family homes.

Respectfully,

345 Back Road
Courtenay, BC
V9N 3X1
(250) 703-2066

To: Mayor and Council
c/o City of Courtenay Planning Department

Sent by email: planning@courtenay.ca

Re: File # RZ000042 Application for Rezoning at Hunt Road

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Respectfully,

April 27, 2020
Courtney City Council
830 Cliffe Ave
RE: rezoning application, Folder#RZ000042

Members of Courtenay City Council,

We are writing to you this day in response to a zoning amendment currently being considered for the civic address of 310/320 Hunt Rd (and 336 Hunt even though it is not mentioned in the zoning amendment letter we received), Courtenay BC where an application has been put forward to amend the zones of these parcels of land to a CD Zone for the purposes of building a 93 unit hotel.

The floor plans and layout of the hotel in this rezoning application states they wish to build a 4 story, 16-meter-tall, structure. This explains why they are applying for a CD zone instead of working within the zones already available for hotel use, of which there are several to choose from.

The neighborhood in which this structure is being proposed shoulders two distinct areas, a mix of residential (R-1, R-2 and R-3 zones), and commercial businesses like Chances Casino and Superstore (Zones C4 and C-1A respectively). In this mix of buildings that already exist, the residential maximum building height is 8 meters, and the maximum commercial building height is 9.5 meters. It seems pretty obvious that a building of 16 meters in height is not in keeping with the other buildings in the neighborhood. It would not only create a large amount of traffic on a Hunt Rd, which many of the locals use for safety reasons (including us), it would block off views of some of the residents of the area and put an eyesore in its place. If a hotel were to be built at this location, a C-2 Zone would be more in keeping with the other buildings in the area and would restrict the height of the structure to 9.5 meters. This would still allow for a good-sized hotel to be built on the properties.

While we would love to see some development on this parcel of land, whatever gets built there needs to be in keeping with the buildings already in the neighborhood. Please take this letter as our formal opposition to this project as it stands.

With respect,

335 Back Road
Courtenay, BC
18 May 2020

City of Courtenay
Planning services Department
830 Cliffe Ave

Ref: zoning amedement 310/320 Hunt road

I live at 335 Back road and the proposed hotel would be directly behind my house. I have some concerns regarding this development.

The height of 4 stories would dominate the neighbourhood and destroy my view. It would also affect my privacy.

The curbside parking on Hunt road is generally full during the day. The hotel would eliminate this parking and there is no other parking nearby except for commercial business parking lots.

The traffic congestion would increase. Presently at certain times of the day, it is difficult to turn left onto Back road from Hunt road or any of the driveways from 335 to 365 Back road. The addition of more traffic will only make the situation worse. Traffic also routinely speeds up when turning right onto Back road from Ryan road.

From: [REDACTED]
Sent: Monday, February 24, 2020 10:28 AM
To: PlanningAlias
Subject: Re: Hunt Road Hotel - Fantastic!

Glad to see this development being proposed. Hope it goes forward quickly. We need more hotels, industry, etc in this area to broaden our tax base. In addition, this will remove unsightly overgrown and unkept brush (which also needs to be removed on other side of Tunner road)



To: PlanningAlias

Subject: Proposed Hotel at Hunt and Ryan Roads

I am dismayed to see this rezoning application. Residents nearby do not need any more daylong cooking smells blown at us by the prevailing winds from the bay. It is bad enough with the Prime Restaurant. In the summer the smell of frying onions and steak forces us to shut windows just when we need fresh breezes. The casino kitchen also belches frying odours. Will this hotel perhaps be serving breakfast only? The smell of bacon frying makes a vegetarian want to puke! How many storeys are proposed? This land is a swamp anyway so I cannot imagine how they intend to build on it without very deep and expensive pilings. It will be a very noisy place to try to sleep.

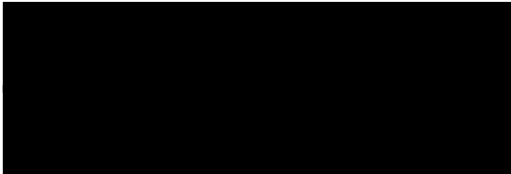
So, for what it's worth, I oppose this application!



Applicant’s Letter of Response to Public Comments

From: Metropolitan Capital Partners Inc.
132-328 Wale Road
Victoria, BC V9B 0J8

Re: Public Response to Zoning Amendment – 310 / 320 Hunt Rd, Courtenay, BC



delivered via e-mail

Thank you for taking the time to provide your comments with respect to our request for public input in the matter of our application for zoning amendment for the three properties located at 310 / 320 Hunt Rd, Courtenay BC.

