THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Director of Development Services
From: Cassandra Marsh, Planner I
Subject: **Application for Development Permit at 731 30th Street**

File No.: 3360-20-2118
Date: January 31, 2022

PURPOSE:

The purpose of this report is for the Director of Development Services to consider the issuance of Development Permit No. 2118 for the form and character of a new industrial building located at 731 30th Street, legally described as Lot 2, Section 67, Comox District Plan VIP70243, Except Part in Plan EPP14846.

BACKGROUND:

The subject property is located at 731 30th Street is zoned Industrial Two (I-2) and is 2,593.82m² in size. A map of the subject property is included (***Figure No. 1***).

The site is currently occupied by an existing building. The existing building also contains an apartment, as permitted in the I-2 zone. The proposal is for an additional 270.4m² pre-manufactured warehouse building, which will be occupied by Valley Kitchens Ltd. The applicant's plans indicate that the new building contains three bays to serve the warehouse use, is 5.03m high, and will be sited on the east of the property approximately 2.5m south of the existing building. Eight off-street parking stalls will be provided along with a loading area. The surrounding neighbourhood has a mix of uses, with industrial, commercial and multiple use zones. Vehicle and pedestrian access to the development is restricted to 30th Street. The site plan can be found in ***Figure No.*** *2*

Figure 1. Subject property

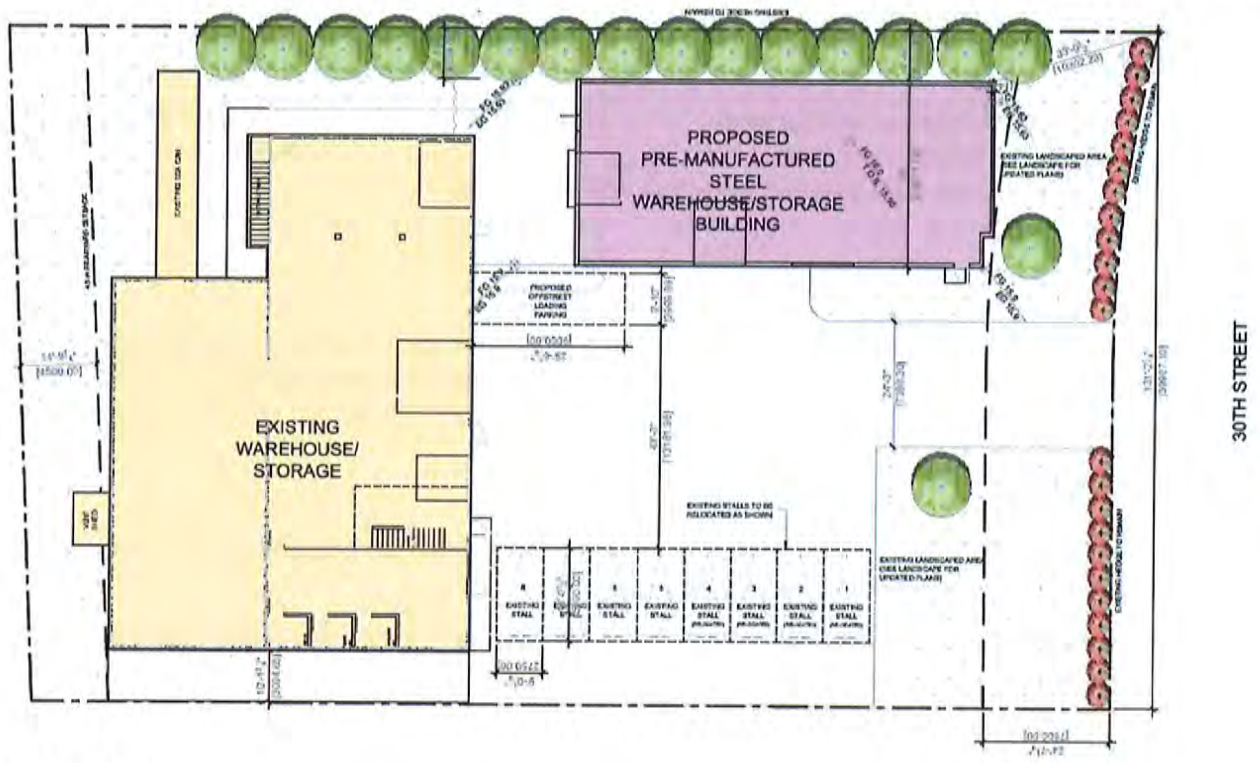


Figure 2. Site Plan

DISCUSSION:

Official Community Plan (OCP) and Industrial Development Permit Guidelines

The subject property is designated as Industrial in the OCP and the development is subject to the Industrial Development Permit Guidelines. The intent of the guidelines is to ensure that buildings are compatible with surrounding land uses and to ensure developments have attractive appearances and streetscapes. The development permit guidelines also address the siting of buildings, landscaping, lighting and parking.

The industrial land use designation supports the continuation of existing industrial areas within the City and encourages industrial development as a means of diversifying the economy (OCP Policy 4.3.2).

Building

The site is occupied by an existing building. The addition will provide warehouse space for the company. The 270.4m² building will have a combination of metal and wood siding. Visual interest is added by the use of a trapezoid shape with the dark metal siding along the front, as well as glazing (windows) and visual access points (various doors), trim, and metal and wood material along the building's western and southern elevations (***Figures No. 3)***.

The proposal is consistent with the established development pattern in this neighbourhood. Like adjacent developments, the property contains two-storey industrial buildings with flat roofs. The proposed building has been orientated towards 30th Street.

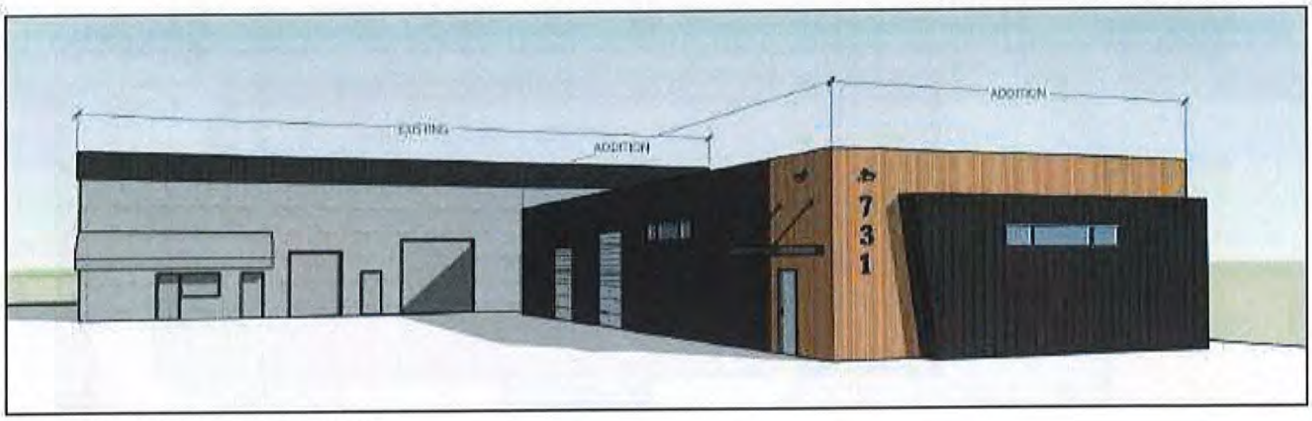


Figure 3. Rendering of proposed addition

Figure 4. Street view (source: Google, July 2012)

Parking

One driveway provides access from 30th Street and eight parking spaces are provided on the south west side of the development. There is a proposed loading zone at the front of the existing building. The garbage & recycling area is placed indoors.

