



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Geoff Garbutt, Chief Administrative Officer

File No.: 3360-20-2116

From: Dana Beatson, Planner II-Development Planning

Date: December 17, 2021

Subject: Application for a Development Permit at 2700 Mission Road (Lot 2, Phase 2)

PURPOSE:

To consider the issuance of a form and character development permit for a 28 unit multi-family development (Phase 2).

BACKGROUND:

Bylaw amendments to redesignate and rezone the subject property were completed in May 2021. Subsequently, the owner applied to subdivide the property into three lots (Figure 2.). A form and character development permit for a 40 unit multi-family rental building on proposed Lot 1 (Phase 1) was approved by the City in late October 2021.

The owner is now applying for a form and character development permit for a 28 unit townhome development on proposed Lot 2 (**Figure No. 1**). As a condition of rezoning, a covenant was registered which specifies several design and layout requirements for future development as detailed below.

Proposed Lot 2 is 8,204m² in size, is designated Multi Residential and is zoned Residential Four (R-4). Lot 2 is accessed through a cross access agreement that will be registered as part of the subdivision which allows the three proposed lots to utilize the two access points on Veterans Memorial Parkway (VMP) and Mission Road.

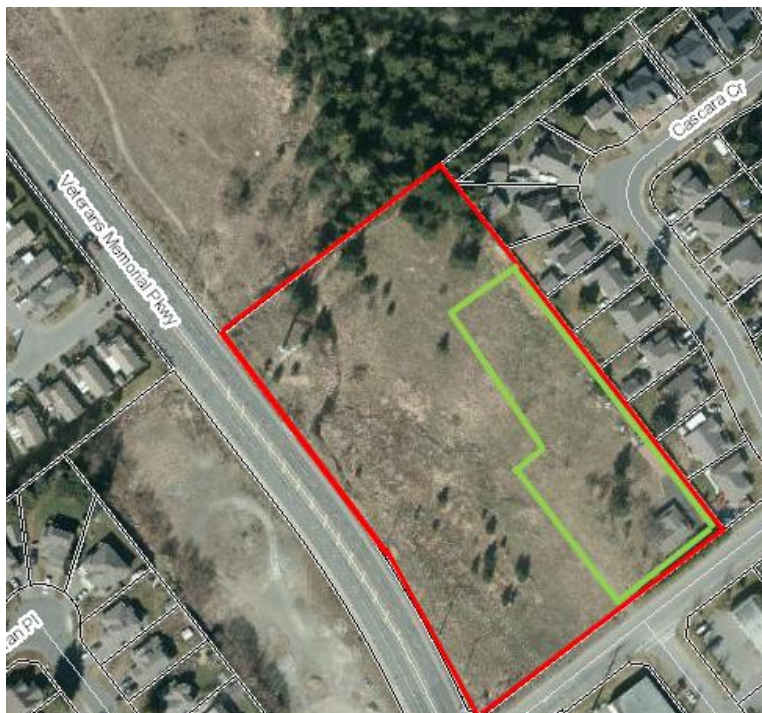


Figure 1: 2700 Mission Road Subject Property (shown outlined in red) with Proposed Lot 2 (shown outlined in green)

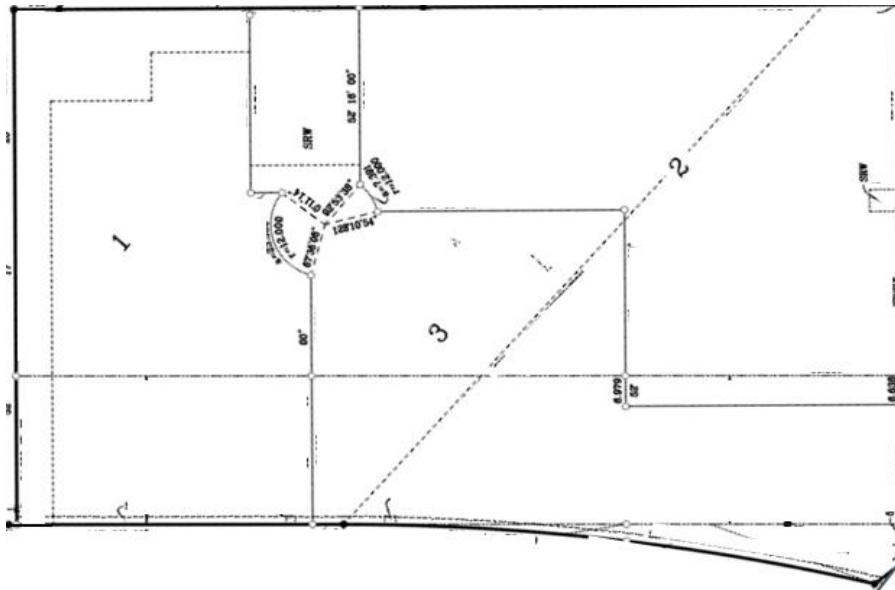


Figure 2: 2700 Mission Road Proposed Subdivision Plan (Lots 1, 2, 3)

DISCUSSION:

Covenant Compliance

A covenant was registered as a condition of rezoning which specified several requirements for the development. Only one of the conditions impacts the development permit for Lot 2, which pertains to the height of the buildings. As specified, buildings on this lot cannot exceed a height of two storeys. The proposal meets this requirement.

The covenant also details the construction of a playground and park facility. While this is adjacent to the proposed development it is not part of this development permit; rather, security was required through the zoning process which requires the park be developed in conjunction with the overall site servicing, access and road construction.

Zoning Compliance

The development permit submission is nearly identical to the plans submitted during the rezoning process and comply with the R-4 zone regulations, as summarized below. Setbacks are listed based on the proposed subdivision lot lines with the parent parcel setbacks referenced in brackets:

Table No. 1: Zoning Comparison

	R-4 Zone	Proposal
Density	0.70 FSR	0.47 FSR
Front Yard Setback (Mission Road)	7.5m	7.5m (7.5m) *setback to parent parcel
Rear Yard Setback	9.0m	9.0m (85.4m) *setback to parent parcel
Side Yard Setback (Cascara Crescent)	4.5m	4.5m
Side Yard Setback (VMP)	4.5m	4.5m (38.1m) *setback to parent parcel
Height of Building	9.0m	7.8m
Parking stalls	1.5 stalls/unit (42 stalls)	56 stalls

Usable Open Space (includes private patios & common open space)	50.0m ² /unit	56.0m ² /unit
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The development complies with the regulations in the R-4 zone. The proposal shows 56 parking stalls when only 42 stalls are required, this represents a surplus of 14 parking stalls for this phase of the development. The additional parking stalls are being made available along the western property line of Lot 2 intended to be utilized by future Lot 3.

Staff note that the parking stall allocation on proposed Lots 1 and 3 will be secured through the registration of a covenant prior to issuance of a building permit by the City (a condition of the development permit for phase 1 and 3). This is allowed under section 7.1.7(1) of the Zoning Bylaw which allows parking for developments to be sited on adjacent lots.

The applicant submitted an overall site parking plan which meets the parking requirements for all three phases of the development with an overall surplus of 23 parking stalls (as seen in **Figure No. 3**).

