



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Council
From: Director of Development Services
Subject: Public Hearing, October 3, 2022, 3:15 p.m.

File No.: 3360-20-2202

Date: October 3, 2022

The following Public Hearing is scheduled for Bylaw No. 3066 which was given First and Second Reading on August 29th, 2022. The notifications were hand-delivered by City staff or mailed out to property owners and occupants within a 100 m radius on September 14th and the notice was published in the Comox Valley Record on September 21st and September 28th.

As required by the City, the property has been consolidated from Lots 8, 9 and 10, Block 15, Section 69, Comox District, Plan 480B B to Lot 1, Block 15, Section 69, Comox District, Plan EPP123274, remaining addressed as 1255 McPhee Avenue.

BYLAW

PURPOSE

3051

Bylaw No. 3066 proposes a text amendment to *Zoning Bylaw No. 2500, 2007* for the property legally described as Lot 1, Block 15, Section 69, Comox District, Plan EPP123274 (1255 McPhee Avenue) to permit a food bank on the subject properties.

Respectfully submitted,

Chris Marshall, RPP, MCIP
Director of Development Services

Prepared by:

Mike Grimsrud
Planner II

Transportation**Trucks & Vans**

Comox
For Sale
1973 Tow truck,
\$10,000. Boat (project)
\$4,000. and 2 cars,
\$7000. each!
250-650-6067
No text Please

Reliability.
That's classifieds.

Legal Notices**Legal Notices****Legal Notices****Legal Notices**

TAKE NOTICE THAT: any One with a prior, equal, or superior right, interest, CONDUCT, treaty or Convention in/to/for/of the NAME and property of: BRENDA LOUISE CARLSON, and/or CARLSON, BRENDA LOUISE, and/or BRENDA LOUISE TKACH, and/or TKACH, BRENDA LOUISE Estate in any style or variation thereof capable to confuse, suspend or clog said NAME, Title and/or Estate is hereby WARRANTED to present their said claim to WITNESS: Natasha Robson, c/o 2512 Robb Avenue, Comox, BC V9M 1J6 before expiration of twenty-eight (28) days of this Notice publication first published on September 28, 2022.

Legal Notices**Legal Notices****Legal Notices****Legal Notices****Warehouseman's Lien Act**

Under the terms of the Warehouseman's Lien Act, goods and personal property of the person/s listed below and stored at Valley Self Storage, 1697 Ryan Road East, Comox BC, have been seized and will be sold on or after October 6th, 2022, to recover the cost of unpaid storage rent.

Tony Howerth	\$186.00
Darren Kinney	\$583.42
Johnathan Clifford	\$656.50
Bob Van Brocklin	\$543.10

PUBLIC HEARING

Participate in person, virtually,
or by commenting in advance:

**IN PERSON**

At the CVRD's CIVIC Room
770 Harmston Ave, Courtenay

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**SUBMIT WRITTEN COMMENTS**

Email: planning@courtenay.ca
Mail: Development Services
830 Cliffe Ave. Courtenay, BC V9N 2J7

The deadline for written submissions is three hours prior to the start of the public hearing. Submissions should contain the writer's name and address which become part of the public record. Visit courtenay.ca/publichearings for details.

MONDAY OCTOBER 3, 2022, 3:15 PM.

Comox Valley Regional District (CVRD) Civic Room, 770 Harmston Avenue, Courtenay

440 13th STREET

File Number: RZ000064
Bylaw Number: 3058

The property owner(s) have applied to rezone the above noted property from Residential Two-A (R-2A) to Residential One E (R-1E) to allow for the construction of a carriage house. The subject property is shown in bold on the adjacent map.

Cassandra Marsh
Planner II



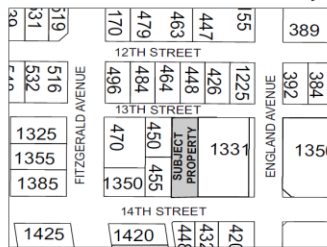
CITY OF
COURTENAY
Development Services

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250-703-4839 | planning@courtenay.ca

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MONDAY OCTOBER 3, 2022, 3:15 PM.