Metropolitan Capital is committed to providing sustainable and quality developments, which complement the community, provide employment opportunities, and meet the planning criteria for the communities we operate in. We have received and read through the comments provided by the public, both in full support and constructive feedback, and are providing this letter to address the concerns raised.

Our application is to amend the zoning on the properties from ‘Land Use’ zoning to a comprehensive design zoning that will allow for the proposed 93 unit limited service hotel. We note the current ‘Land Use’ zoning is an antiquated zoning, mandated to be eliminated by the municipalities province wide.

The following items are the concerns expressed by you and your neighbors, followed by our actions taken to address those concerns:

- **Landscape buffer between proposed development and adjacent single family homes.**

We have restructured the parking area to include a wider buffer that includes coniferous hedges, large deciduous trees, as well as other ground planting. The attachment provided shows a mock-up of the new wider buffer. It will include fast growing coniferous hedges which will quickly reach 20-30 feet. Other landscaping features will include fencing between the property and the adjacent single family homes to ensure the privacy of our neighbors is respected.

- **Height of the building blocking views and not keeping with height of surrounding properties.**

While the view from certain properties will be effected, the wide buffer being provided will alleviate the adjacent single family homes from the view of the building and provide a green

landscape on the property. The height of the building will not change, as both the city and the general public have expressed the need for infill development in the general area and on this site specifically. The proposed development and height is consistent with the commercial use in the immediate area.

- **Concerns regarding the higher volume of traffic.**


The development will include upgrades to Tunner Road, sidewalks and right turn in and out of the property. A traffic study has commenced to ensure we address traffic flow in and out of the property and address the impact of increased traffic to the surrounding community. We are ensuring the parking provided on site will be adequate to service the needs of the Hotel without any impact on the adjacent neighborhood.

- **Concerns with regard to cooking smells**

Our proposal is for a limited service Hotel. There will not be a full service restaurant on the property. The Hotel will include a breakfast bar, which provides breakfast items that come pre-packaged and prepared such as single serving yogurt, single serving cereal, bagels, muffins, tea and coffee, etc. The breakfast bar does not produce the odors that might be associated with a full service restaurant, and there is no external ventilation that would emit cooking odors.

The above items comprise the concerns raised by you and your neighbors. We hope our effort to address your concerns will result in your support for our proposed development, which will allow us to create a high quality property, which will create long-term employment and support economic growth in your community.

Warm Regards,



Phil Leedham
VP Real Estate
Metropolitan Capital Partners Inc.
250-580-2636

Schedule No. 7- Sustainability Evaluation Checklist



CITY OF COURTENAY
Development Services
 830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-703-4839 Fax: 250-334-4241
 Email: planning@courtenay.ca

**SUSTAINABILITY
 EVALUATION**
COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required sustainability criteria that, where applicable, shall be satisfied for all development applications including Official Community Plan (OCP) and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Tree Cutting and Soil Removal Permits, Agricultural Land Reserve and Subdivision applications. These criteria are established to ensure that the goals and objectives of the OCP are satisfied. **Please briefly state in the "Description" column how the application achieves the stated criterion.** Where an element of the development proposal does not comply with a sustainability criterion, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

The Sustainability Evaluation Checklist Policy states: *Proposed developments will be considered where a development:*

- provides substantial benefits to the City;*
- will not negatively impact on the City's infrastructure, neighborhood or environment;*
- new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community;*
- Meets applicable criteria set out in the OCP.*

The complete Sustainability Evaluation Checklist policy is contained within the City of Courtenay Official Community Plan No. 2387, 2005.

Project Address: 310, 320, 336 Hunt Road **Date:** Dec

Applicant: Lovick Scott Architects Ltd. **Signature:**

APPLICATION REQUIREMENTS To be filled out by applicant

Land Use. <i>The application:</i>	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	N/A
b) Balances the scale and massing of buildings in relation to adjoining properties;	Balances buildings across the street
c) Complements neighboring uses and site topography;	Compliments buildings across the street
d) Provides or supports mixed used developments or neighborhoods;	The hotel adds additional hospitality & employment to the area.
e) Promotes walking to daily activities and recreational opportunities;	A pool is included
f) Supports a range of incomes;	Hospitality employment, yes.
g) Is a positive impact on views and scenery;	Yes
h) Preserves and provides greenspace, trails and landscaping;	N/A

Building Design. The application:	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	Long lasting hardi-panel & native landscaping.
b) Maintains a high standard of quality and appearance;	Long lasting hardi-panel
c) Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors;	Articulation & colour blocking with exterior cladding
d) Avoids creating a strip development appearance;	Yes
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	N/A
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Yes
g) Builds and improves pedestrian amenities;	Yes
h) Provides underground parking;	N/A
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	Yes
Transportation. The application:	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	N/A
b) Provides multi-functional street(s);	N/A
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	N/A
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	N/A
Infrastructure. The application:	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	Yes
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	N/A