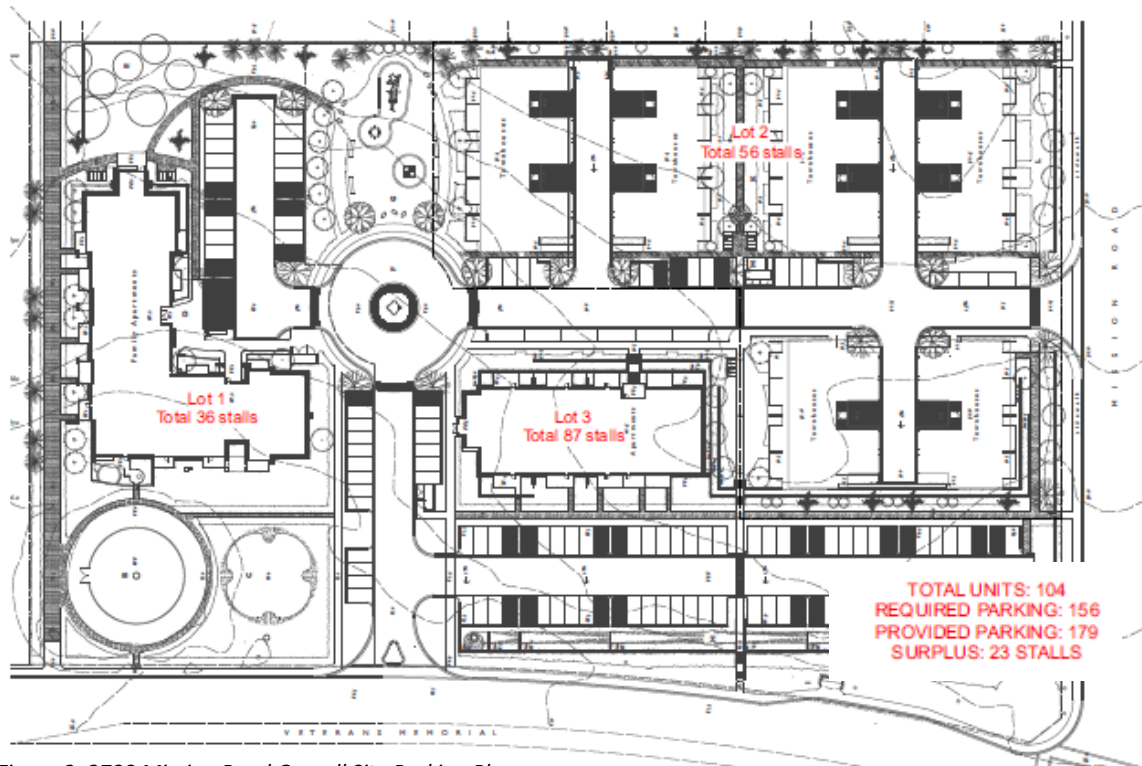


Figure 3: 2700 Mission Road Overall Site Parking Plan

Tree Cutting Permit

The applicant is required to obtain a tree cutting permit prior to development of the property. The applicant submitted a tree removal and retention plan as part of the development permit submission. The plan shows a cluster of trees (red alder, sweet cherry) along the southeast property boundary and a cluster of trees in the southeast corner of the lot (fir, cypress, maple).

Staff note the tree density target for this property is 118 trees. Tree removal and replacement will be formalized through a subsequent tree cutting permit. According to the tree inventory report provided by the applicant there are sixty-seven (67) trees onsite including one protected species, a Pacific Dogwood. The inventory notes that thirty-five (35) trees are to be retained and fifty-three (53) are to be removed including three (3) hazardous trees. After applying the City Tree Bylaw requirements, the total number of replacement trees required is 109 trees. This is being achieved through a combination of tree retention and replacement, including replacement trees planted as part of the landscaping for the phases of the development.

Development Permit Guidelines

The role of development permit guidelines is to guide elements of a development proposal such as architectural character, site and landscape design. The Multi Residential Development Permit Checklist was submitted in support of the development permit application (as seen in **Attachment No. 2**). The applicant notes that the proposal complies with all relevant guidelines with several guidelines not directly applicable. Staff agree with this assessment and compliance with these guidelines is detailed below.

Form and Character

The development is conceived as a comprehensive design concept and utilizes materials and an architectural style that is both consistent and complimentary to the surrounding neighborhood. Although the development is not reflective of the heritage of the City, both the building materials and architectural style add diversity to the existing neighbourhood which contains a mix of different styles and building types.

The development consists of six, two storey rectangular buildings containing 28 three bedroom townhomes (as seen in **Figure No. 4**). The units are organized into three clusters consisting of two buildings whose front yards face each other along private interior access roads.

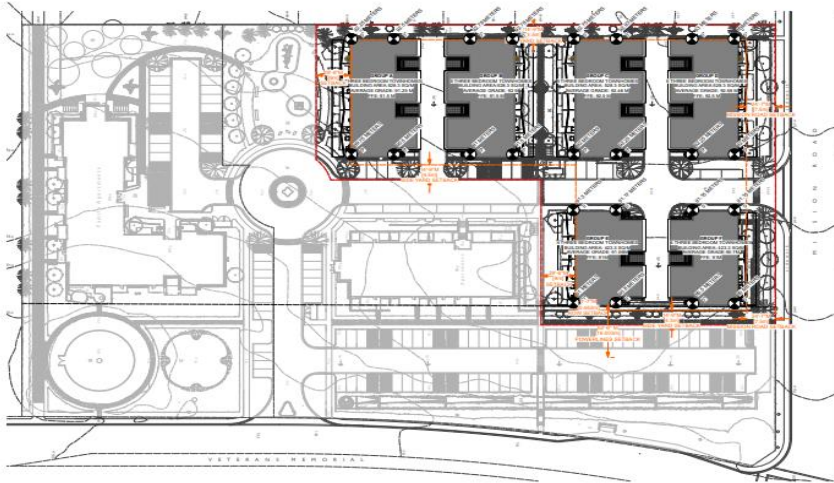


Figure 4: Site Context Plan

Buildings have sufficient articulation and rooflines are asymmetrical with varying peaks. To break up the mass of the buildings, the design utilizes a diversity of siding materials, a varied colour scheme, a roofline with multiple peaks and numerous glazed openings of differing sizes. To provide an attractive appearance, all building facades visible from Mission Road and the interior access roads contain a similar level of architectural detailing.

The proposed units include attached garages with attractive front entrances articulated by recessed entryways and materials of various textures and colors. Along longer building walls, individual units are broken up with clusters of landscaping.

Four of the six buildings are oriented towards the private interior roads and two of them are orientated towards Mission Road. While the guidelines state that buildings should front onto, or appear to front onto abutting streets, for this particular development interior private roads function as streets.

The groups of townhome units have been designed with special treatments, including an asymmetrical roof line, grouped windows and other design strategies that blend the individual units. Employing these design

strategies allow the five-plex unit to appear visually as group of three units and the four-plex unit appear visually as a group of two units.

Privacy is achieved between residential units through fencing and landscaping. Residents will enjoy private amenity space in the form of patios in rear yards which have been screened from direct view of one another through privacy fencing. Adjacent to Mission Road, patios have been screened by large clusters of boulevard trees and fencing.

To enhance privacy for the single family residences along Cascara Crescent, the height of the townhomes is kept lower (7.8m) than the maximum allowable height (9.0m) in R-4 zone). Staff notes that the developer is also installing new cedar board fencing for owners who share the eastern property line with the development site. This has been added as a condition of the development permit.



Figure 5: Site and Building Perspectives

Siting, Landscaping and Screening

A landscape plan has been provided by a Landscape Architect detailing a planting plan and plant and tree species. The landscape design for this phase of the development is uniform and focusses on clusters of plantings around building entrances, interior access roads and the perimeter of the lot.

The development is well connected to a future playground/park area which will be built adjacent to Lot 2 but is on a separate proposed lot. A walking path connection has been integrated into the design between the groups of town homes providing occupants with direct access to Veterans Memorial Parkway and a sidewalk adjacent to the interior access road provides pedestrians with a connection to Mission Road.

The development minimizes the impact of overlook onto the adjacent residences through landscaping buffering and privacy fencing installed along the length of the eastern property boundary. The subject property has a natural slope and the applicant indicates that the site will be stepped and utilize a series of retaining walls to provide relatively level areas for the building sites. This is key to the proposed stormwater management plan designed to comply with detention requirements and includes rain gardens to help detain rain water on site.

The guidelines also speak to tree preservation. tree inventory report was submitted by the applicant in support of this application which relies on existing tree retention and replanting. This will be formalized through a subsequent tree cutting permit for the property.

Several guidelines in this section are not applicable. Most of these pertain to requirements when the site contains a hazardous condition such as flood plain or environmentally sensitive areas. Neither is present on or adjacent to the development site.

Signage

At this time no signage is being proposed with this development nor was a sign detail provided as part of the submissions. The applicant has indicated that any future signage will conform to the guidelines, be architecturally integrated with the overall site and building design as well as meet the regulations in the City's Sign Bylaw No. 2760.

Lighting

The applicant indicates that wall mounted lighting fixtures will be used to illuminate common areas of the development and acknowledges the requirement that all exterior lighting used to light roads, common areas and pedestrian walkways must be full-cut off, downward facing/facing into the interior of the development. This has been added as a condition of the development permit.

Parking

Parking has been integrated into the site design and is being through a combination of attached garages and surface parking dispersed between the clusters of townhomes and along the western property boundary adjacent to the interior access road.

Surface parking areas include concrete curbs with clusters of landscaping to provide visual breaks between stalls. Also surface parking areas contain clusters of landscaping at the termination of parking aisles.

Bicycle parking is also being provided and has been broken up into pockets throughout the site for use by both visitors and occupants.

STAFF RECOMMENDATION

Staff have assessed this proposal relative to the regulations within the R-4 zone and confirmed that the proposal meets all regulations. Staff have further assessed this proposal relative to applicable multi family DP guidelines and conclude that it is generally consistent with the direction established within these guidelines.

Recommended Action: Approve Development Permit No. 2116.