The proposed parking meets the City's requirements for the number of stalls, stall width and length, minimum aisle width and width of access, and is shown in ***Figure No. 4***. A bike rack area will also be provided at the rear of the proposed addition, which is close to the main building and the entrance used by staff.

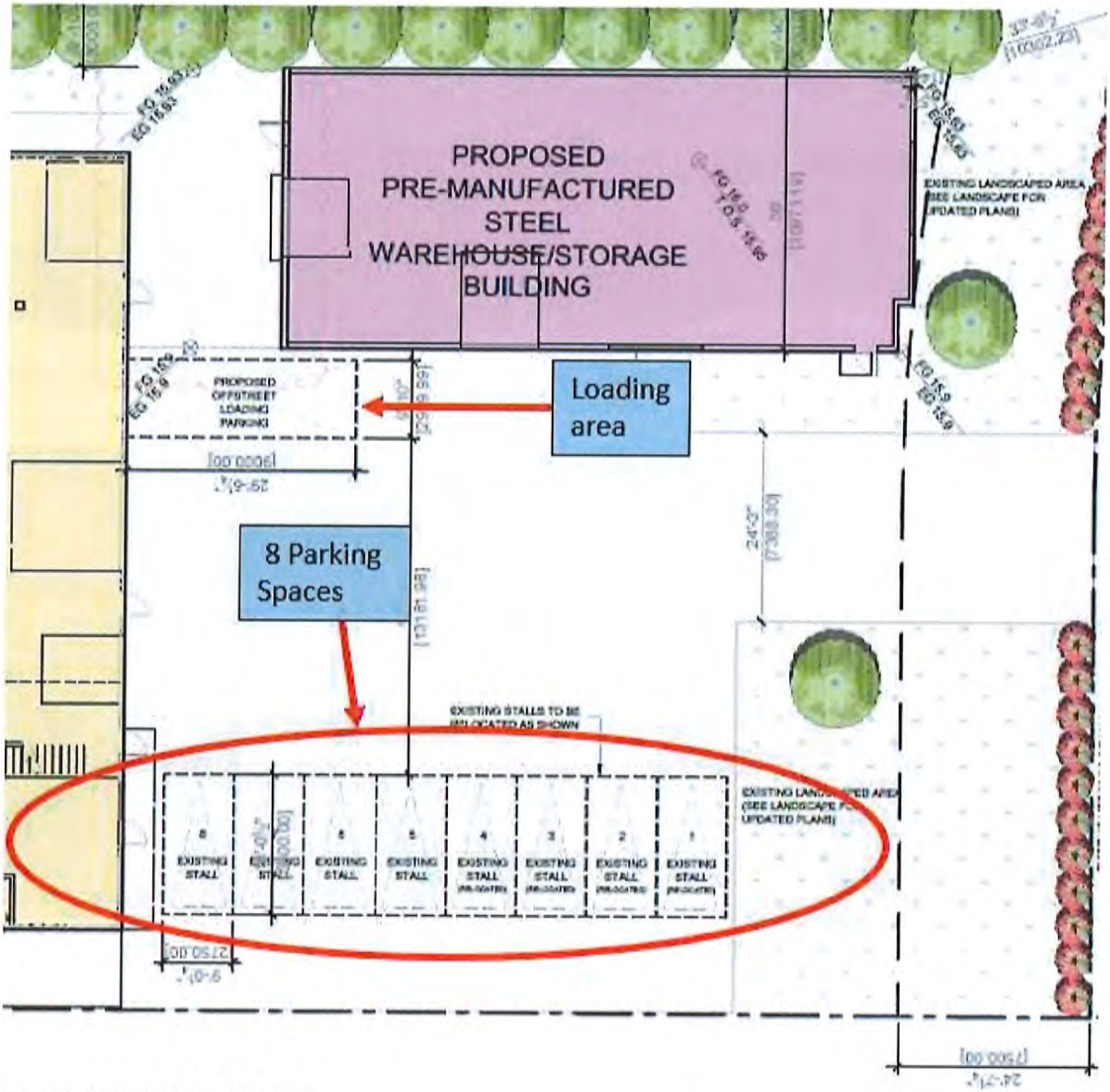


Figure 4. Parking and loading areas

Siting, Landscaping and Screening

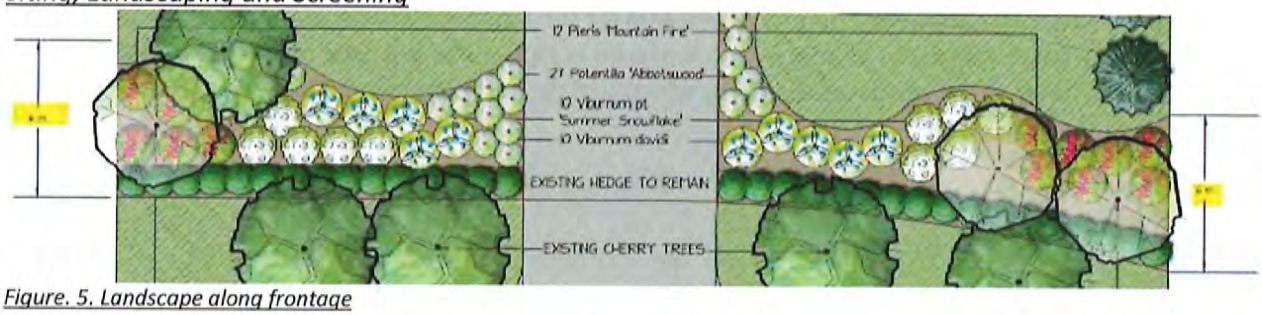


Figure. 5. Landscape along frontage

The proposed landscaping is a mix of shrubs and grasses and existing trees (***Schedule No. 2***). For screening the applicant is proposing a 6.0m wide irrigated landscaped area along the front property line, except for the driveway (s.4.3, 3, c.20). The applicant is also proposing new landscaping in the west side yard of the property with a mix of trees and shrubs, as well as retaining the existing hedge along the eastern property line. As the property is already developed, there are a number of small trees on the property. The tree bylaw requires a

minimum of thirteen (13) trees be retained to meet the Tree Density Target (TDT). There are enough trees proposed on the subject property to comply with the tree bylaw.