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	Long lasting hardi-panel does not weather
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	N/A
c) Provides public and private amenity space;	N/A
d) Preserves heritage fixtures;	N/A
e) Orients to views, open space and street;	Open to front street face.
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	N/A
b) Provides for native species, habitat restoration/improvement;	N/A
c) Includes tree lined streetscapes.	Yes

Schedule No. 8 – Economic Impact Overview



August 7, 2020

City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

Re: Community Amenity – Economic Impact for Proposed 93 Room Holiday Inn Express, Ryan & Hunt Road Courtenay, BC

Attention: Mayor & Council

We feel it is important to offer information on the financial merits of our proposed Holiday Inn Express hotel in your community. Below is an outline of the direct, indirect, and induced impact of hotel development.

The hotel's direct impact to the City of Courtenay is measurable by Development Cost Charge of approximately \$246,000. The hotel will contribute commercial property taxes on an annual basis of approximately \$245,000 per year. Commercial mill rates are typically three times those generated from residential development. Over a 10 year period this will equate to approximately \$2,700,000 in additional tax revenue, or approximately 1.8 million more than would be generated from residential development on the property.

We wish to highlight what the proposed hotel will contribute to the economic fabric of Courtenay. The hotel will provide approximately 36 long term jobs, and \$16 million in annual direct and indirect economic impact stimulus from visitor spending. During construction the hotel will provide 117 direct and indirect jobs, and contribute \$19 million in direct, indirect and induced spending.

IHG, and the Holiday Inn Express franchise offer a strong and well recognized hotel brand for Courtenay. IHG provides international exposure. They have over 5,000 hotels within their franchise system, and over 100 million members in their loyalty program. Their marketing systems provide a venue to attract visitors and future residents to Courtenay and the Comox Valley. We feel the combination of the Holiday Inn Express Brand, our Vancouver Island ownership with strong local management will benefit the community. We look forward to becoming contributing member of the community.

Direct Impact

Direct impact includes all projected revenues that will be generated from consumers at the new hotel. This will include all rooms' revenues, food and beverage revenues as well as other potential revenue sources from hotel operations. Direct impact also includes total payroll paid out to employees hired at the hotel as well as all payrolls paid out to temporary construction workers who construct the hotel.



Fiscal Impact

Fiscal impact refers to all federal, provincial and municipal taxes that will be collected from the development and operations of the new hotel. Taxes include all sales taxes collected in association with the hotel generated revenues, as well as all payroll related taxes collected from full-time hotel employees and temporary construction workers. Municipal government’s property taxes from the operation of the hotel and MDRT taxes collected for local marketing initiatives.

Indirect Impact

In addition to local governments and hotel owners/employees, contractors and suppliers to a newly developed hotel will also benefit. Indirect impact includes all jobs and income generated by businesses that supply goods and services to the hotel. Examples of businesses that will indirectly benefit from the development of a hotel include local food and beverage restaurants and suppliers, companies supplying room’s related goods and services, (housekeeping supplies, room amenities, etc.), telecommunication vendors (internet, cable, etc.), and utility companies.

Induced Impact

Induced impact refers to economic effects generated when employees (full-time and temporary) and suppliers re-spend their wages on local consumer purchases. For example, an employee may purchase gas for their car on their way home from work.

The direct and fiscal impacts have been calculated as part of our overall development plans. The basis of our indirect and induced impact was referenced from an Economic Impact Study for a proposed hotel in Kelowna, BC that was published in 2010.

The Economic Impacts for the construction and annual operations of the proposed hotel are illustrated in the following table

Construction

Total Impacts	Employment Jobs	Employment FTE's	Wages (\$Millions)	GDP (\$Millions)	Output (\$Millions)
Direct	77	58	2.6	3.5	12.5
Indirect	58	44	1.2	3.1	5.2
Induced	21	15	0.7	1.0	1.9
Total	156	117	4.5	7.6	19.6

Operations (Annual)

Total Impacts	Employment Jobs	Employment FTE's	Wages (\$Millions)	GDP (\$Millions)	Output (\$Millions)
Direct	36	28	0.9	10.4	1.9
Indirect	9	6	0.2	4.7	0.8
Induced	3	3	0.1	1.7	0.4
Total	48	37	1.2	16.8	3.1



In closing, we regard this site as the perfect location for the proposed hotel development: We believe the development of the hotel will benefit and enhance the immediate community by providing a well-designed and well run hotel to the area, while serving the greater good of providing a very significant economic stimulus to the City.

Please contact me if you have any questions at 250 893 1121 or wish any clarification.