Prepared by:



Dana Beatson, RPP, MCIP
Planner II -Development Planning

Approved by:



Geoff Garbutt, RPP, MCIP
Chief Administrative Officer

Attachments:

- 1. Attachment No. 1: Draft Development Permit No. 2116 and Associated Schedules*
- 2. Attachment No. 2: Multi Residential Development Permit Area Compliance Checklist*
- 3. Attachment No. 3: Applicant's Design Brief*

Attachment No. 1: Draft Development Permit No. 2116 and Associated Schedules

Permit No. 2116**DEVELOPMENT PERMIT****To issue a Development Permit**

To: Name: 2700 Mission Road Properties Ltd. Inc. BC1230881 (Rick Browning)
Address: PO Box 255
Whistler BC
V0N 1B9

Property to which permit refers:

Legal: Lot A, District Lot 236, Comox District Plan 43411
Civic: 2700 Mission Road

Conditions of Permit:

Permit issued to permit the construction of a 28 unit multi-residential development on the above referenced property

Development Permit 2116 is subject to the following conditions:


1. The development shall be substantially consistent with the plans shown in *Schedule No. 1*, as designed by Macdonald Hagarty Architects Ltd dated August 13, 2021;
2. The landscaping shall be in substantial conformance with the plans and specifications contained in *Schedule No. 2*, as designed by Cameron Murray (MBCSLA), dated November 18, 2021;
3. Submission of landscape security in the amount of \$173,987.50 (\$139,190.00 x125%) is required, as contained in *Schedule No. 3*, as estimated by Topographics Landscape Architecture (Cameron Murray, MBCLSA), dated November 20, 2021.
4. Landscaping must be completed within one year of the date of the issuance of the occupancy permit by the City;
5. The minimum depth of topsoil or amended organic soil on all landscaped areas is to be as follows: shrubs – 450mm; groundcover and grass – 300 mm; and trees -300 mm.;
6. All new street lighting in the proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
7. A sign permit shall be obtained prior to any signage being installed on the property. Also, any freestanding signage must be architecturally integrated with the building design and landscaping and shall not exceed a height of 2.0metres.
8. A tree cutting permit is required prior to the removal of any tree on the property;

9. Prior to the issuance of an occupancy permit from the City, the owner is required to install six (6) foot privacy fencing along the entire length of the eastern property boundary of proposed Lot 2;
10. The development must be all applicable requirements, standards and guidelines; and
11. No alterations or amendments shall be made without the City's permission. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

Time Schedule of Development and Lapse of Permit

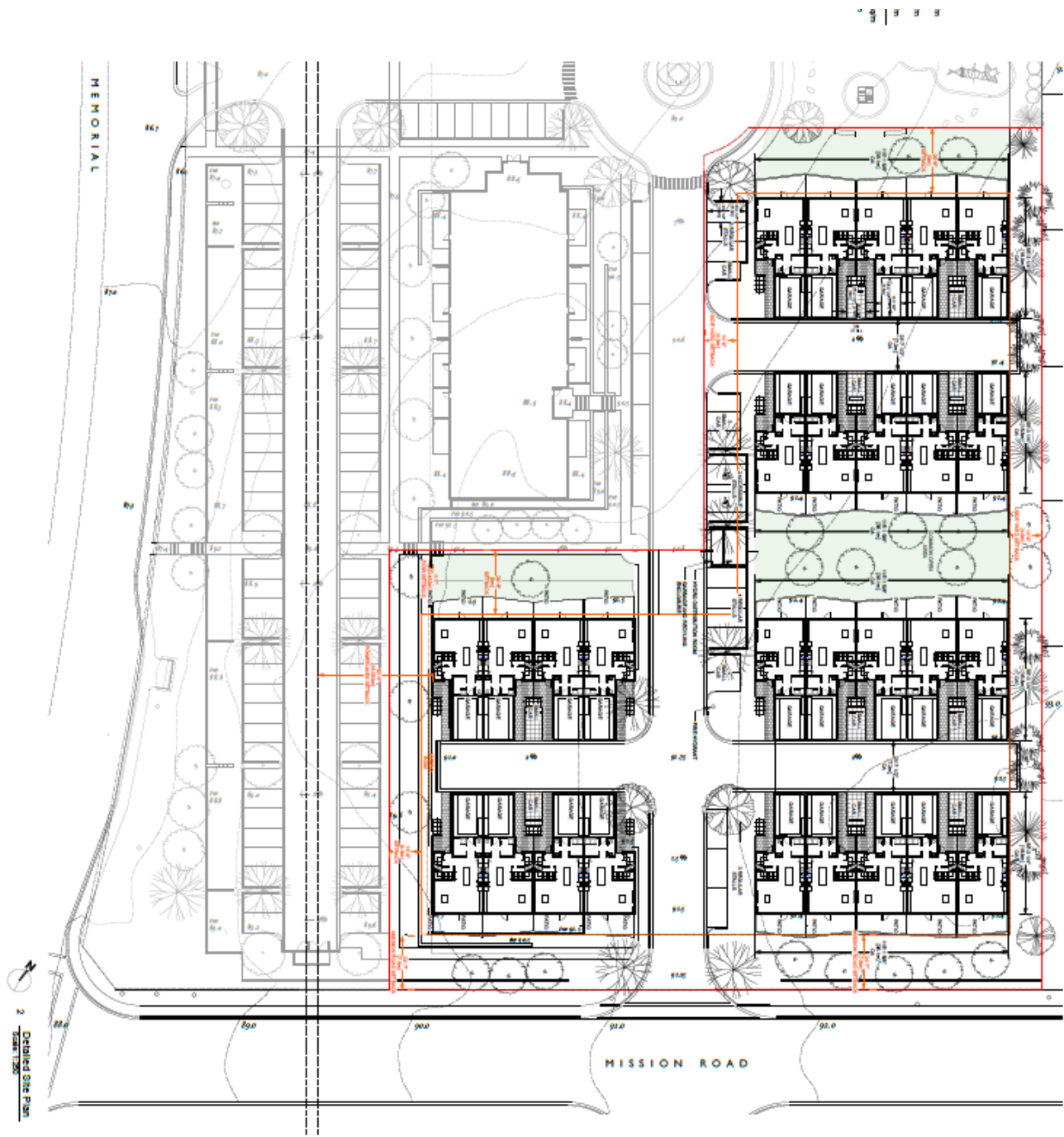
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date