Comox Valley Regional District (CVRD) Civic Room, 770 Harmston Avenue, Courtenay

1255 McPhee Ave

File Number: RZ000066
Bylaw Number: 3066

A site-specific text amendment is proposed to the Industrial Two Zone (I-2) to permit a new Food Bank use. The subject property is shown in bold on the map.

Mike Grimsrud
Planner II - Development



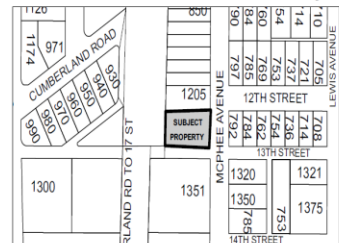
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SENIOR COUPLE seeks short or long term accom. flexible and open. Quality refs. Quiet N/S no pets. Phone 778 549 1756 Email: watti928@gmail.com

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Trucks & Vans

Comox For Sale
1973 Tow truck, \$10,000. Boat (project) \$ 4,000. and 2 cars, \$7000. each!
250-650-6067
No text Please

Legal Notices

Warehouseman's Lien

Notice is hereby given that the following unit at All Secure Storage, 3610 Christie Parkway has fallen into arrears:

Kim Joy, Unit 424

If the owner has not contacted All Secure Storage and made arrangements to pay the account in full, the unit will be sold or disposed of on September 24, 2022

Warehouseman's Lein Act

In accordance with the Warehouse Lien Act, Beaufort Self-Storage Ltd. located at 1510 Ryan Rd. E. Comox, BC claims a Warehouse Lien against **Synthia Doherty** in the amount of \$974.69, for unpaid rent and other associated charges incurred in the rental of self-storage unit D22. If the outstanding balance is not paid in full on or before October 1, 2022, the stored items will be sold at auction on www.ibid4storage.com.

Information

Adapted Programs for Adults with Diverse Abilities is Seeking Volunteers!


We are looking for volunteers to assist instructor in a sewing class with adults with diverse abilities. You'll help create a variety of projects from simple crafts to garments by helping individuals cut, measure and use sewing machines.

Classes are Tuesday afternoons from 12:30 - 2:30 pm, October 11 - November 22 at the Lewis Centre.

Please call Courtney or Laura at 250-338-5371 for more information and to sign-up.



Lewis Centre 250-338-5371
489 Old Island Highway, Courtenay

 courtenay.ca/rec

Notice of Tax Sale

On Monday September 26, 2022 at 10 a.m. in the City Hall Council Chambers, 830 Cliffe Avenue, Courtenay, BC the Collector shall offer for sale, by public auction, each parcel of real property on which taxes are delinquent.

The following real property shall be offered for sale, subject to prior payment of delinquent taxes and interest.

Monday, September 26, 2022 10 a.m.
Courtenay City Hall Council Chambers
830 Cliffe Avenue

Roll No.	P.I.D.	Legal Description	Street Address	Upset Price
001552.012	015-114-899	Lot B Plan VIP49432 Section 15 Land District 15	595 Stephens Pl	\$13,938.78

For updates to this list, please visit www.courtenay.ca/taxsale

Any person, upon being declared the successful bidder, must immediately pay, by cash, bank draft or certified cheque, a minimum of not less than the upset price. Debit card will not be accepted. Failure to pay this amount will result in the property promptly being offered for sale again. Any balance must be paid by cash, bank draft or certified cheque by 3 p.m. the same day. Failure to pay the balance will result in the property being offered for sale again at 10 a.m. on the following day.

The City of Courtenay makes no representation express or implied as to the condition or quality of the properties being offered for sale. Prospective purchasers are urged to make all necessary inquiries to the municipal and other government departments, and in the case of strata lots to the strata corporation, to determine the existence of any bylaws, restrictions, charges or other conditions which may affect the value or suitability of the property. Please do not trespass onto any property being offered for sale, as doing so would be an infringement of the owner's rights and may lead to liability against the trespasser.

The purchase of a tax sale property is subject to tax under the Property Transfer Tax Act on the fair market value of the property.