Sincerely,

Len Wansbrough, CPA, CGA
Principal
Metropolitan Hospitality Management
Ryan Road Hospitality Group

Schedule No. 9 – Draft Zoning Amendment Bylaw No. 2994

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2994

A bylaw to amend Zoning Bylaw No. 2500, 2007

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “Zoning Amendment Bylaw No. 2944, 2021”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:

(a) Amending Division 8 – Classification of Zones through the addition of:

Part 58 – Comprehensive Development Thirty One Zone (CD-31) 310 Hunt Road as attached in **Attachment A**.

(b) by rezoning Lot A, Section 14, Comox District, Plan EPP101533 (310 Hunt Road) as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Land Use Contract (LUC) to Comprehensive Development Zone Thirty One (CD-31)

(c) That Schedule No. 8, Zoning Map be amended accordingly.

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2021

Read a second time this _____ day of _____, 2021

Considered at a Public Hearing this _____ day of _____, 2021

Read a third time this _____ day of _____, 2021

Finally passed and adopted this _____ day of _____, 2021

Mayor

Corporate Officer

Attachment A

**Part 58 – Comprehensive Development Thirty One Zone (CD-31)
(310 Hunt Road)**

8.58.1 Intent

The CD-31 Zone is intended to accommodate a Hotel on the property legally described as Lot A, Section 14, Comox District, Plan EPP101533. The property shall be developed substantially in accordance with Schedules A and B which form part of this zone.

8.58.2 Permitted Uses

The following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

1. *Hotel*

8.58.3 Minimum Lot Size

A lot shall have an area of not less than 7320m².

8.58.4 Floor Area Ratio

The maximum floor area ratio shall not exceed 0.75

8.58.5 Lot Coverage

A lot shall not be covered by buildings to a greater extent than 20% of the total area of the lot.

8.58.6 Setbacks

Except where otherwise specified in this bylaw the following minimum *building setbacks* shall apply:

- (1) *Front Yard* (interpreted as the yard adjacent to the south property line): 45.0m
- (2) *Rear Yard* (interpreted as the yard adjacent to the north property line): 15.0m
- (3) *Side Yard* (interpreted as the yard adjacent to the west property line): 5.0m
- (4) *Side Yard* (interpreted as the yard adjacent to the east property line): 14.98m

8.58.7 Height of Buildings

Maximum *building height* shall be 15.0m and in accordance with Schedule B and includes rooftop parapets, elevator and roof top mechanical systems.

8.58.8 Accessory Structures

Shall not be permitted except for waste and recycling facilities and exterior bicycle storage areas.