Based on the landscape cost estimate submitted with this application, the applicant will be required to provide landscape security in the amount of $19,562.50 ($15,650.00 X 125%).

The Industrial Development Permit Area guidelines requires that loading areas, garbage and recycling containers and storage areas shall be screened (s. 8.3, 3, c. 9). In this case, the garbage and recycling will remain inside the building and have no impact on the form and character of the development. The loading area is shielded from the street by landscaping, and its location in front of the original building is also existing.

Signage
The existing building already has signage and the applicant is not proposing any new signage.

Zoning Compliance
The subject property is zoned Industrial Two (I-2). The proposed project complies with zoning regulation for building height, building setbacks, lot coverage and parking requirements as shown in Table No. 1 below:

	Regulation	**Proposed Development**
Use	Manufacturing, enclosed storage facility accessory office to an industrial use	Manufacturing, enclosed storage facility accessory office to an industrial use
Lot Coverage	60% of the total lot area	33.6%
Front Yard setback	7.5 m	7.5 m
Rear Yard setback	4.5 m	4.5 m
Side Yard Setbacks	0 m	3.0m (east of proposed building) 3.1 m (west side of existing building)
Building Height	15 m	4.9 m
Parking	1 per every company vehicle • 1 company vehicle = **1** 1 per every 3 employees • Up to 18 employees = **6** 1 for each dwelling unit • 1 dwelling unit = **1** Total parking spaces required: **8**	Total provided: • 8 parking spaces
Loading Spaces	1 for each 1,850m^2	• 1 loading bay

Administrative Implications

Processing development permits is a statutory component of the work plan. Staff has spent approximately 20 hours processing this application to date.

Should the proposed development permit be approved, an additional two hours of staff time will be required to register the permit and close the file. Additional staff time will be required to process the subsequent building permit application including inspections.

Staff Recommendation

The OCP includes policies that support the preservation of business and industrial land in the City. This area around 30th Street represents a supply of industrial-designated land, and as such, it plays an important role in helping support the continuation of existing industrial areas as a means of diversifying the local economy. The proposal also complies with the OCP designation and the proposed density and building form are appropriate for this industrial part of Courtenay.

Recommended Action: Approve Development Permit No. 2118.

Prepared by:

Cassandra Marsh
Planner I

Reviewed by:

Tatsuyuki Setta, RPP, MCIP, AICP
Manager of Community and Sustainability Planning

Approved by:

Chris Marshall, MCIP, RPP
Director of Development Services

Attachments:

1. *Attachment No. 1: Draft Development Permit and Associated Schedules No.1 and No.2*
2. *Attachment No. 2: Applicant's Letter*
3. *Attachment No. 3: Development Review Response Letter*
4. *Attachment No. 4: Industrial Development Permit Checklist*
5. *Attachment No. 5: Sustainability Evaluation Compliance Checklist*

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3060-20-2118

February 4, 2021

DEVELOPMENT PERMIT

To issue a Development Permit

To: Name: Valley Kitchens Ltd., Inc. No. BC0847393
Address: 731 30th Street, Courtenay BC, V9N 7F7

Property to which permit refers:

Legal: Lot 2, Section 67, Comox District, Plan VIP70243, Except Part in Plan EPP14846

Civic: 731 30th Street

Conditions of Permit:

Permit issued to allow for the construction of a 270.4m² industrial building on the above-noted property subject to the following conditions:

1. That development shall be in conformance with the plans by Todd Hansen Designs dated September 8th, 2021 contained in ***Schedule No. 1;***

2. That landscaping be in general conformance with the plans and specifications by Mystic Woods dated May 21st, 2021 contained in ***Schedule No. 2;***

3. Submission of landscape security in the amount of $19,562.50 ($15,650.00 X 125%) contained in ***Schedule No. 3***;

4. All new exterior lighting in the proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas;

5. All new individual parking spaces and maneuvering aisles must be clearly marked by painted lines;

6. Loading spaces must be clearly marked with the words "Loading Space Only" on the pavement or wall facing;

7. Every new off-street vehicle parking area must be adequately lighted and lighting used to illuminate the parking area must be arranged so that all direct rays of light fall upon the parking area and not on adjoining premises;

8. Should any tree removal result in less than 13 trees on the property (hedges are not included as trees), a tree cutting permit shall be obtained prior to the removal of any trees; and

9. No alterations or amendments to the plans and elevations shall be made. If any amendments are required, the applicant shall apply for either an amendment to the development permit or obtain a new development permit.

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
1/6

VALLEY KITCHENS Ltd.

COURTENAY, BRITISH COLUMBIA

SUBMITTED FOR:
DEVELOPMENT PERMIT 3004/2021

ADDRESS:
731 30TH STREET, COURTENAY, BRITISH COLUMBIA
PARCEL IDENTIFIER: 024-716-308
LEGAL: LOT 2 SECTION 67 COMOX DISTRICT PLAN VIP70243
EXCEPT PART IN PLAN EPP14945

DEVELOPMENT TEAM

DRAWING INDEX

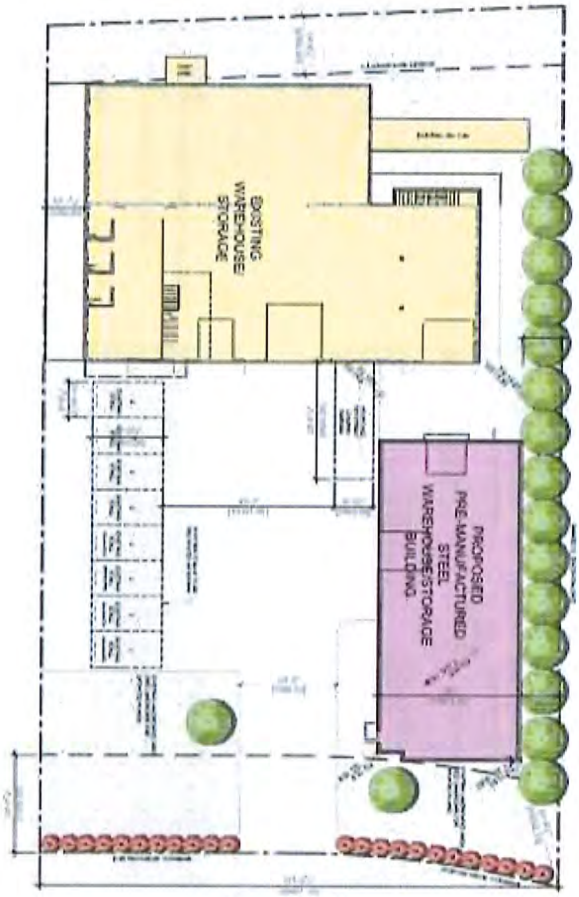
PROJECT
VALLEY KITCHENS
731 30TH STREET
COURTENAY, BC