Corporate Officer

Schedule No. 1: Plans and Elevations



A0.01

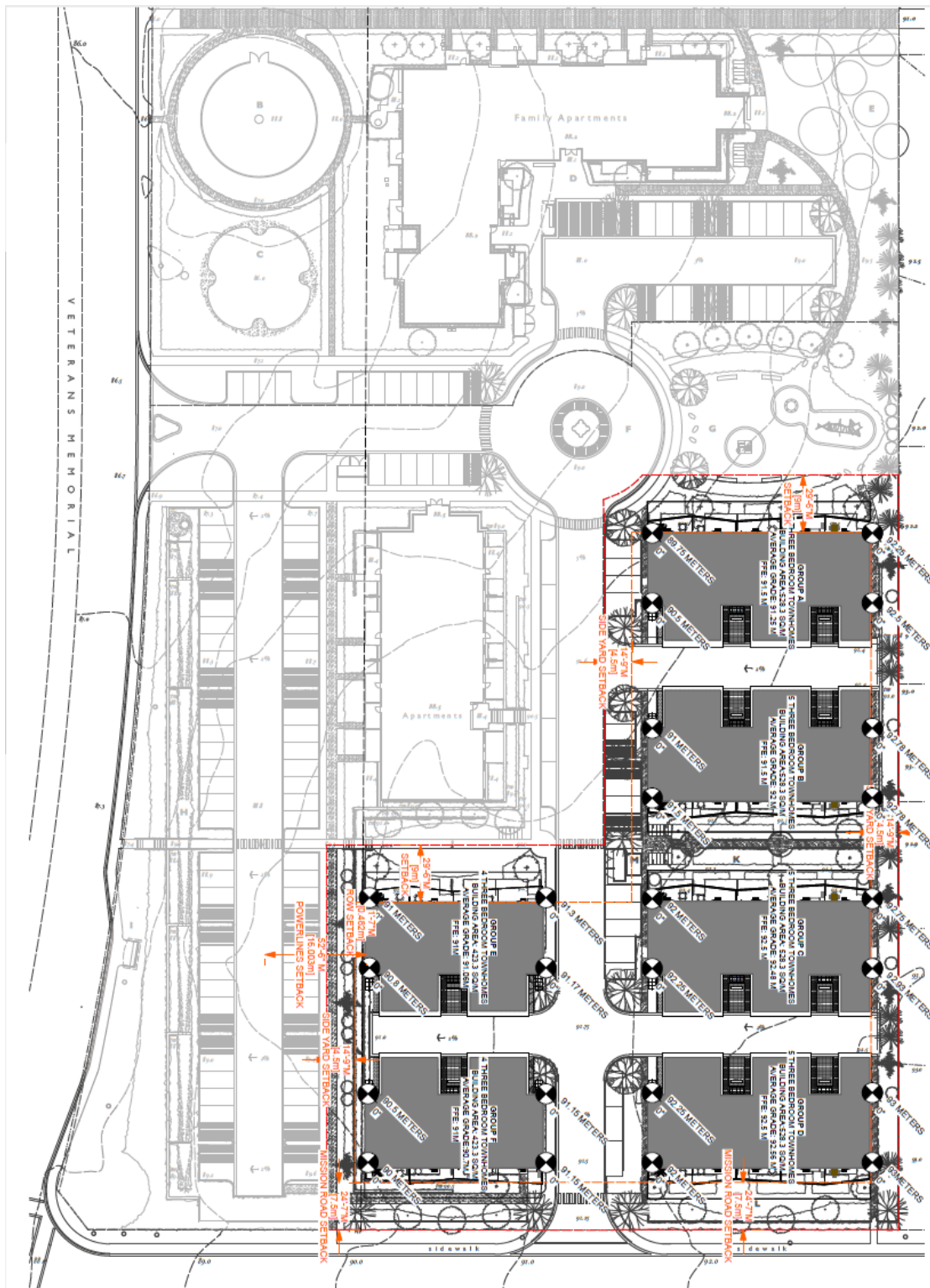
Site Plan

Townhomes
2700 Mission Road

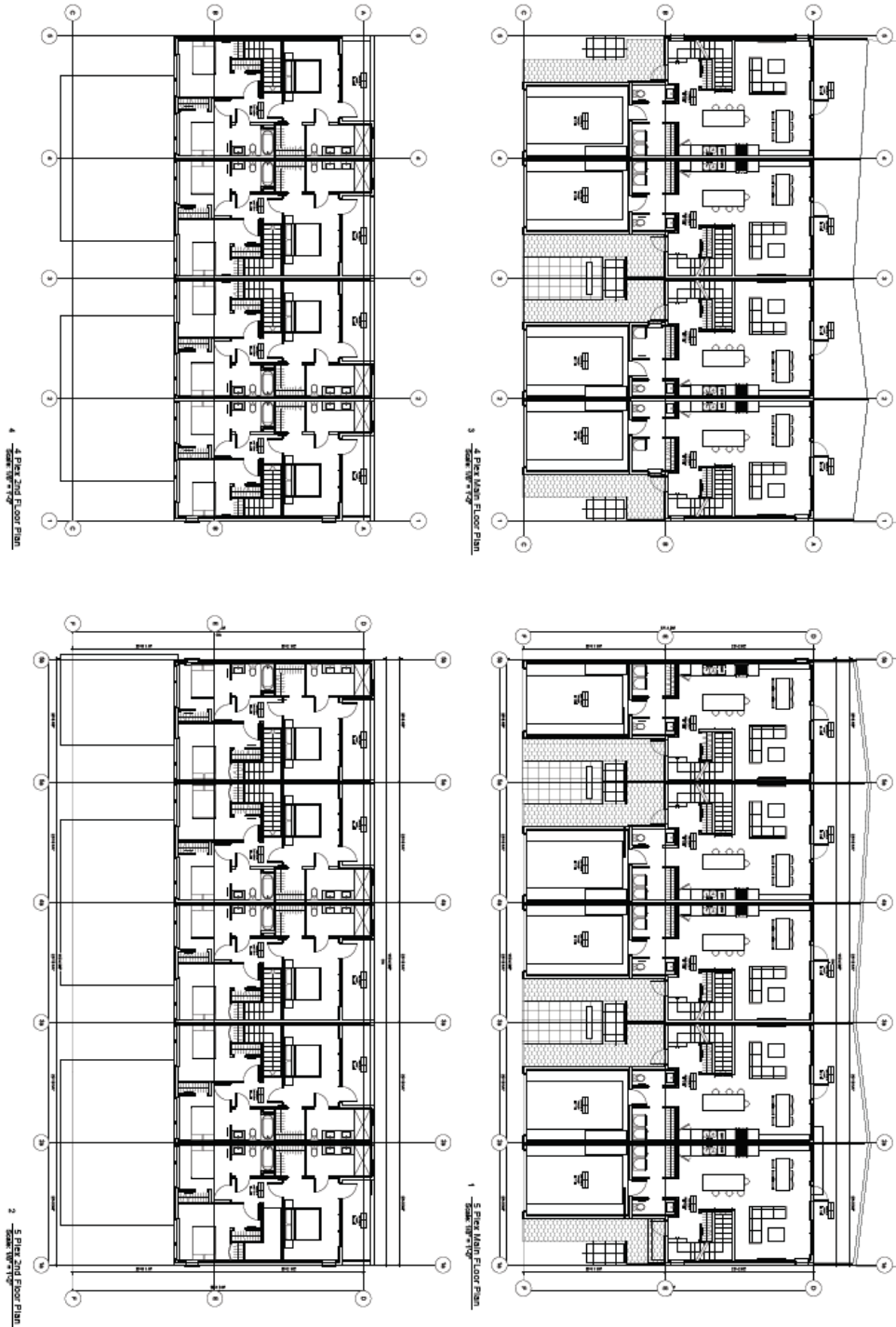


MacDonnell Hagerly Arch Recd Ltd.
2700 Mission Road
Vancouver, BC V6L 1A1
Tel: 604-271-1111
Fax: 604-271-1112





Issued for DP R-1
2027-08-10



A1.02

5' plan x 4' plan

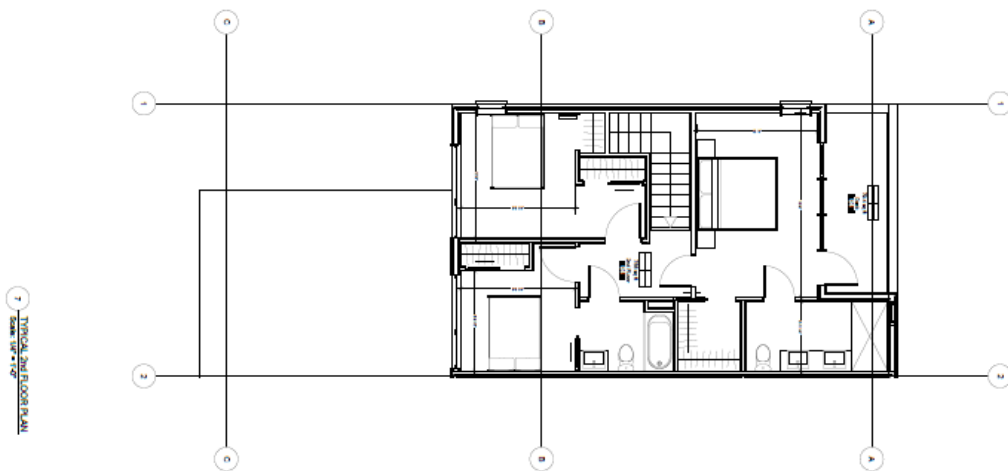
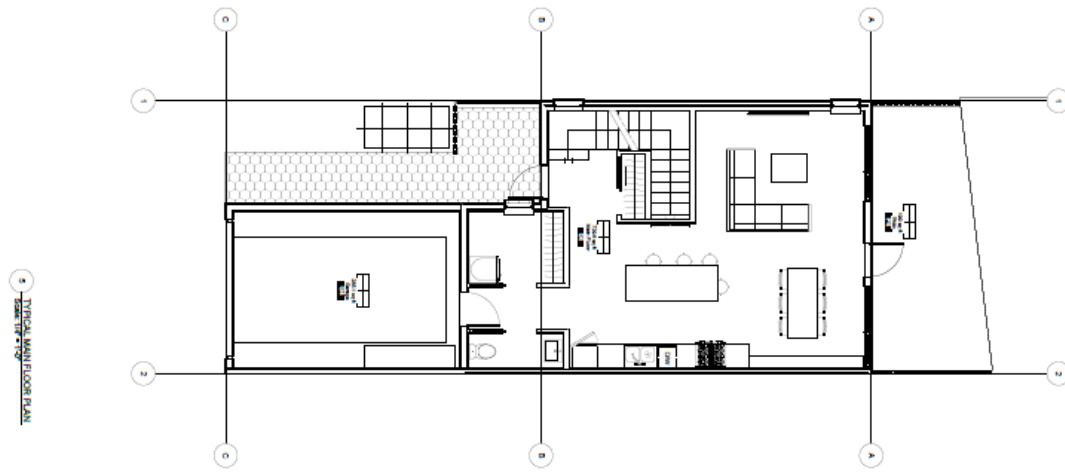
Townhomes
2700 Mission Road



MHA
1100 West 1st Street
Vancouver, BC V6C 1A7
Tel: 604-681-1111
Fax: 604-681-1112
www.mha.ca



MHA
MHA (British Columbia) Inc.
1100 West 1st Street
Vancouver, BC V6C 1A7
Tel: 604-681-1111
Fax: 604-681-1112
www.mha.ca