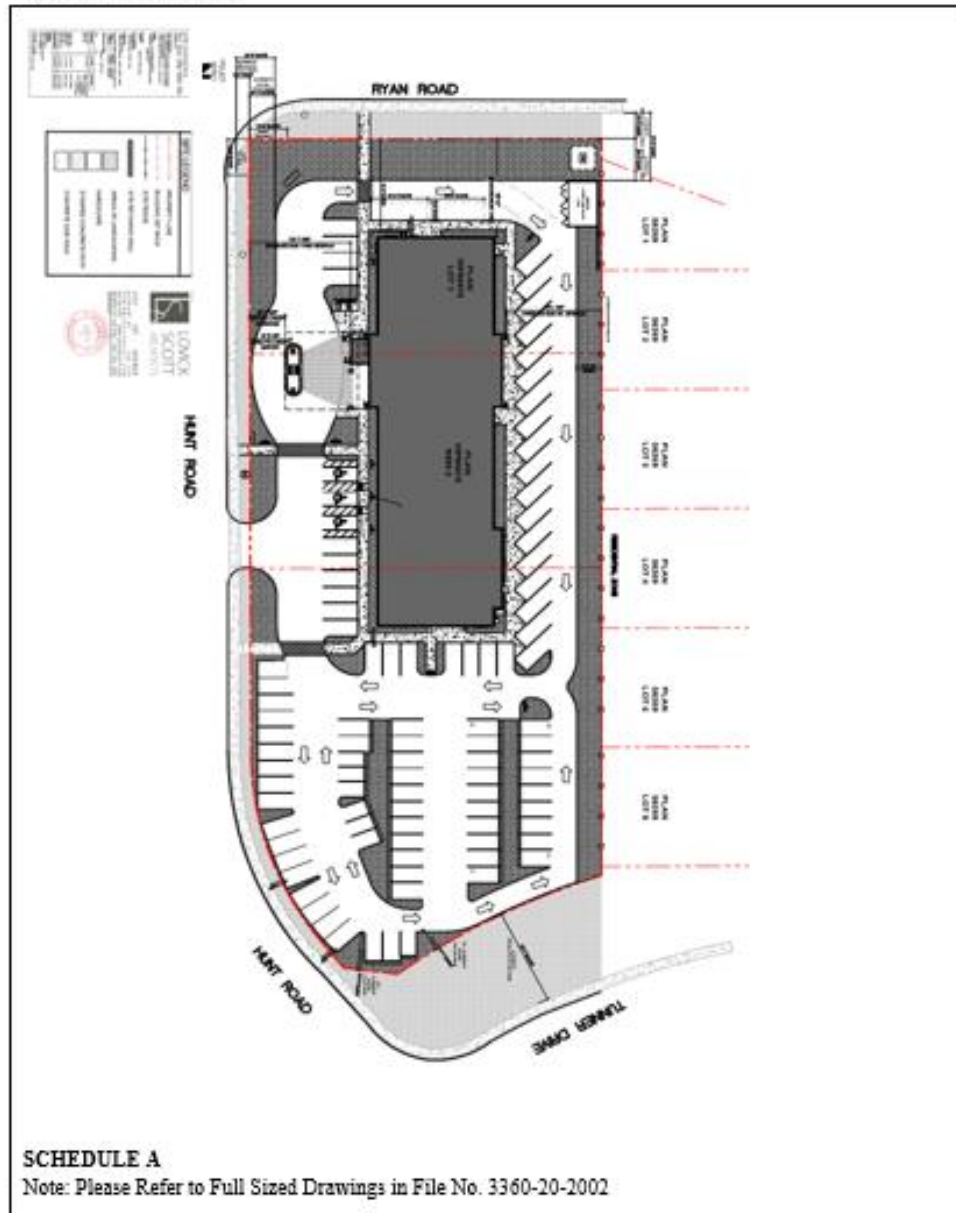
8.58.9 Off-Street Parking and Loading

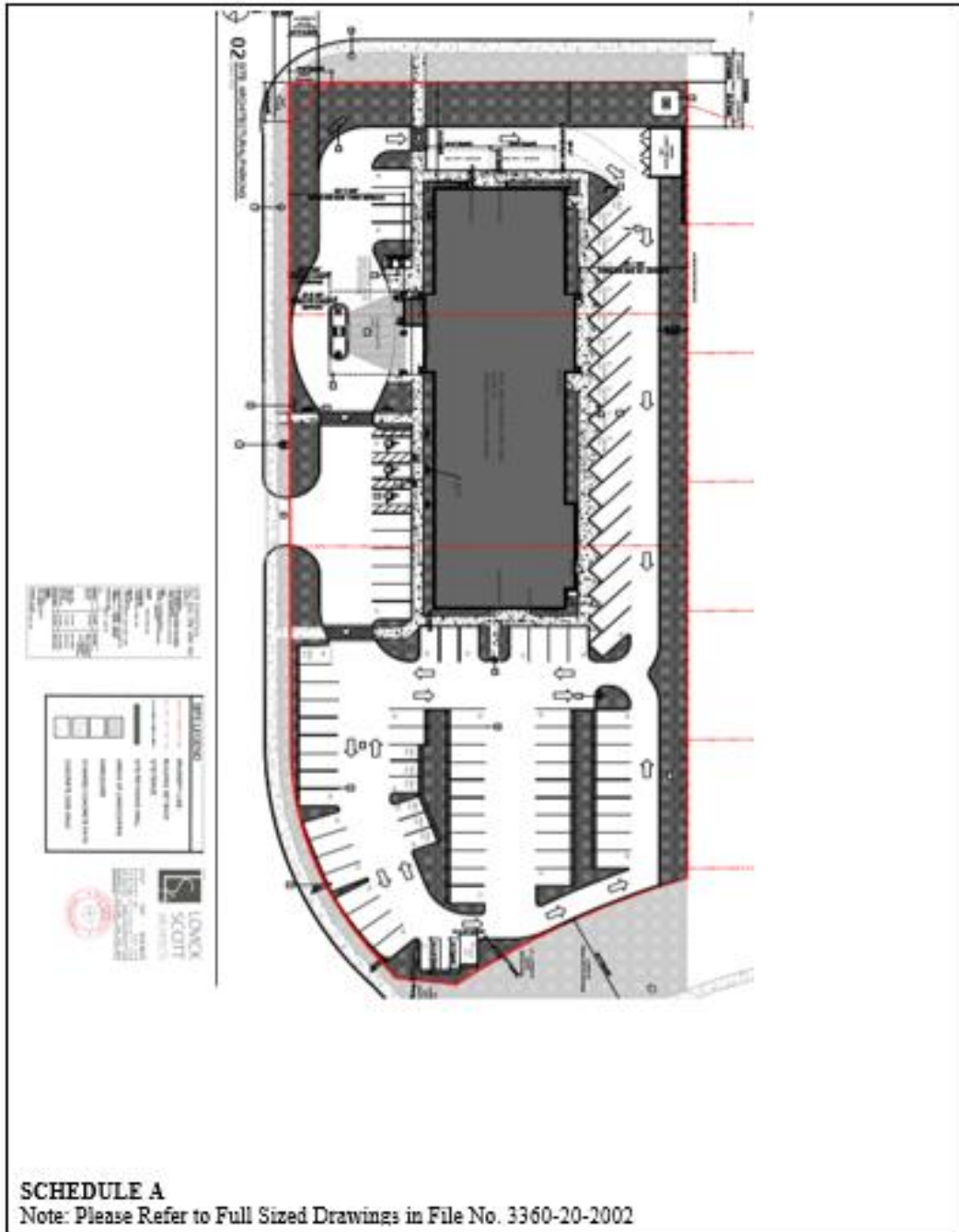
Off-street parking, small car parking and loading shall be provided and maintained in accordance with the requirements of Division 7 of *Zoning Bylaw No. 2500*.