Adam Langenmaier, BBA, CPA, CA
Director of Financial Services

This notice is Pursuant to Section 647 of the Local Government Act

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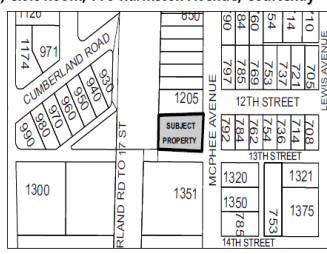
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1255 McPhee Ave
File Number: RZ000066
Bylaw Number: 3066


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The subject property is shown in bold on the map.



Mike Grimsrud
Planner II - Development

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Development Services

 **CITY OF COURTENAY**
Financial Services

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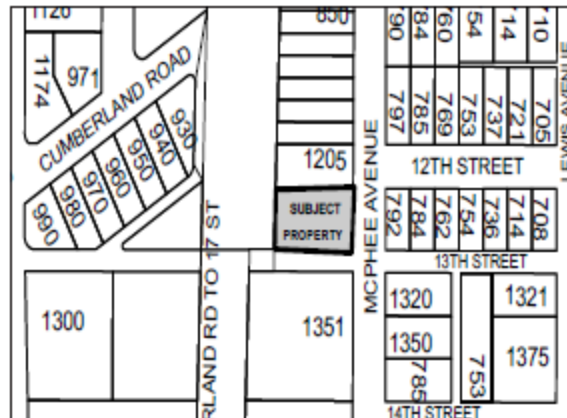
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THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3066

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. 3066, 2022**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) Amending Division 3 – Interpretation, Part 1 – Definitions by adding ““***Food bank***” means the storage and unremunerated distribution of food, clothing, and personal care and similar items, as well as ancillary office and donations drop off activities.”; and
 - (b) Amending Section 8.24.1 by adding “(34) notwithstanding any provisions of this bylaw, *food bank* is a *permitted use* on Lots 8, 9 and 10, Block 15, Section 69, Comox District, Plan 480B (1255 McPhee Avenue).”.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 29th day of August, 2022

Read a second time this 29th day of August, 2022

Considered at a Public Hearing this day of , 2022

Read a third time this day of , 2022

Finally passed and adopted this day of , 2022

Mayor

Corporate Officer

Approved under S.52(3)(a) of the Transportation Act

Tallina McRae
Development Services Officer
Ministry of Transportation and Infrastructure
Vancouver Island District



THE CITY OF COURTENAY
 ATTACHMENT "A"
 Part of Bylaw No. 3066, 2022
 Amendment to the
 Zoning Bylaw No. 2500, 2007



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2202

From: Chief Administrative Officer

Date: August 29th, 2022

Subject: Zoning Amendment Bylaw No. 3066 to Allow for a Food Bank at 1255 McPhee Ave

PURPOSE:

The purpose of this report is for Council to consider an application for a text amendment at the properties legally described as Lots 8, 9 and 10, Block 15, Section 69, Comox District, Plan 480B B to permit a food bank on the subject properties.

CAO RECOMMENDATIONS:

THAT Council approve OPTION 1 and give First and Second Readings to Zoning Amendment Bylaw No. 3066, 2022 (1255 McPhee Ave); and,

THAT Council direct staff to schedule and advertise a statutory Public Hearing for September 19 at 3:15 pm with respect to the above referenced bylaw.

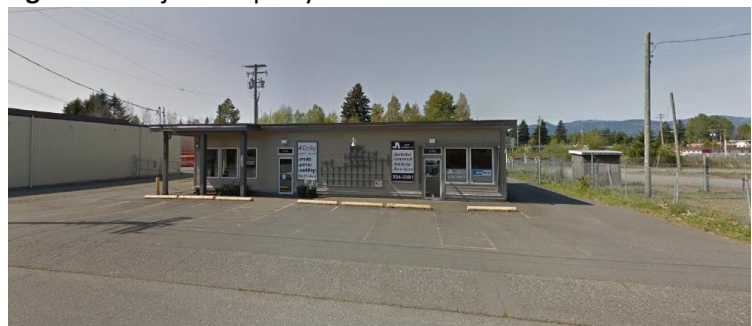
Respectfully submitted,

Geoff Garbutt M.Pl., MCIP, RPP
Chief Administrative Officer

BACKGROUND:

The subject property is approximately 1,380 m² (0.34 acres), consisting of three lots located at 1255 McPhee Avenue. The property is zoned Industrial Two (I-2) and contains a 364 m² (3,917 ft²) building straddling all three lots (**Figure 1**). Nearby land uses are light industrial on this side of McPhee Avenue and residential on the other side (I-2 and R-2 zones).