SCALE
AS NOTED

COVER PAGE

SHEET NO.
A0.00

Schedule No. 1
2/6



SITE PLAN

SHEET NO.
A1.00

Schedule No. 1
3/6

A1.01

CONTEXT PLAN

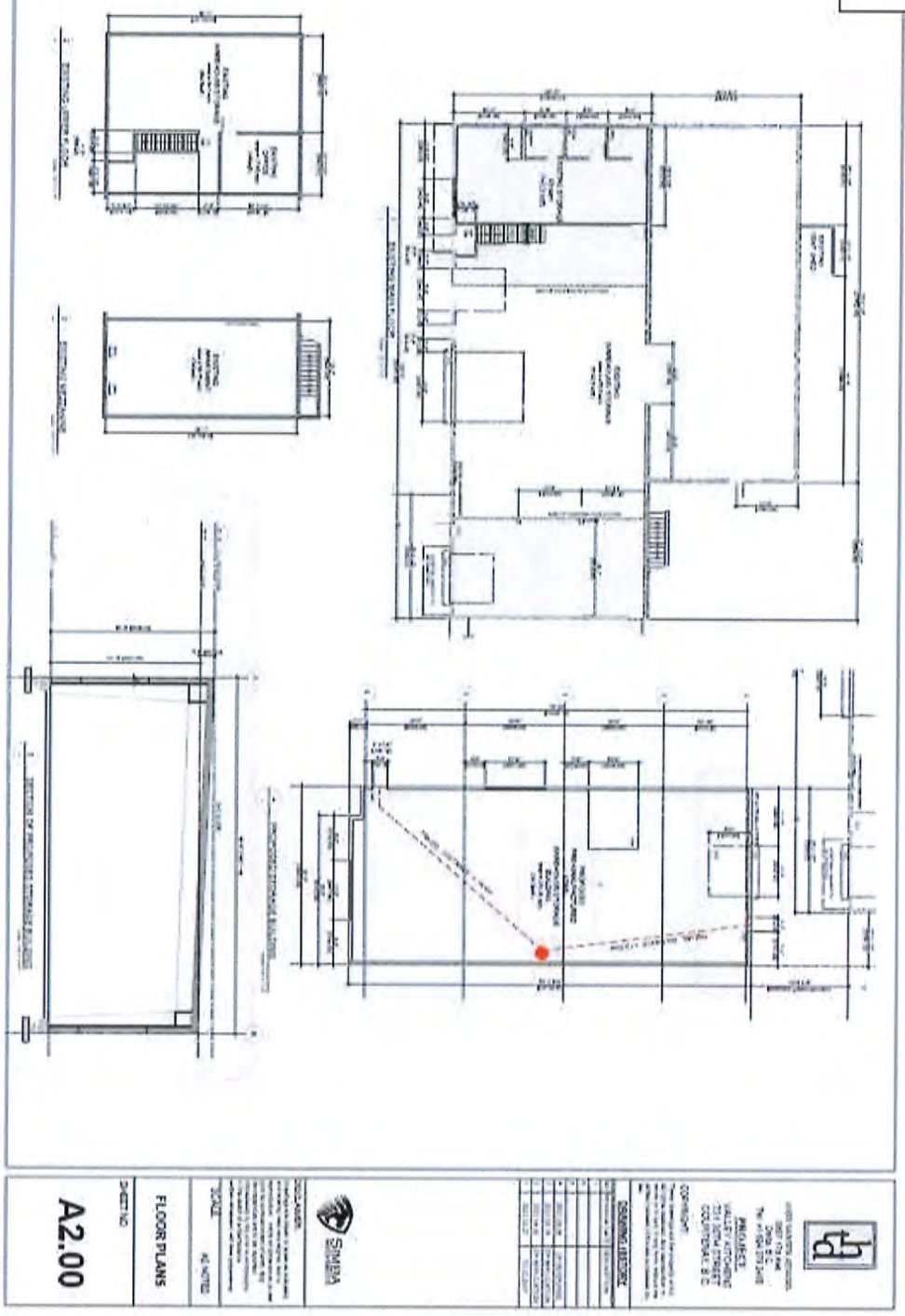
SCALE

DRAWING HISTORY

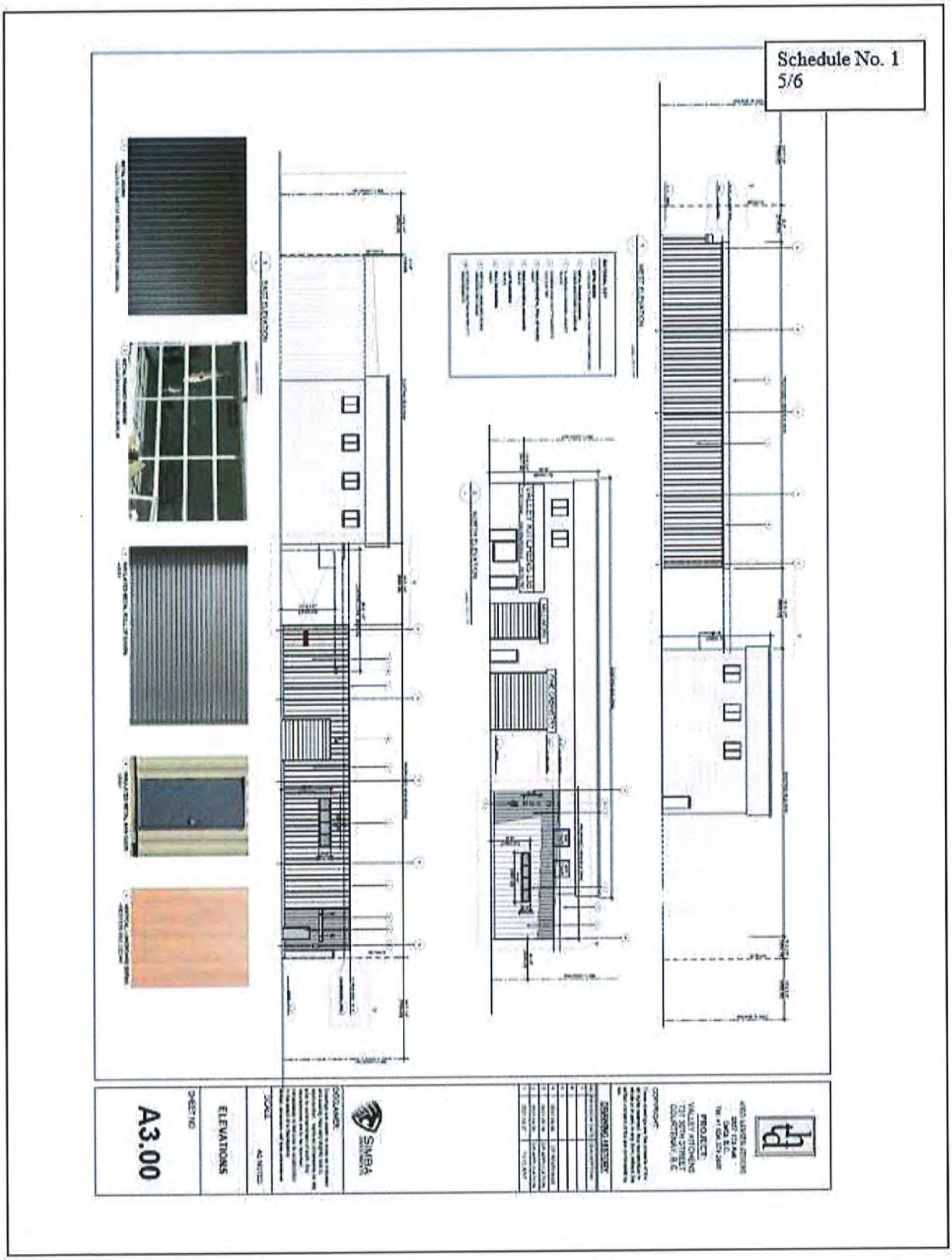
PROJECT

SHEET NO.