A1.03

Detailed Plan

Townhomes
2700 Mission Road

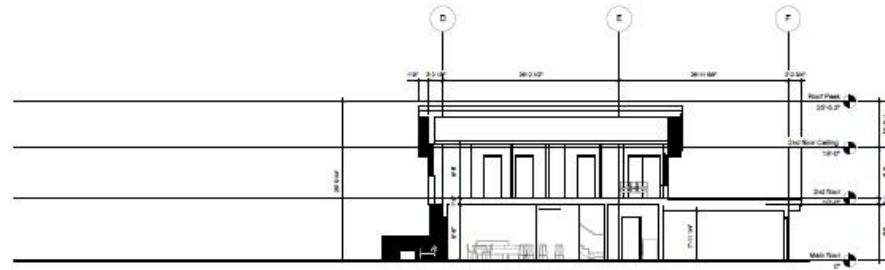


MacDonnell Hagerly Architect
1001 West 1st Street
Vancouver, BC V6C 1A7





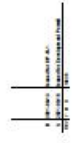




1 Typical section
Scale: 1/8" = 1'-0"



2 Typical long section
Scale: 1/8" = 1'-0"



Townhomes
2700 Mission Road

Michael A. ...
Professional Engineer

A3.01



GROUP A
Scale: 1/8" = 1'-0"



GROUP C
Scale: 1/8" = 1'-0"



GROUP E
Scale: 1/8" = 1'-0"



GROUP B
Scale: 1/8" = 1'-0"



GROUP D
Scale: 1/8" = 1'-0"



GROUP F
Scale: 1/8" = 1'-0"



2 4-PLEX FRONT
Scale: 1/125



1 4-PLEX BACK
Scale: 1/125



4 5-PLEX FRONT
Scale: 1/125



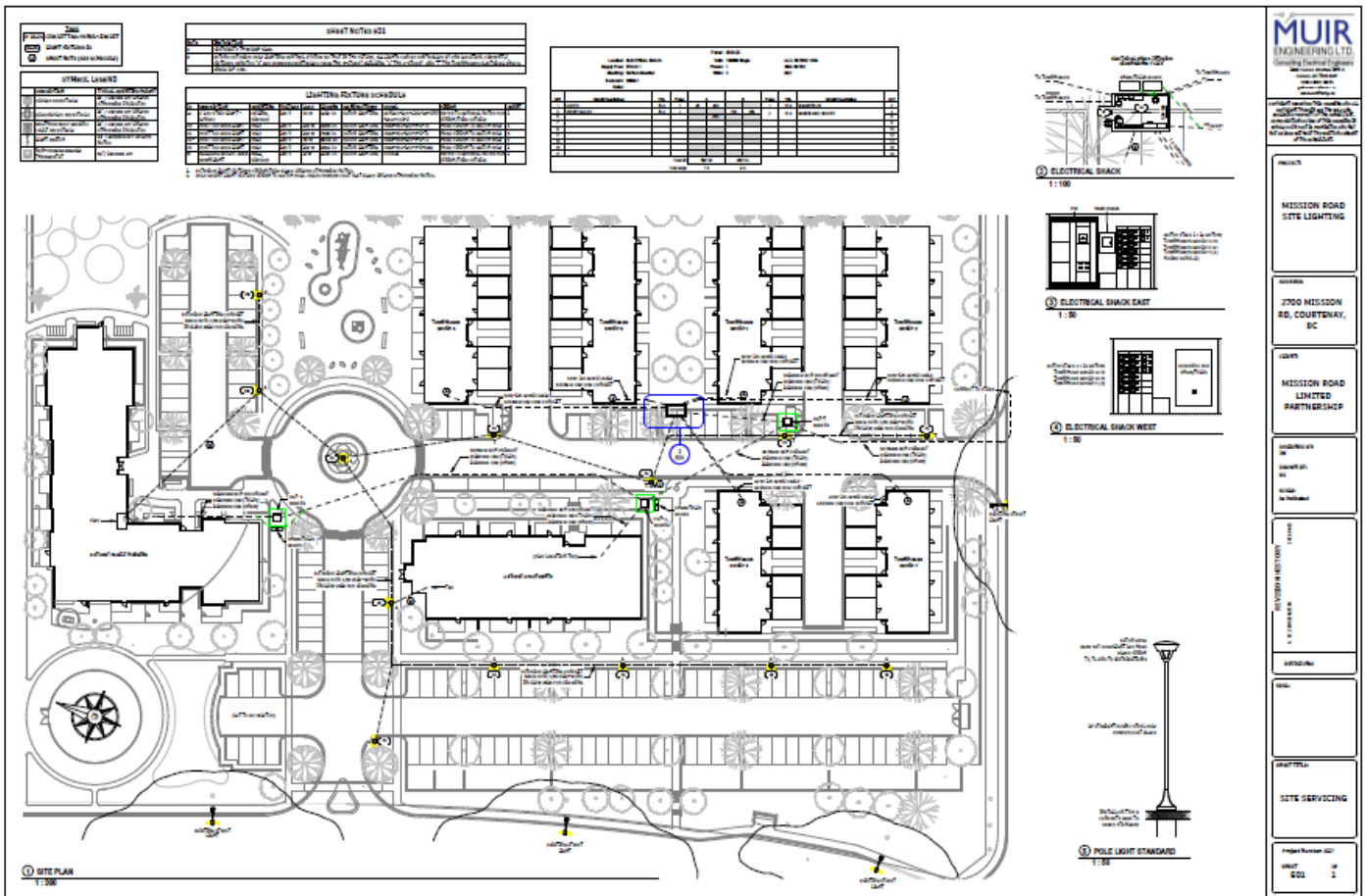
3 5-PLEX BACK
Scale: 1/125



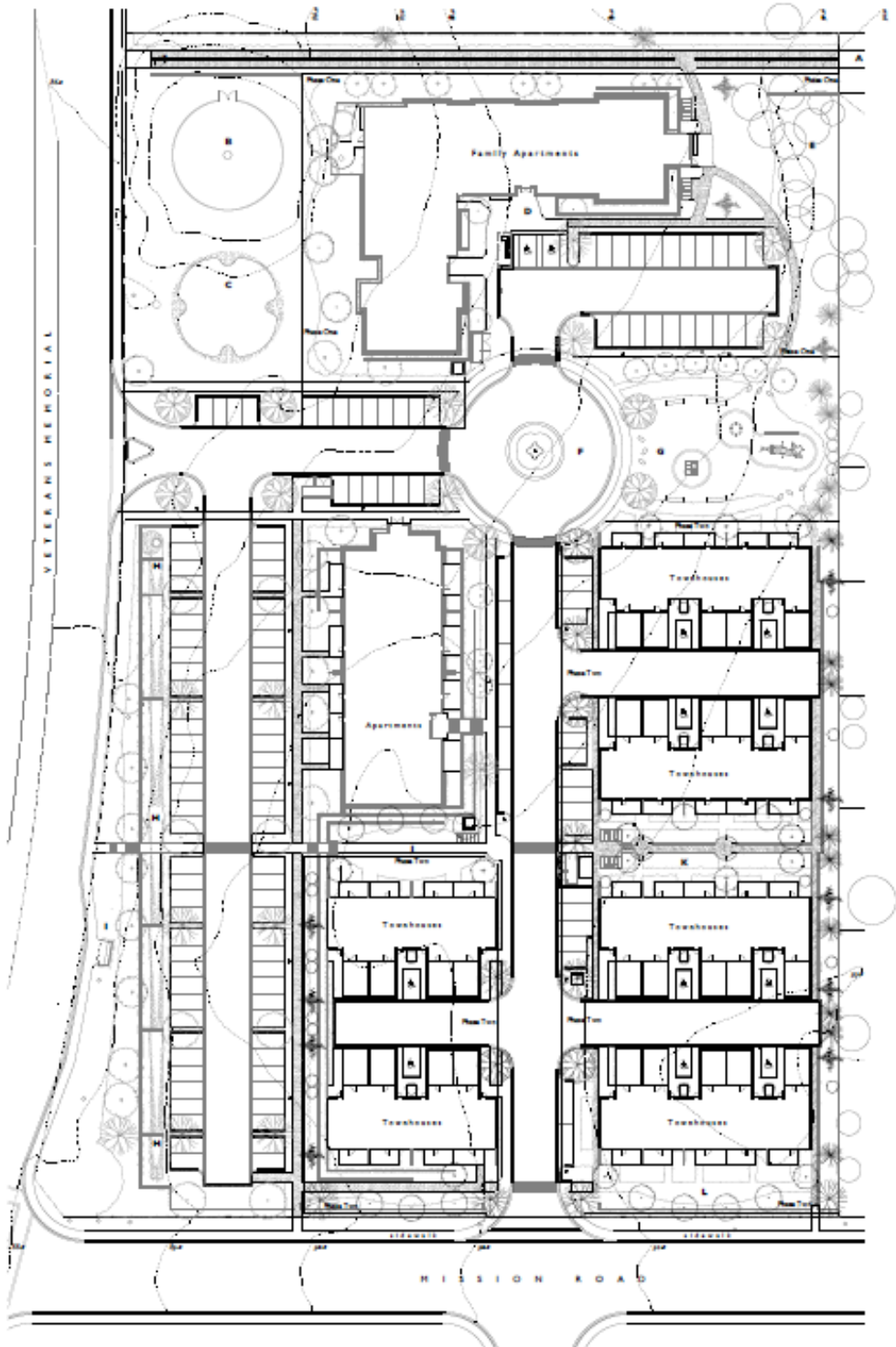
Townhomes
2700 Mission Road

Architect

A3.02



Schedule No. 2: Landscape Plans



**Landscape Architects
Drawings**

LA 1	Landscape Context Plan	1:200
LA 2	Plant Plan	Landscape Context Plan
LA 3	Plant Plan	1:200
LA 4	Landscape Details	1:20
LA 5	Landscape Specifications	1:20