Figure 1: Subject Property from McPhee Ave



The applicant wishes to relocate the Comox Valley Food Bank (CVFB) to the subject property from its current location at 1491 McPhee Avenue, also zoned I-2, due to need to a larger space.

Community Service may be the closest-fitting use category existing in Zoning Bylaw 2500, 2007 for CVFB activities and is permitted in a number of other zones but not I-2, nor is retail store, and neither of these accurately describes CVFB activities, so a new Food Bank use category is proposed to be added to the Definitions section of the zoning bylaw and permitted on the subject property.

Figure 2: Context map with the Subject Property outlined in yellow.



DISCUSSION:

The subject property is about 200 m from bus stops and within walking distance of a large number of diverse units including more affordable older stock and multi residential buildings, and is nearly as close to Courtenay Elementary School as the existing CVFB. The proposal represents a relocation for expansion of a nearby access point for affordable food that is consistent with the City's Official Community Plan and meets Zoning Bylaw No. 2500, 2007 requirements except as noted below.

OCP Review

The proposed application represents a relocation for expansion of a nearby access point for affordable food. It is consistent with being an inclusive, open and caring community, part of the stated vision of OCP Bylaw No. 2387, 2005.

The Industrial land designation discourages major office or significant retail uses, but even after expansion the proposal is modest in size and also *food bank* use is distinct in distributing unremunerated goods as presented below, more akin to community service. Furthermore, the new Official Community Plan classifies the subject property as Neighbourhood Centre, which permits both small scale commercial and community services and amenities.

The new OCP also includes food security as a social infrastructure need, listed in Policies Section SI 15, for which the City will advocate. The first Food Systems objective in the new OCP is "All residents have access to affordable, healthy, culturally appropriate, and local food outlets within walking distance, including food access services and programs when needed."

Zoning Review

Permitted Use

As mentioned above, the I-2 zone does not include *community service* as a permitted use nor does it include *grocery store* or *retail store*. *Small item sales, service, rental and repair* is permitted but does not describe DVFB activities. Per Zoning Bylaw 2500, 2007 definitions:

“small item sales, service, rental and repair” encompassed the repair of small item, including but not limited to computers, small appliances, bicycles, jewellery and watches, tools and small equipment, within an enclosed building.

“retail store” means the business of selling goods or merchandise to the ultimate consumer for personal consumption or household use and not for resale purposes and includes convenience stores, video rental, household equipment rental, retail warehouses and flea markets which are wholly enclosed within a building but excludes the sale of liquor and liquor products and the sale of cannabis.

“grocery store” means a building used for the sale primarily of food products, and which specifically excludes the use of specialty products as a principal use.

“community service” means a use that may:

- (a) provide adult day care;
- (b) provide referral, counselling or physical or mental health services;
- (c) provide drop-in or activity space.

The permitted *small items sales, service, rental and repair* use focusses on service and repair, and food and clothing are conspicuously absent among small items listed. *Retail store* and *grocery store* uses are both based on *sales* of goods, rather than free-of-charge distribution, and *community service* focuses on provision of services rather than of goods. The CVFB provides food and other essentials without charge and parking demand and revenue may be lower compared to retail and grocery uses. However, the focus of the community service use category is services rather than goods and it would permit activities not contemplated for this application, so a new *food bank* use is proposed to be amended to zoning bylaw definitions and permitted on the subject property:

“food bank” means the storage and unremunerated distribution of food, clothing, and personal care and similar items, as well as ancillary office and donations drop off activities.