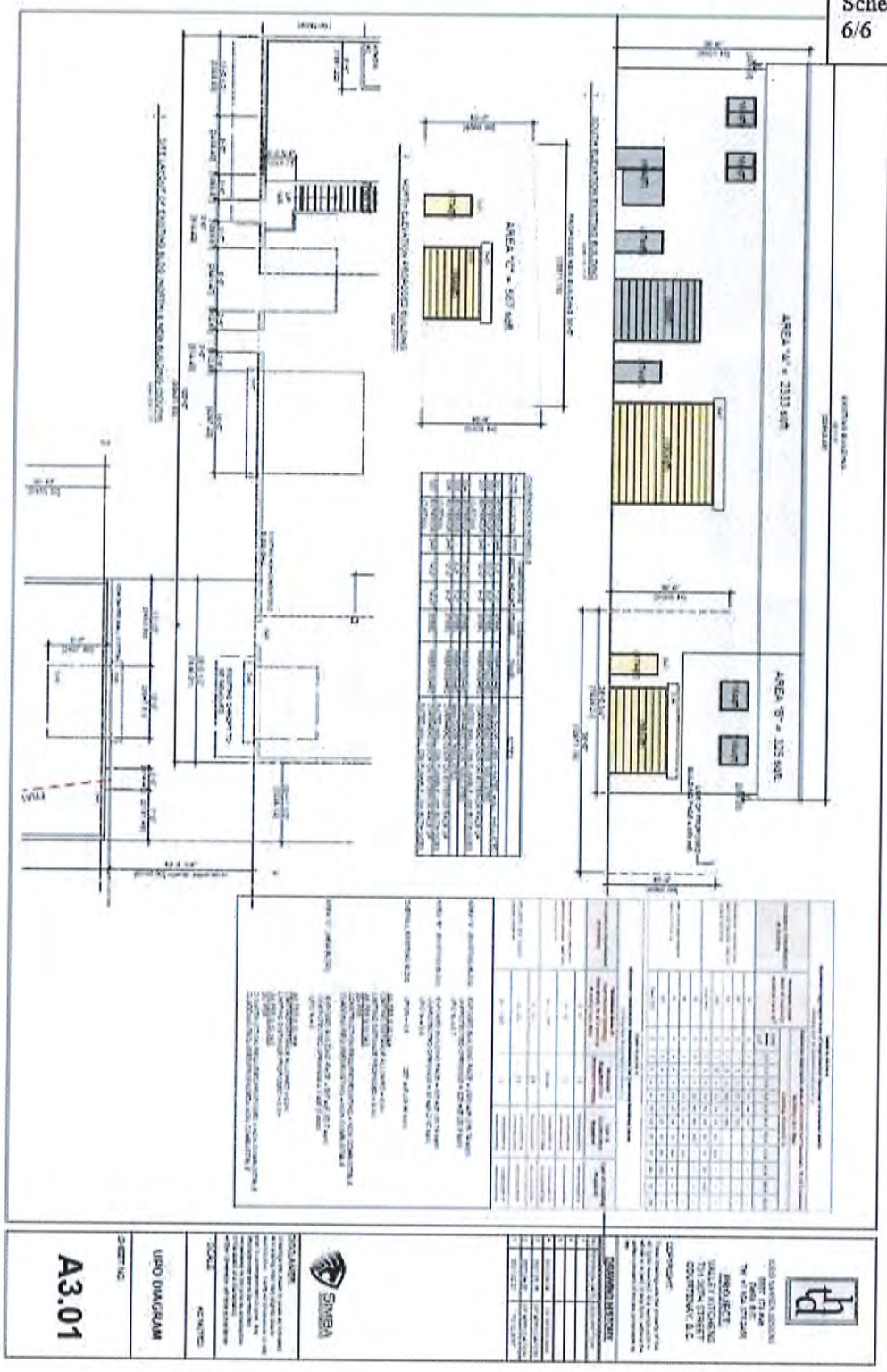
Schedule No. 1
4/6



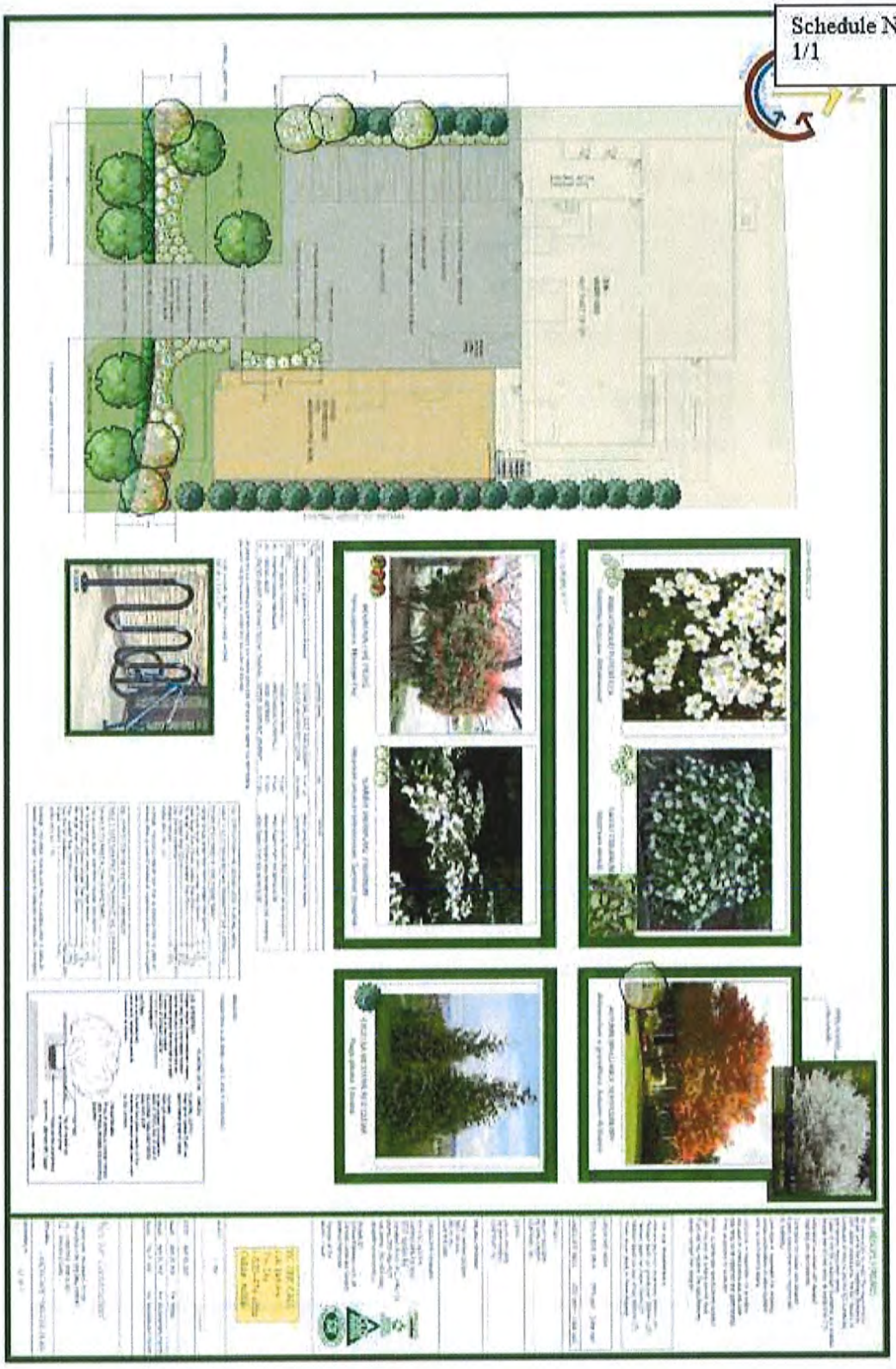
A2.00
FLOOR PLANS


Schedule No. 1
5/6
A3.00
ELEVATIONS

Schedule No. 1
6/6



Schedule No. 2
1/1



Schedule No. 3
1/1

LANDSCAPE INSTALLATION ESTIMATE

May 14, 2021

LANDSCAPE DESIGNER
Mystic Woods Landscape Design
4737 Gordon Road
Campbell River, BC V9H 1T3
(250)286-1327
design@mysticwoods.ca

PROJECT
Valley Kitchens
731 30th Street
Courtenay, BC

Planting beds: 223.5m² (2,406 ft²)

Plant material	$ 3,260.00
Topsoil delivered (shrubs) @ 18" – 140 cuyds @ $35	4,900.00
Fine mulch delivered @ 4" – 30 cuyds @ $60	1,800.00
Fertilizers, and miscellaneous	500.00
Machine work to grade and move materials	1,600.00
Labour to install plant materials and other work to complete	1,800.00
Irrigation system installed (revised and added to accommodate new design)	1,200.00
Uline 5 Loop bike rack	590.00
Planting Sub-total (not including taxes)	**$ 15,650.00**

Materials estimated at cost.
This estimate is approximate and may not reflect actual cost to install.

Corinne Matheson, CLD, QP
Mystic Woods Landscape Design

ATTACHMENT NO. 2
Applicant's letter

Todd Hansen
Architectural Technologist, AIBC, Principal TH Designs Inc.
604.379.2486 | todd@thdesigns.ca
www.thdesigns.ca
5857 17a Ave, Tsawwassen, B.C.

April 28, 2021

Project: Valley Kitchens Building Addition

This proposal is to build an additional 307.7 sqm building at 731 30th Street which will complement the existing building in order for the owner to add additional warehouse space for his growing business.

The proposed building will be a premanufactured metal building with an exterior colour to match the off black colour of the existing buildings top trim, to this the building will have a metal siding wood accent which will break up the face of the building as well as a metal canopy over the exit door near the front roadside corner in order to provide an aesthetically pleasing interface to 30th Street.

Sincerely,

Todd Hansen

ATTACHMENT NO. 3
Applicant's response to review letter

Todd Hansen