Key

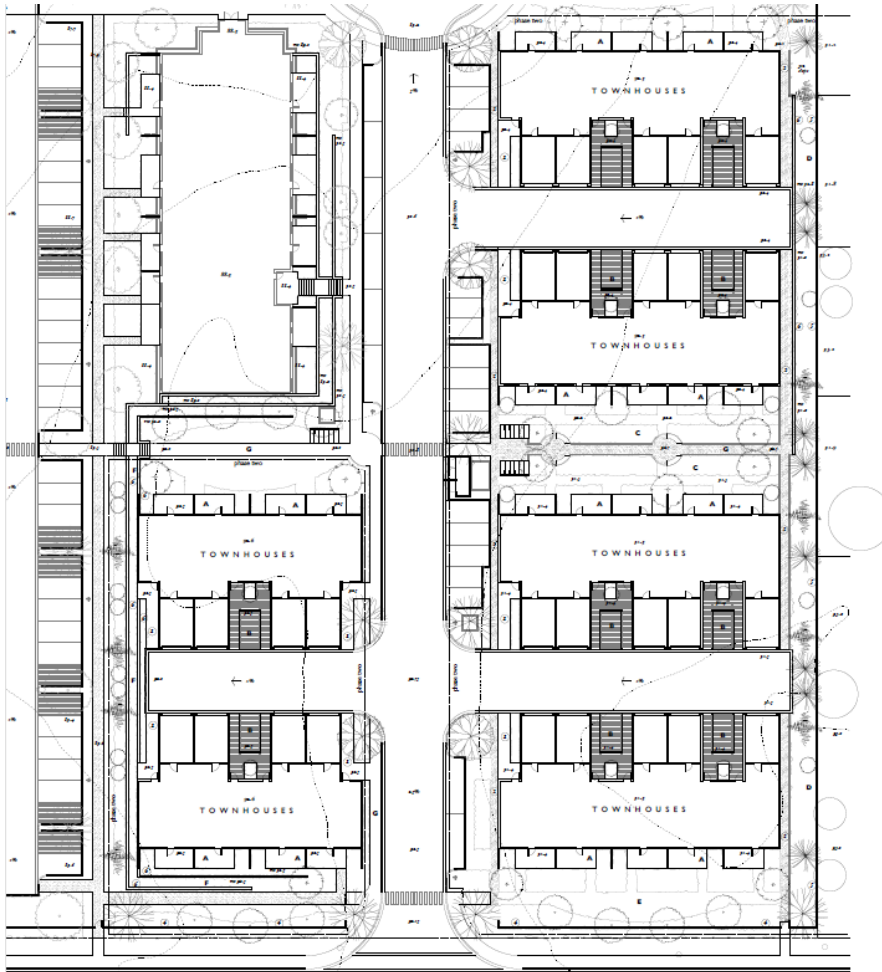
- A. Hardscape Detail
- B. RC Hydro Tower
- C. Rain Garden
- D. Compand
- E. Stealing Tower
- F. Tombstone
- G. Play Rejuvenation
- H. Bollard
- I. Ben Day
- J. Park Wall
- K. Community Garden
- L. Outdoor

Notes

- Owner: Mission Road United Property
- Developer: Ormoco Property
- General Contractor: Hardscape Construction
- Architect: Blueprints Architects & Interiors
- Site: Blueprints Architects & Interiors
- Structural: Blueprints Architects & Interiors
- Survey: Blueprints Architects & Interiors



2025-01-15
2025-01-15
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Key

- A Path
- B Courtyard
- C Community Garden
- D East Tree Planting
- E South Garden
- F Terrace Garden
- G Community Walkway
- H Bench
- I Single Park
- J Fire Gate
- K Recycling
- L Landscape Detail

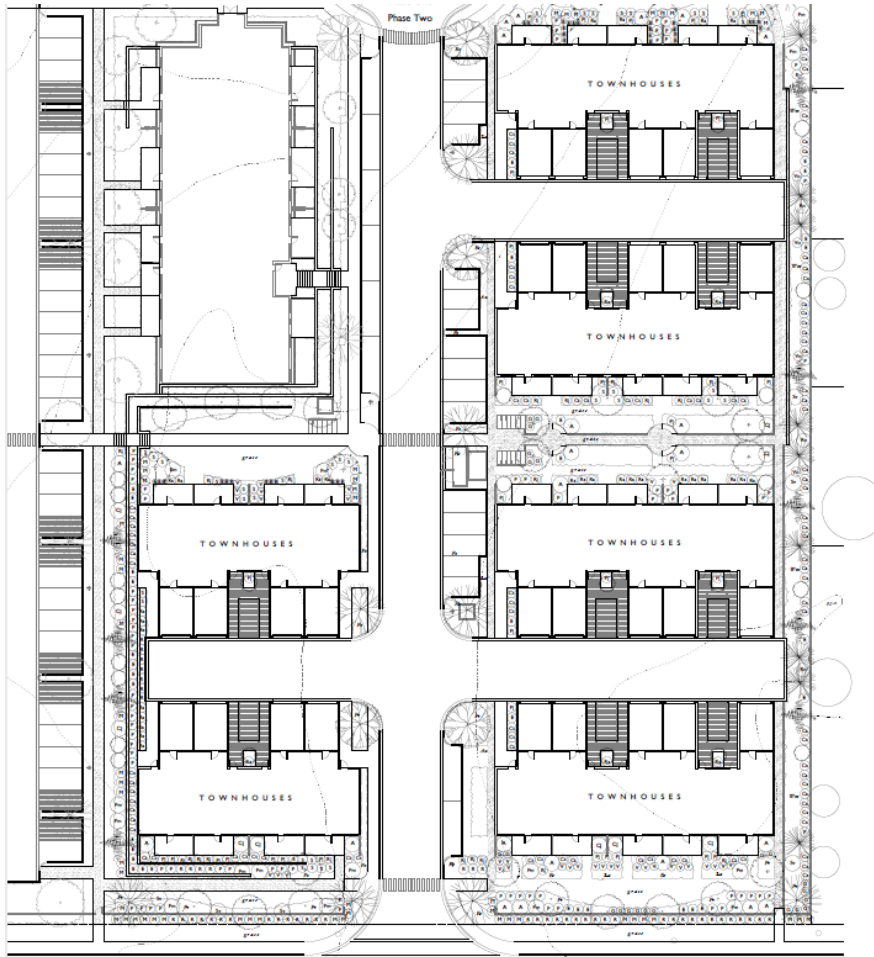
Contractor to be in
Discussion to be done

- Architecture**
Plan set in Advantage by
MacDonald Hugerty Architects
- Civil**
Plan set in Advantage by
Facial Engineering
- Electrical**
Plan set in Advantage by
Fair Engineering
- Survey**
Plan set in Advantage by
Bruce Lewis Land Surveying



Site plan in Advantage by
Mission Road
2700 Mission Road, Courmayeur BC
**Phase Two
Landscape
Grading Plan**
2nd set
TOPOGRAPHICS
Landscape Architecture
P.L.L.C.