8.58.10 Landscaping and Screening

- (1) A landscape area of at least 7.0m in width extending along Ryan Road shall be provided.
- (2) A landscape area of at least 3.5m in width extending along the eastern property line shall be provided.
- (3) A landscape area of at least 0m to 6.0m in width extending along Hunt Road shall be provided.
- (4) A landscape area of at least 0 to 3.5m in width extending along Tunner Drive shall be provided.
- (5) Loading areas, garbage and recycling containers shall be screened and gated to a minimum *height* of 2.0m by a landscaping screen or solid decorative *fence* or combination thereof.

Attachment A









Attachment B



Subject Property Map

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2994

A bylaw to amend Zoning Bylaw No. 2500, 2007

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

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(b) by rezoning Lot A, Section 14, Comox District, Plan EPP101533 (310 Hunt Road) as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Land Use Contract (LUC) to Comprehensive Development Zone Thirty One (CD-31)

(c) That Schedule No. 8, Zoning Map be amended accordingly.

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 1st day of February, 2021

Read a second time this 1st day of February, 2021

Published in two editions of the Comox Valley Record on the 17th day of February, 2021 and the 24th day of February, 2021

Considered at a Public Hearing this 3rd day of March, 2021

Published in two editions of the Comox Valley Record on the 31st day of March, 2021 and the 7th day of April, 2021

Considered at a Public Hearing this day of , 2021

Read a third time this day of , 2021

Finally passed and adopted this day of , 2021

Mayor

Corporate Officer

Attachment A

Part 58 – Comprehensive Development Thirty One Zone (CD-31) (310 Hunt Road)

8.58.1 Intent

The CD-31 Zone is intended to accommodate a Hotel on the property legally described as Lot A, Section 14, Comox District, Plan EPP101533. The property shall be developed substantially in accordance with Schedules A and B which form part of this zone.

8.58.2 Permitted Uses

The following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

1. *Hotel*

8.58.3 Minimum Lot Size

A *lot* shall have an area of not less than 7320m².

8.58.4 Floor Area Ratio

The maximum floor area ratio shall not exceed 0.75

8.58.5 Lot Coverage

A *lot* shall not be covered by buildings to a greater extent than 20% of the total area of the lot.

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Shall not be permitted except for waste and recycling facilities and exterior bicycle storage areas.

8.58.9 Off-Street Parking and Loading

Off-*street* parking, small car parking and loading shall be provided and maintained in accordance with the requirements of Division 7 of *Zoning Bylaw No. 2500*.

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- (1) A landscape area of at least 7.0m in width extending along Ryan Road shall be provided.
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- (4) A landscape area of at least 0 to 3.5m in width extending along Tunner Drive shall be provided.
- (5) Loading areas, garbage and recycling containers shall be screened and gated to a minimum *height* of 2.0m by a landscaping screen or solid decorative *fence* or combination thereof.