Architectural Technologist, AIBC. Principal. TH Designs inc.
604.379.2488 | todd@thdesigns.ca
www.thdesigns.ca
5957 17a Ave, Tsawwassen, B.C.

September 8, 2021

Project: COU-006 Valley Kitchens

Attention: **Dana Beatson**

Re: Response to DP Comments of 2021-08-27

Please note the building height and elevation have been updated to align with manufacturers preferred building type. The distance between buildings has been updated. The area of the new building has been updated. Revision clouds have been added to all areas of change

Garbage Enclosure

With regards to the existing garbage bin at the front of the building (google earth image and Emterra's comment below) will this be relocated as a result of the addition? Or is the plan for the waste receptacles to remain indoors and be placed outside only on garbage pick-up days?
Your development permit application checklist notes that the garbage enclosure is located within the building (snipped below)
Please confirm if the bin is being relocated outdoors or moved to a different location onsite. We are clarifying this to ensure its status because Emterra will need to be consulted if the waste bin is being relocated.

Response: Garbage enclosures will not be relocated and will not be placed indoors. Bins will remain exterior and in existing location

Landscape Buffering

Thank you for the landscape plan, I am just confirming the buffering from the landscape plan – specifically the width of the landscape buffers

30th front 6m-extends across the frontage with exception of the existing site access *Correct*

Side yard (west) ranges from 3.83m (adjacent to parking) to 15.45m (front yard) *Correct*

Side yard (east) 2m (hedging) *Incorrect. Landscape width will be 3m as per site plan*

Rear 0 nothing proposed *Correct*

Development Signage

Is there any new development signage being proposed? Or is the existing signage proposed just to remain as is? The checklist is ticked yes but with no details beside it. If new signage is proposed please provide a sign detail demonstrating compliance with the City Sign Bylaw.