Building and Parking

Plans and elevations are shown in **Attachment No. 1. No changes are planned to the existing building envelope**. Eleven rear parking stalls and one loading space are provided, greater than the 10/1 required as a community service at one per 37.5 m², and equal to the 11/1 required for retail at one per 35 m², based on a floor area of 364 m² (3,917 ft²). Floor area was provided by a Building Code consultant and excludes exterior walls and certain other features included as Building Area on **Attachment No. 1**. Additional parking is available at the front of the building.

The applicant’s rationale for the rezoning can be found in **Attachment No. 3**.

Lot consolidation to improve setback fit will be required prior to final zoning bylaw amendment approval.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the processing of this application as the fees are designed to offset administrative costs.

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:

We focus on organizational and governance excellence

- Communicate appropriately with our community in all decisions we make

We proactively plan & invest in our natural & built environment

- ▲ Support social, economic & environmental sustainability solutions

OFFICIAL COMMUNITY PLAN REFERENCE:

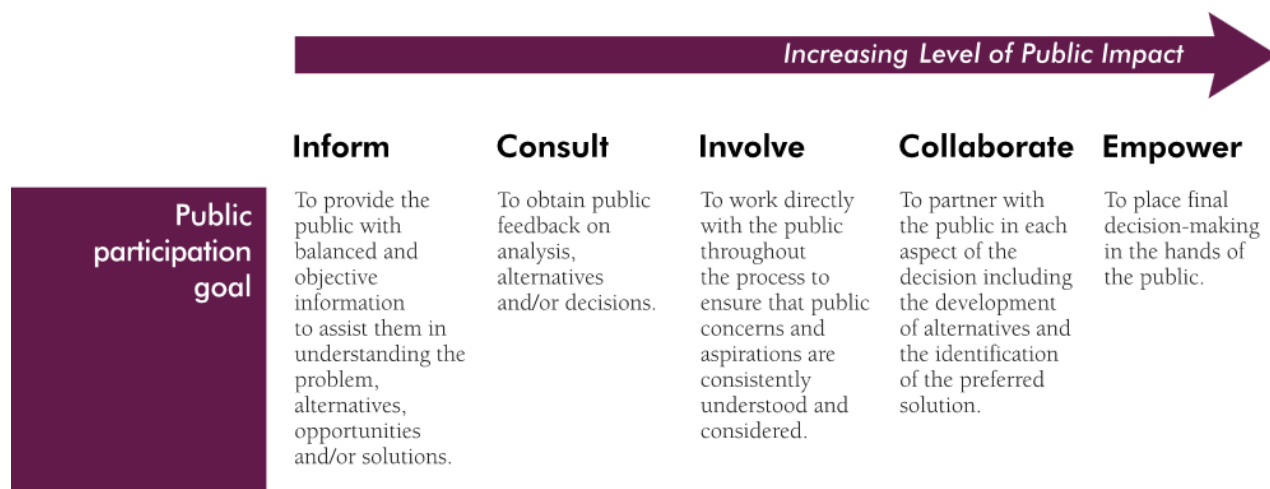
The proposed zoning amendment is consistent with the vision and the Industrial land use designation of the current Official Community Plan and also fits the new OCP.

REGIONAL GROWTH STRATEGY REFERENCE:

There are no specific policies related to this application.

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 occupants within 100 m of the property and collected and summarized feedback, over a two week period per the Alternative Development Information Meeting process. The City has received no comments to date. The information provided to neighbours and the summary of the process can be found in **Attachment No. 2**.

OPTIONS:

OPTION 1: (Recommended)

THAT Council approve OPTION 1 and give First and Second Readings to Zoning Amendment Bylaw No. 3066, 2022 (1255 McPhee Ave); and

THAT Council direct staff to schedule and advertise a statutory Public Hearing for September 19 at 3:15 pm with respect to the above referenced bylaw.

OPTION 3: Defer consideration of Bylaw No. 3066 with a request for more information.

OPTION 4: Defeat Bylaw No. 3066.