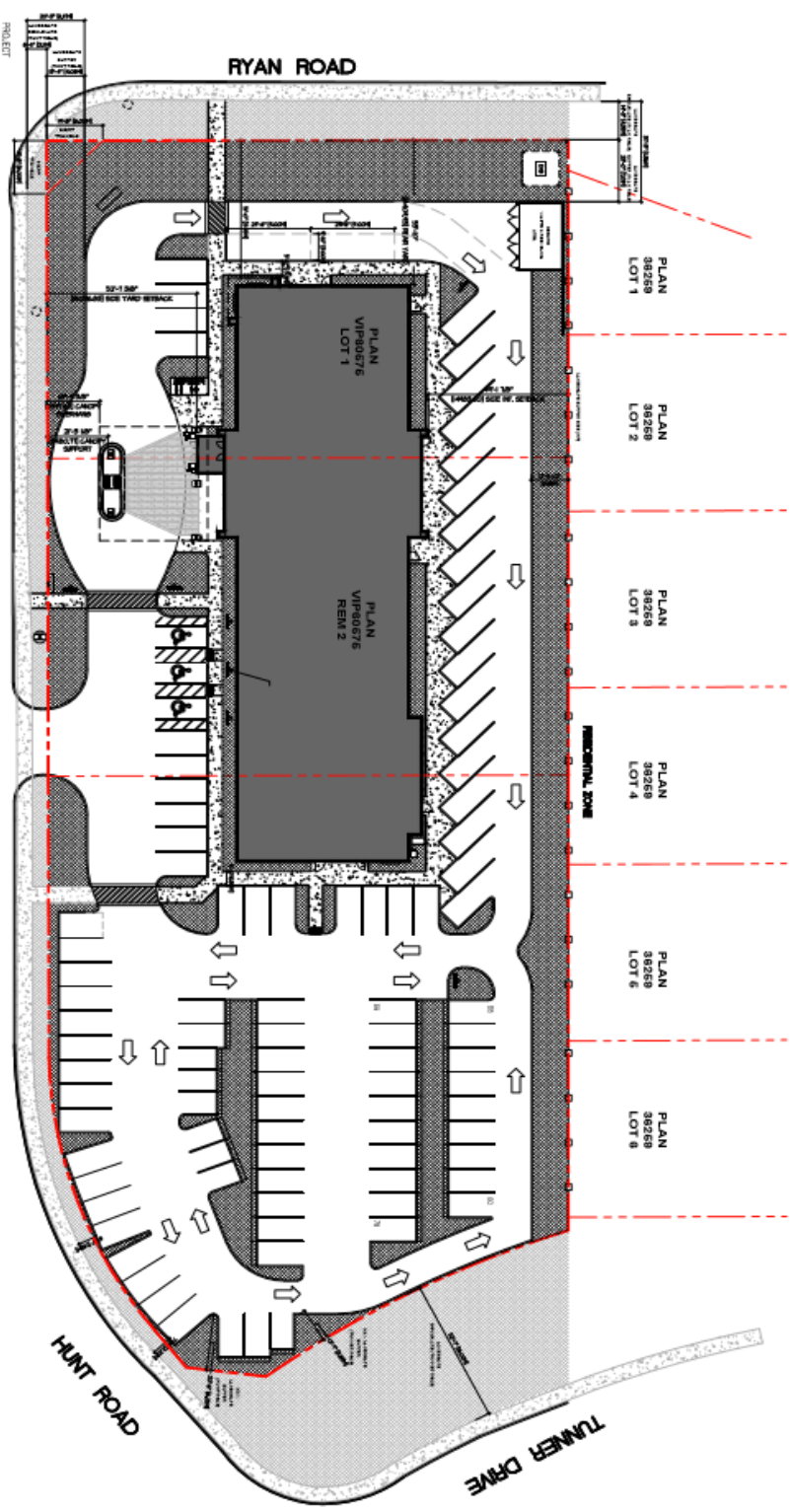
Attachment A

SYMBOL	DESCRIPTION
[Symbol]	PROPERTY LINE
[Symbol]	BUILDING SETBACK
[Symbol]	SITE FENCE
[Symbol]	SITE RETAINING WALL
[Symbol]	AREAS OF LANDSCAPING
[Symbol]	PAVEMENT
[Symbol]	SHARED CONCRETE PATH
[Symbol]	CONCRETE SIDE WALK

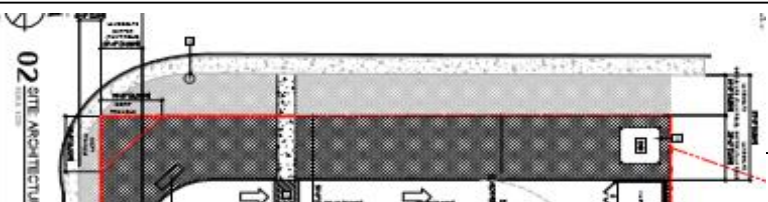
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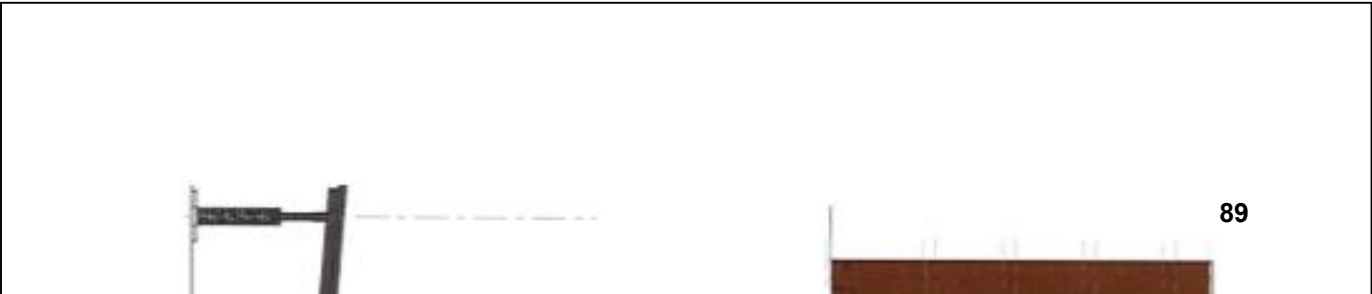
LOWCK SCOTT ARCHITECTS
 1117 14th Street, Suite 100, San Francisco, CA 94103
 415.774.1117
 www.lowckscott.com