Response: existing signage to remain. New signage is the address sign on the street facing side of the proposed building, as it does not require a permit and is exempt from the city signage bylaw no detail has been proposed. See elevations indicating placement and size of address sign

Lighting

The DP guidelines regarding lighting have been snipped below, please provide a lighting detail to indicate compliance with these guidelines all lighting is required to be FCO/FL.

D. Lighting

1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.
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.

Response: all lighting shall conform to city standards. All new lighting shall be FCO/FL Luminaires with locations noted on elevation drawing. New lighting to be selected at time of construction. All existing lighting to remain.

Bicycle parking

The DP guidelines note that bicycle parking should be provided at the primary entrance of buildings, your site plan shows that bike parking is located at the rear of the proposed addition, is there a primary building entrance where the bike rack is proposed located for example to another part of the business?

Response: Primary entrance to the building for staff is through the man door adjacent to the overhead door on main building. Approx. distance away is 22'-0" or 6.7m.

City Development Engineering

The Developer is to implement the following requirements at or prior to issuance of a building permit:

General

- Works and Services (W&S) will be required. The development is required to verify and provide adequate water, sanitary and storm services to the property. A Professional Engineer shall design all W&S, prepare specifications covering their installation, carry out all necessary surveys, supervise the installation of W&S and where applicable submit "As Constructed" drawings to the City.
  Response: Noted
- Any existing services of insufficient size/location to be abandoned with applicable disconnection fees.
  Response: Noted

Water Servicing Requirements

- A water model analysis is required to confirm that sufficient capacity exists for the required fire flows of this development at full build out. The City's consultant will run the model following the developer providing security to perform the model as well as the required design flows.
  Response: Noted

- The water service is required to be upgraded; complete with a water meter, water meter setter, shut off valve, idler bar, and backflow prevention device and check valve(s) in a concrete chamber per Subdivision and Development Servicing Bylaw 2919.
  A sealed water meter size calculation by a qualified professional is required. The calculations should include all existing and proposed fixtures. Meter to be sized in accordance with AWWA M22
  Response: Noted

Sanitary Servicing Requirements

- The 100 mm sanitary service connection is required to be upgraded to include an Inspection Chamber per City Bylaw 2919.
  Response: Noted

- Provide clarification on whether sanitary will increase as a result of the new additional (i.e. will the new warehouse space have a bathroom/kitchen or any type of commercial drainage facility. If flows increase a sanitary model analysis is required to confirm that sufficient downstream capacity exists for the development at full build out. The City's consultant will run the model following the developer providing security to perform the model as well as the required design flows.
- *Response: there will be no additional increase to sanitary as per drawings, there are no additional bathrooms/kitchens/drainage facilities proposed*

Stormwater Servicing Requirements

- The 150 mm storm service connection is required to be upgraded to include an inspection Chamber per City Bylaw 2919.
  Response: Noted

- Provide verification on whether stormwater flows will increase from this site (i.e. the building will replace is gravel parking area but this may be offset by additional landscaping. If stormwater flows increase then provide a Site Servicing report to address stormwater management. Verify that Bylaw 2919 stormwater requirements are addressed including all detention requirements (post development flows do not exceed pre development flows for the 2, 5, 10 and 25 year storm events) and verifying that there is adequate capacity for the downstream conveyance of any additional post development flows up to the 100 year storm event to a significant watercourse.
  Response: Noted

City Building Department

The building department has concerns with the distance between the new and existing building. The applicant indicates there is 2.546 m between buildings and each building has large openings in the walls that are exposed to each other. It appears that the applicant is not aware of the requirements of Subsection 9.10.14 Spatial Separation between Buildings. The applicant will have to redesign as the walls do not conform to the limiting distance requirements.

Response: the applicant is aware of spatial separation between buildings and has updated the drawings as per client request in order to mitigate any additional costs for alternative solutions etc. See attached drawings.

Utility providers

Emterra (waste collection)

No issue or concern with the proposed DP application or the additional building on this site. Front End services currently services a bin on wheels which is located in the front of the building.

Response: Noted

Fortis

There is gas service line in conflict with new building. Service line alteration will be required to relocate gas service out of proposed building's footprint.

Response: Noted

BC Hydro

We have reviewed the proposed Application regarding the above noted location. BC Hydro currently does own equipment on this property; however, we may require a Statutory Right-of-Way (SRW) and a charge may be incurred to have it done. This may be required against the property and registered in the Land Title Office, in the name of BC Hydro for electrical, transmission and distribution purposes before we will approve the subdivision. The applicant should contact us as soon as possible to begin the registration process. For general information on SRW, you can call our Right-of-Way Helpline at 1-800-667-1517

By copy to the applicant, please note that depending on how you plan to develop, an SRW may be needed in the future. Therefore, it is in your best interest to contact us as soon as possible. The process of registering a SRW for BC Hydro can be very lengthy, and may cause delays in your construction schedule if it is not dealt with early. Before any future electrical equipment on the property is energized, including temporary construction power, the Agreement must be registered at the Land Title Office.

to our electrical delivery system.

Major modifications to the BC Hydro system will be necessary in order for BC Hydro to provide service to this development. Modifications of this magnitude may have significant financial and scheduling implications to the development construction schedule. The developer must submit an application for service with our BC Hydro Express Connect Department by phone @ 1-877-520-1355 or online: https://www.bchydro.com/accounts-billing/moving-electrical-connections/electrical-connections.html

The design and layout of the dedicated road allowance must be adequate to comply with all BC Hydro Standards, operational and maintenance requirements, and required clearances from other utilities. BC Hydro will not accept the placement of its electrical distribution system on private property without expressed written consent from a Representative of the local BC Hydro District Office after a review of the design. Exceptions will only be made on a case-by-case basis.