Prepared by:



Mike Grimsrud,
Planner II

Reviewed by:



Chris Marshall, RPP, MCIP
Director of Development Services

Concurrence by:

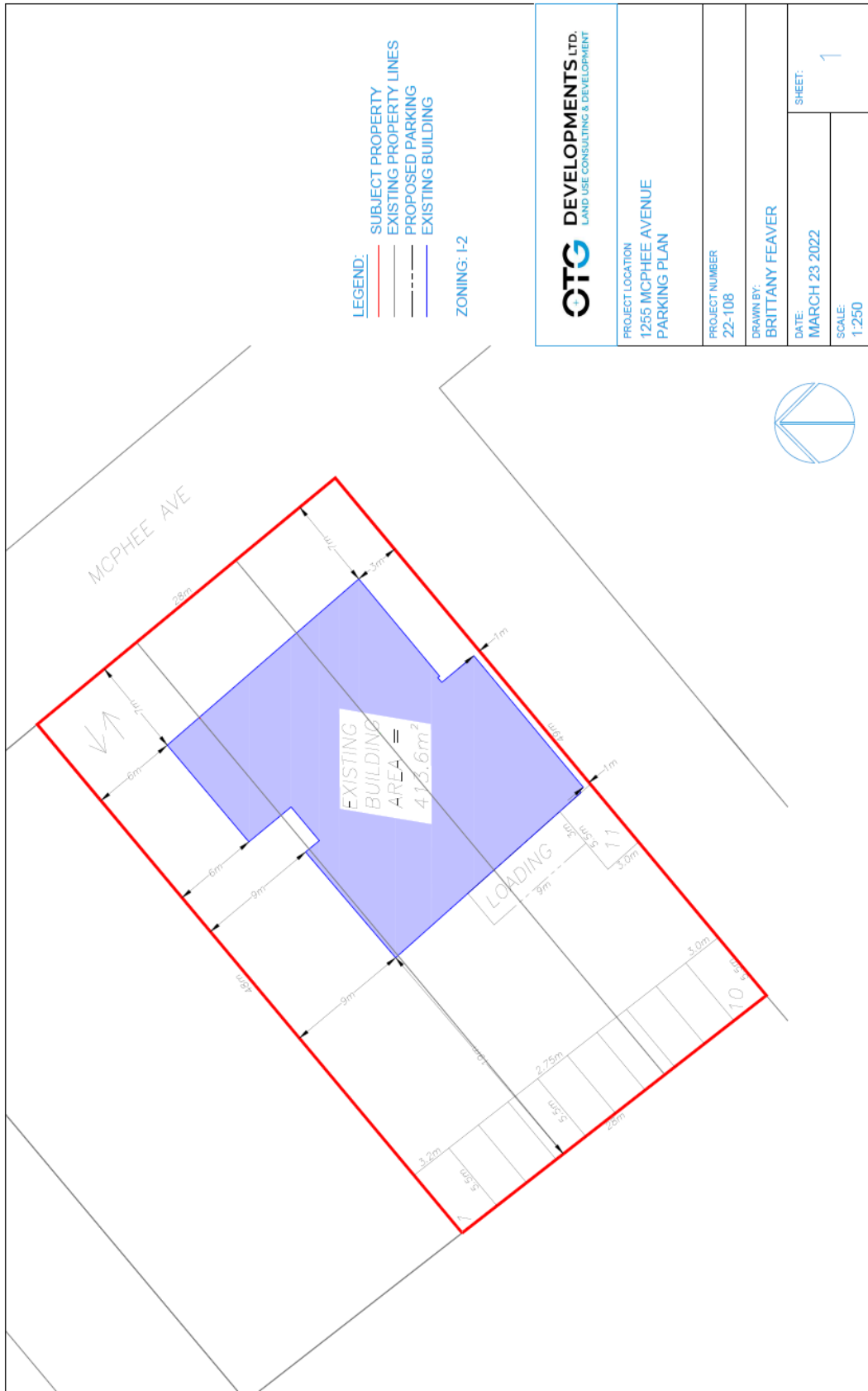


Geoff Garbutt M.Pl., MCIP, RPP
Chief Administrative Officer

Attachments:

1. *Attachment No. 1: Plans and Perspectives*
2. *Attachment No. 2: Alternative Public Information Meeting Mailout and Summary*
3. *Attachment No. 3: Applicant's Rationale*
4. *Attachment No. 4: Sustainability Evaluation Checklist*