HUNT ROAD



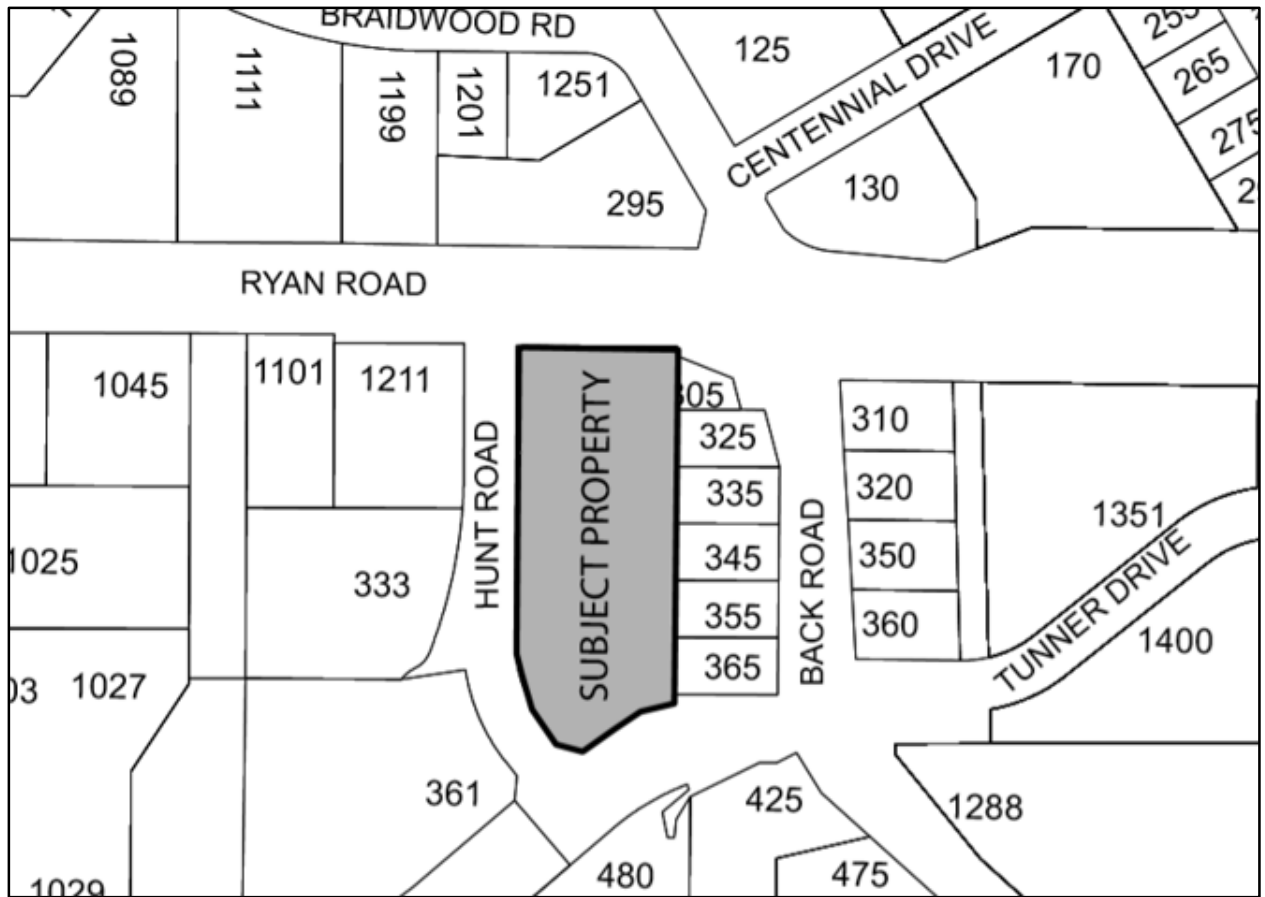
SCHEDULE A
 Note: Please Refer to Full







Attachment B



Subject Property Map