Response: Noted

Todd Hansen, Architectural Technologist AIBC
PRINCIPAL

| T 604 379 2488 | todd@thedesignist.ca | 5837 17a Ave, Tsawwassen, B.C. V4L1J3

ATTACHMENT NO. 5
Industrial Development Permit 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
INDUSTRIAL DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.4 Industrial 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: 751 30th street, Courtenay, BC	**Date:** july 13, 2021
Applicant: todd hansen	**Signature:** *Todd Hansen*

A. FORM AND CHARACTER	Yes	No	Comment
1. All buildings, structures and expansions or additions thereto, shall be architecturally coordinated and shall give consideration to the relationship between building and open areas, circulation systems, visual impact and design compatibility with the surrounding properties. In particular, it is recommended that the visibility of blank unarticulated walls and flat roofs be discouraged.	☒	☐	The proposed building is similar in style to buildings in the area in both form and materials. The addition allows for a large open parking and circulation area
2. Acute noise sources shall be located as far from residential uses as possible. Buildings located on corner lots, lots adjacent to residential or institutional properties, or next to public open spaces should be stepped down toward the blanking street, adjacent building, or public open space.	☒	☐	the main shop is located at the rear of the property in the existing main building
3. Any fencing will have to be appropriately screened with landscaping from adjoining properties of a different zone or use, or from a transit corridor.	☒	☐	existing chain link fencing is covered by existing cedar hedging
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.	☒	☐	
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.	☐	☒	~~we have used a landscape designer due t~~ we have used a landscape designer and not and architect due to smaller size of the
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.	☒	☐	see attached landscape plan
3. A continuous perimeter of landscaped area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to 29th Street, Mission Road, Ryan Road, Lerwick Road, Atlas Road, Anderton Road, Comox Road and Cumberland Road. A continuous perimeter landscaped area of at least 6.0 metres in width shall be provided along the width of all property lines adjacent to all other roads. Landscaping shall be incorporated within all setback areas. Where a building is greater than 4500 sq.m, a continuous perimeter landscaped area of at least 15 metres shall be provided along the inside of the adjacent property lines.	☒	☐	see attached landscape plans

4. Parking and outdoor storage shall not be permitted in the required landscape setback.	☒	☐	it is not located in setbacks
5. To separate parking, services or storage areas from adjacent properties, a landscaped buffer area of at least 3.0 metres in width and 2.0 metres in height, shall be provided along the inside of all property lines.	☒	☐	see attached landscape drawings
6. A minimum 7.5 metre continuous landscape buffer area shall be provided along all adjacent residential or institutional property boundaries and 3 metres adjacent all other uses.	☒	☐	see attached landscape drawings
7. 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.	☐	☒	na
8. On light industrial lots which back onto the residential buffer zones, light industrial buildings shall be placed parallel to the buffer in order to increase the screening effect of the buffer. Where this results in long, blank walls, additional planting, building articulation, or other means shall be used to break up the monotony of the surfaces.	☐	☒	na
9. Loading areas, garbage and recycling containers and storage areas shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, a solid decorative fence or a combination thereof.	☒	☐	see attached landscape drawings, existing garbage etc is kept within the building
10. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged.	☒	☐	see attached landscape drawings
11. Developments 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. Distinct paved surfaces, benches and ornamental street lights are encouraged throughout the site. Outdoor patios or amenities areas for employees are encouraged.	☒	☐	existing trees are in place
12. 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.	☐	☒	na
13. 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.	☐	☐	
14. 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.	☒	☐	to be provided at BP
15. Setback areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.	☒	☐	na

16. 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.	☐	☒	
17. 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.	☐	☒	na
18. 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.	☐	☒	existing vegetation is in place
19. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property: • shrubs – 450 mm • groundcover & grass – 300 mm • trees – 300 mm around and below the root ball	☒	☐	see attached landscape drawings
20. All landscape areas shall be serviced by an underground irrigation system.	☒	☐	see attached landscape drawings
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.	☒	☐	
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.			
E. PARKING	**Yes**	**No**	**Explanation of Non-Conformity**
1. Parking areas shall be screened from adjacent properties and from direct view of large expanses or parked vehicles from the street. The screening may be achieved by landscaping and fencing where appropriate.	☒	☐	landscape and fencing is in place and or to be designed to meet requirements
2. Parking areas shall include landscaped areas, defined by concrete curbs with landscaping, to provide visual breaks between clusters of approximately ten stalls, where practicable, given parking lot circulation and other site constraints. The termination of parking aisles shall be landscaped.	☒	☐	this is a small site and all parking has been landscaped as per landscaped drawings attached
3. Parking lots shall be broken down into smaller parking areas evenly dispersed throughout the development integrated with planted landscape areas. Tree planting is required throughout all parking areas where practicable given parking lot circulation and other site constraints.	☒	☐	see attached landscape drawings
4. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.	☐	☐	
5. The site plan must demonstrate the capacity for the safe and efficient movement of people and traffic.	☒	☐	see attached site plan
6. Bicycle parking facilities shall be provided at grade near the primary building entrances of all buildings.	☒	☐	see attached landscape drawings

ATTACHMENT NO. 4
Sustainability
Evaluation Compliance

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

SUSTAIN 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: 731 30th street	**Date:** 2021.05.19
Applicant: Todd Hansen	**Signature:**

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;	NA
b) Balances the scale and massing of buildings in relation to adjoining properties;	The building is of mid height so as not to overpower the size of the neighbouring buildings
c) Complements neighboring uses and site topography;	neigbouring uses are mainly industrial in nature, site is mostly flat with a cross slope at hte road edge
d) Provides or supports mixed used developments or neighborhoods;	na
e) Promotes walking to daily activities and recreational opportunities;	na
f) Supports a range of incomes;	na
g) Is a positive impact on views and scenery;	na
h) Preserves and provides greenspace, trails and landscaping;	landscaping is provided as per City oif Courtenay bylaws

Building Design. *The application:*	**Description of how the criteria are met**
a) Exhibits high standard of design, landscaping and environmental sensitivity;	use of high end, contrasting, modern materials and design as well as native species for landscape
b) Maintains a high standard of quality and appearance;	use of high end, contrasting, modern materials and design
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;	uses a variety of contrasting materials as well as an articulated facade with varying roof heights
d) Avoids creating a strip development appearance;	na
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	na
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	all framing and envelope materials are made of recyclable materials
g) Builds and improves pedestrian amenities;	na
h) Provides underground parking;	na
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	it is an open, well lit site with numerous visual surveilence measures
Transportation. *The application:*	**Description of how the criteria are met**
a) Integrates into public transit and closeness to major destinations;	na
b) Provides multi-functional street(s);	na
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	na
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	na
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;	na
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	na

Character & Identity. *The application:*	**Description of how the criteria are met**
a) Provides a positive image along waterfront areas and fronting road;	use of high end, contrasting, modern materials and design as well as native species for landscape
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	na
c) Provides public and private amenity space;	na
d) Preserves heritage fixtures;	na
e) Orients to views, open space and street;	na
Environmental Protection & Enhancement. *The application:*	**Description of how the criteria are met**
a) Protects riparian areas and other designated environmentally sensitive areas;	na
b) Provides for native species, habitat restoration/improvement;	na
c) Includes tree lined streetscapes.	na