LA 2



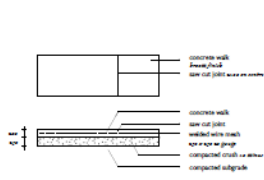
PLANT LIST

Symbol	Qty	Botanical Name	Common Name	Size	Note
TREES					
(Symbol)	4	<i>Juniperus Horizontalis</i>	Japanese Maple	10' x 10'	
(Symbol)	4	<i>Amelanchier Alnifolia</i>	Red Maple	10' x 10'	
(Symbol)	4	<i>Chamaecyparis nana</i>	Norfolk Island Spruce	10' x 10'	small trees
(Symbol)	4	<i>Platanus Occidentalis</i>	London Plane	10' x 10'	small trees
(Symbol)	4	<i>Malus</i>	Apple	10' x 10'	
(Symbol)	4	<i>Prunella</i>	Prune	10' x 10'	
(Symbol)	4	<i>Quercus</i>	Oak	10' x 10'	
SHRUBS					
(Symbol)	10	<i>Hydrangea</i>	Hydrangea	6'	
(Symbol)	10	<i>Camellia</i>	Camellia	6'	
(Symbol)	10	<i>Spirea</i>	Spirea	6'	
(Symbol)	10	<i>Abutilon</i>	Abutilon	6'	
(Symbol)	10	<i>Phlox</i>	Phlox	6'	
(Symbol)	10	<i>Impatiens</i>	Impatiens	6'	
(Symbol)	10	<i>Geranium</i>	Geranium	6'	
(Symbol)	10	<i>Verbena</i>	Verbena	6'	
(Symbol)	10	<i>Salvia</i>	Salvia	6'	
(Symbol)	10	<i>Penstemon</i>	Penstemon	6'	
(Symbol)	10	<i>Platycodon</i>	Platycodon	6'	
(Symbol)	10	<i>Delphinium</i>	Delphinium	6'	
(Symbol)	10	<i>Hydrangea</i>	Hydrangea	6'	
(Symbol)	10	<i>Camellia</i>	Camellia	6'	
(Symbol)	10	<i>Spirea</i>	Spirea	6'	
(Symbol)	10	<i>Abutilon</i>	Abutilon	6'	
(Symbol)	10	<i>Phlox</i>	Phlox	6'	
(Symbol)	10	<i>Impatiens</i>	Impatiens	6'	
(Symbol)	10	<i>Geranium</i>	Geranium	6'	
(Symbol)	10	<i>Verbena</i>	Verbena	6'	
(Symbol)	10	<i>Salvia</i>	Salvia	6'	
(Symbol)	10	<i>Penstemon</i>	Penstemon	6'	
(Symbol)	10	<i>Platycodon</i>	Platycodon	6'	
(Symbol)	10	<i>Delphinium</i>	Delphinium	6'	
GROUNDCOVERS					
(Symbol)	10	<i>Thymus</i>	Thymus	6'	
(Symbol)	10	<i>Geranium</i>	Geranium	6'	
(Symbol)	10	<i>Verbena</i>	Verbena	6'	
(Symbol)	10	<i>Salvia</i>	Salvia	6'	
(Symbol)	10	<i>Penstemon</i>	Penstemon	6'	
(Symbol)	10	<i>Platycodon</i>	Platycodon	6'	
(Symbol)	10	<i>Delphinium</i>	Delphinium	6'	
PERENNIALS ANNUALS GRASSES					
(Symbol)	10	<i>Phlox</i>	Phlox	6'	
(Symbol)	10	<i>Impatiens</i>	Impatiens	6'	
(Symbol)	10	<i>Geranium</i>	Geranium	6'	
(Symbol)	10	<i>Verbena</i>	Verbena	6'	
(Symbol)	10	<i>Salvia</i>	Salvia	6'	
(Symbol)	10	<i>Penstemon</i>	Penstemon	6'	
(Symbol)	10	<i>Platycodon</i>	Platycodon	6'	
(Symbol)	10	<i>Delphinium</i>	Delphinium	6'	

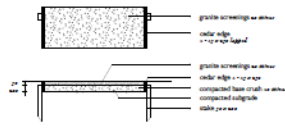
ATTENTION: SEE CITY OF SAN JOSE DEVELOPMENT DEPARTMENT WEBSITE FOR LATEST PLANTING SPECIFICATIONS.



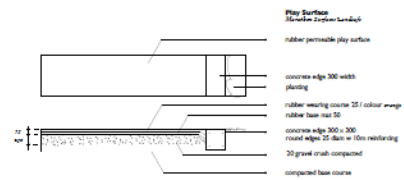
Mission Road
 2700 Mission Road, Cupertino, CA
Phase Two
 Planting Plan
 LA 3



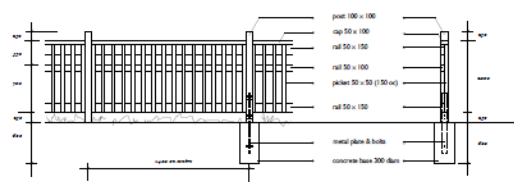
1 Concrete Walkway



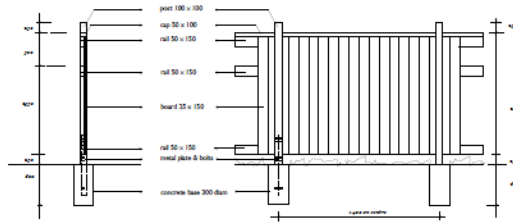
2 Granite Screenings Walk



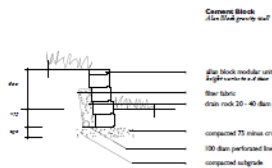
3 Children's Play Surface



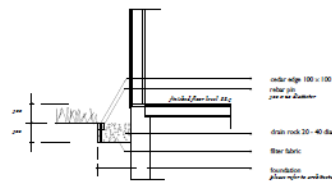
4 Cedar Lattice Fence



5 Cedar Board Fence



6 Cement Block Wall



7 Drain Rock Edge



7054 avenue st. suite 203
Calgary, Alberta, T2C 3A1

Mission Road
2700 Mission Road, Calgary BC

Landscape Details
2/24/21

TOPOGRAPHICS
LANDSCAPE ARCHITECTURE

LA 4

Schedule No. 3: Landscape Cost Estimate

T O P O G R A P H I C S

November 20, 2021

Mission Road Phase Two
 2700 Mission Road, Courtenay BC

LANDSCAPE COST ESTIMATE

Element	Qty	Unit	Unit Cost	Price
Topsoil	660	cu/m	36.00	\$23,760
Irrigation	2,440	sq/m	15.00	\$36,600
Trees coniferous	18	@	200.00	\$3,600
Trees deciduous	50	@	400.00	\$20,000
Shrubs	558	@	25.00	\$13,950
Groundcovers	420	@	10.00	\$4,200
Seeding	760	sq/m	4.00	\$3,040
Bicycle Rack	3	@	1,200.00	\$3,600
Lattice Fence	70	l/m	116.00	\$8,120
Board Fence	120	l/m	186.00	\$22,320
Total				\$139,190.00

The estimate is based upon drawings: LA1, LA2, LA3, & LA5 November 18, 2021.
 The landscape estimate includes materials and installation.

Cameron Murray BES MLA MBCSLA

TOPOGRAPHICS
 landscape architecture
 250-247-9720



Attachment No. 2: Multi Residential Development Permit Area Compliance Checklist



CITY OF COURTENAY
Planning Services
 830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-334-4441 Fax: 250-334-4241
 Email: planning@courtenay.ca

COMPLIANCE CHECKLIST

MULTI RESIDENTIAL DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.5 Multi Residential Development Permit Area of the City of Courtenay Official Community Plan No. 2387, 2005. Applicants are required to complete this checklist and indicate in the comment box how their proposal complies with each development permit guideline. Where an element of the design does not comply with a guideline, 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.**

Project Address: <i>LOT 2, 2700 MISSION RD</i>		Date: <i>21.05.27</i>
Applicant: <i>2700 MISSION RD LIMITED PARTNERSHIP</i>		Signature: <i>[Signature]</i>
A. FORM AND CHARACTER		Comment
Yes	No	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>SEE DESIGN BRIEF & BLDG ELEVATIONS</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>SOME BACK YARDS FACE MISSION RD</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>N/A ONLY TWO STOREY & LOW PROFILE</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>SEE DESIGN BRIEF</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>

9. The design and siting of buildings and individual units shall take advantage of views, natural amenities and adjacent open spaces and shall provide the maximum of units with good sun exposure to enhance the liveability of units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Stepped or alternating massing shall be used in the design of buildings in order to break up the volume of the building(s) and to avoid a box like appearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Sloped roofs shall be encouraged to harmonize with surrounding residential areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Building shall ensure visual privacy between units and also between private amenity spaces such as balconies or patios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
B. SIGNAGE	Yes	No	Explanation of Non-Conformity
1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2760, 2013 and all amendments thereto.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C. SITING, LANDSCAPING AND SCREENING	Yes	No	Explanation of Non-Conformity
1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted with the development permit application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Recreation and play areas shall be provided within each project and shall be sensitive to the needs of the all age groups likely to reside in the development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Care will be taken in developments intended for family living to ensure that the fundamental needs of family living are not compromised. This includes adequate storage, places for outdoor play, attention to sound and sight separation, and safe convenient parking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. A continuous landscaped buffer area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to Cumberland Road, 17 th Street, 29 th Street, Island Highway, Cliffe Avenue, Ryan Road and Lerwick Road. A perimeter landscaped buffer area of at least 4.5 metres in width shall be provided along the inside of all property lines adjacent to all other roads and at approved access points.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaped buffer area of at least 10 metres in width shall be provided along the inside of the property line.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
7. Buildings shall be sited to ensure the privacy of residences and adjoining properties, retain view amenities, and minimize the impact of noise or other off-site effects. Noise attenuation fencing will be required adjacent to arterial and collector roads.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<p>8. Buildings shall be sited to retain existing tree stands and terrain as much as possible. Protective barriers, such as snow fencing, shall be installed around all existing plantings which will be retained at the drip line for the duration of construction. No material or temporary soil deposits may be stored within these areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>9. Buildings shall be sited to ensure the privacy of residences and adjoining properties, retain view amenities, and minimize the impact of noise or other off-site effects, noise attenuation fencing or buffering will be required adjacent to arterial and collector roads.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>10. Grading requirements of a development shall be resolved within the property boundary. Cut and fills shall be minimized and blended into the existing terrain. Stepped retaining walls shall be used where possible. Stepped foundation walls and floor levels for buildings shall be used on sloped sites. Slopes shall be determined to promote opportunity for re-planting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>11. Buildings shall locate refuse containers, utility services, etc. to minimize visibility and they shall be screened by landscaping and fencing to a minimum height of 2 metres. In general, chain link fencing shall be used only when screened by landscaping. Similarly, utilities, meters, exhaust elements, satellite dishes, etc., shall be screened by landscaping, fencing or roof elements.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>12. To separate internal roads, parking, service or storage areas from adjacent properties, a landscaped buffer area of at least 30 metres in width.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>N/A</p>
<p>13. Development shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>14. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>N/A</p>
<p>15. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Streamside Stewardship, 1993 guidelines and the "Land Development Guidelines for the Protection of Aquatic Habitat 1992" prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>N/A</p>
<p>16. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>N/A</p>
<p>17. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City's stormwater management policies and plans and the City's Water Balance Model.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>18. Setbacks areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>N/A</p>

19. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
20. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses			N/A
21. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property: <ul style="list-style-type: none"> • shrubs – 450 mm • groundcover & grass – 300 mm • trees – 300 mm around and below the root ball 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
22. All landscape areas shall be serviced by an underground irrigation system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D. LIGHTING	Yes	No	Explanation of Non-Conformity
1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. PARKING	Yes	No	Explanation of Non-Conformity
1. Large surface parking areas should be broken down into smaller parking lots evenly dispersed throughout the development and integrated with planted landscaped areas. Visitor parking spaces shall be clearly identified within each development. Tree Planting is required in parking areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Parking areas shall be screened from adjacent properties and from direct views of parking vehicles from the street. The screening should consist of landscaping and fencing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Outdoor parking and loading areas should be located to the sides and rear of buildings. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Direct and functional pedestrian pathways to connect building entrances to parking areas and sidewalks of the abutting streets shall be provided. Installation of features such as distinct paving, special landscaping with trees and benches, and overhead weather protection on exterior building walls where appropriate is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Attachment No. 3: Applicant's Design Brief

May 18, 2021

City of Courtenay
830 Cliffe Avenue, Courtenay BC

Mission Road Townhouses Design Brief

Introduction

The subject land for this Development Permit [DP] application is 2700 Mission Road, a 5.8-acre parcel property bordered by Veterans Memorial Parkway to the west, vacant land to the north, a single family residential neighbourhood to the east and Mission Road to the south. The property is close to Queneesh Elementary School, North Island College and the North Island Hospital. A wide BC Hydro right of way [SRROW] on the property is next to the parkway. Vehicle access will be from Mission Road.

Rezoning of the property from light industrial and single family residential to 100% mixed density residential use is nearly complete. The new zoning provides for three types of housing: affordable rental housing for families, market rental housing and privately owned [strata title] townhouses. As part of the proposed redevelopment the property will be subdivided into three lots. This DP application is for strata title market housing on the proposed eastern 'L' shaped lot, future Lot 2. The project is 28 three bedroom townhouses in six buildings, four five unit buildings and two four unit buildings.

In general this project is in line with specific goals and policies of Section 4 of the Official Community Plan [OCP], Land Use Designations, and specifically Section 4.4, Residential.

This project requires a **Multi-Residential DP** and this brief addresses the general Multi-Residential DP guidelines of Section 8.5 of the OCP which are intended ***to control the visual impact of multi residential projects to improve overall architectural design, site layout, landscaping and the relationship to adjacent areas and it will also create more livable residential development that will contribute in a positive way to the urban form and strong sense of community and neighbourhood.***

Variances

No variances are proposed for this project.

Form and Character

Massing

Mission Road Townhouse Housing consists of 6 two storey rectangular buildings oriented north/south on 'L' shaped Lot Two. The long leg of the 'lot is adjacent to the existing single family neighbourhood to the north and the short leg of the lot faces Mission Road. The units are organized in three mini neighbourhoods consisting of two buildings whose front yards face each other along private dead-end lanes. The private lanes serving each branch off the main 'public' roadway onto Mission Road that serves all three lots. The units have been designed with special treatments, including an asymmetrical roof line, grouped windows and garages, and other design strategies that blend together the division of the units so the five unit groups look like three unit groups and the four unit groups look like two unit groups. The units also have a form and character similar to the adjacent Cascara Crescent houses.

Roof Shape and Equipment Screening

Each four and five unit building has an undulating combination of alternating sloped roofs of unequal length that give the townhouse development a unique character and identity distinct from the apartment building developments on the other two lots. No mechanical rooftop equipment will be installed on the roofs.

Relationship to the Neighbourhood

Mission Road Townhouse Housing is generously setback from Veterans Memorial Parkway and separated from the BC Hydro SROW setback by landscaping. The narrow end facades facing west to Mission Road and the deep setback reduce noise from the four lane connector road and provide more privacy for the residents. To the east the buildings have been oriented to provide the maximum amount of privacy for the Cascara Road families, including having no windows facing these neighbours. The scale of the narrow, end facades facing east is also less than the scale of the adjacent single family homes. Adjacent to Mission Road, unit patios face the street and are separated from the street by a boulevard of trees and fencing. Overall, from the adjacent streets and the adjacent residential neighbourhood the complex is low scale both in height and massing. The generously landscaped internal street is open to the public and visually invites people into the development.

Neighbourhood Connections and Amenities

The Owners are providing a SROW for the adjacent pedestrian and bicycle trail which includes public access for the adjacent neighbourhoods to the new playground on Lot three. Within ten minutes walking distance are multiple amenities including Crown Isle Mall, the Comox Valley Aquatic Centre, Home Depot, and multiple other personal service and retail outlets. The building is also close to bus stops on the Parkway for multiple public transit routes.

Comprehensive Building Design Concept**Material palette**

Principal cladding finishes are dark cementitious lap siding on the main level and 'white' board and batten cementitious siding at the upper level. Building accent colour is 'wood tone' siding. Windows are 'charcoal', and trim is 'charcoal' and 'white'.

Privacy between units

Garages will separate adjacent ground floor units along the private lanes. Fencing and landscaping separate the units from the adjacent properties, public walkways and roadways.

Signage

TBD

Exterior Lighting

Bordering the neighbourhood lanes the principal exterior lighting will be soffit mounted potlights at the front doors and patios. The main internal street will have streetlights. The balance of nighttime lighting will be internal- from the townhouses.

Siting, Landscaping and Screening

An extensive landscaping and grading plan will buffer adjacent neighbours and streets. For details of the landscape design see the attached Landscape Design Brief and landscape plans prepared by Topographics.

Family Living and Usable Open Space

This development is geared to family living. All 28 units have three bedrooms with 1485 s/f of living space, garages and private backyards. There are also large play areas and amenity spaces away from busy streets in a park-like setting that are connected to other neighbourhoods by a currently well used public trail.

Environmental Analysis

The geotechnical and civil engineers for the project have not identified any hazard areas. The existing trees that have 'high vegetation value' are being retained.

Traffic Study

A traffic study was completed for the rezoning.

Stormwater Management

A storm water management plan was prepared for the rezoning which includes the planning for this Building and site.

Infrastructure

Renewable energy- Townhouses will meet Step Three of the BC Energy Step Code.

Parking

Forty- two spaces are required at 1.5 spaces per dwelling unit. Fifty eight vehicle parking spaces are provided including two accessible spaces. Bike parking will be provided throughout the site.

Mission Road Townhouses Affordable Housing Policy Brief

Mission Road Townhouses provide for the kind of social outcomes that the City's Affordable Housing Policy mandates:

to provide housing for people .. ***moderate income*** which in turn creates ***a strong community providing stability and well being*** that ***ultimately affects the social, economic and environmental sustainability of the City.***

Combined with the adjacent developments on Lots One and Three, Mission Road Townhouses will be one part of an integrated residential development that also includes rental apartments and BCH second stage affordable housing.

This infill project also increases the housing density in a large mixed use neighbourhood, an outcome strongly encouraged by Courtenay's Official Community Plan.

Sincerely,



Maris MacDonald, Architect AIBC
for MacDonald Hagarty Architects