Attachment No. 1: Plans and Perspectives





Front



Rear



Northwest Side



Southeast Side

Attachment No. 2: Public Information Meeting Mailout and Summary

PUBLIC CONSULTATION SUMMARY REPORT

Date of Mailout: June 24, 2022

Number of Comments Received Via Email: 0

Number of Comments Received Via Mail: 0

Information Provided in the Mailout Letter:

- The details of the proposed zoning amendment, including the City of Courtenay Zoning Bylaw number;
- The location of the subject property including address details and a location map;
- Details of the applicant and the proposed use;
- A link to the City of Courtenay's Development Tracker web page;
- Due date for receiving comments by (July 11, 2022);
- The email and mailing address to send feedback to; and,
- Contact details for OTG Developments Ltd.

+++

"A plan without action is a dream,
an action without a plan is a nightmare."





You can find further details and relevant documents on the City of Courtenay's website:
www.courtenay.ca/devappttracker



Figure 1 - Location Map

It is our goal to identify, and hopefully address, any concerns or comments you may have with respect to this proposal. **Please note that all feedback must be received by no later than July 11, 2022.** If you would like to voice any comments or concerns, please use the following methods:

Mail: OTG Developments Ltd., PO Box 757, Quathiaski Cove, B.C. V0P 1N0
Email: shannon@otgdevelopments.com

Regards,

SWebb

Shannon Webb
Senior Planner / Project Manager
P: 250 686 5793

Attachment No. 3: Applicant's Rationale



250.686.5793
250.686.5793
shannon@otgdevelopments.com
Unit 520 – 45715 Hocking Ave, Chilliwack, BC,
V2P 6Z6
www.otgdevelopments.com

25 March 2022

Our File No. 22-108

City of Courtenay
Planning & Development Services
830 Cliffe Avenue
Courtenay B.C. V9N 2J7

Re: 1255 McPhee Avenue – Zoning Amendment Application

Please accept this letter as a supplement to the proposed zoning amendment application for the property located at 1255 McPhee Avenue, Courtenay, under the jurisdiction of the City of Courtenay (the "Subject Property").

This application proposes to amend the text of the Industrial Two (I-2) Zone to include the "Community Service" use within the list of regulated permitted uses for the purpose of permitting the Comox Valley Food Bank (CVFB) to operate on the Subject Property.

DESCRIPTION OF LAND AND SURROUNDING AREA

The site is made up of three legal lots (Lot 8, 9, & 10) under a single civic address. Each lot is approximately 460m² in area with an existing building (constructed in 1963), straddling all three parcels. As no changes are being proposed to the original footprint of the existing building, a consolidation of the three lots does not form a part of this development proposal.

The Subject Property is zoned Industrial Two (I-2) and designated as "Industrial" within the City of Courtenay's Official Community Plan (OCP). The property is relatively flat and contains no watercourses or environmentally sensitive areas. The property is connected to existing City water, sanitary sewer, and stormwater drainage systems.

+++

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The Subject Property contains an existing commercial building, approximately 413m² in floor area, and 9 existing customer parking spaces with loading space at the back of the building. The property contains security fencing on three sides and there is a small strip of unmaintained grass along the north-western property line. There is an existing sidewalk along the front property boundary adjacent to McPhee Avenue, as well as a CN Railway Corridor adjacent to the south-west lot line which is no longer in use.

The adjoining parcels to the north-east of the Subject Property are zoned Rural 2 (R-2) and contain single-family dwellings, the parcels to the south-east and north-west are zoned Industrial Two (I-2) and are currently being utilised for various commercial / industrial operations as permitted under the Zone.



Figure 1 - Zoning Map



BACKGROUND / PROPOSAL

The Comox Valley Food Bank has successfully operated in the immediate area (just three lots south of the Subject Property) for the past seven years; establishing amiable relationships with neighbouring businesses and residents. The CVFB determined that they required additional space to the limited area they currently occupy at 1491 McPhee Avenue, which is why they are proposing a move to the Subject Property.

The not-for-profit organization fits in well with the existing streetscape, which is made up of other commercial / industrial operations such as a construction supply store, Shaw Communications, a bus storage depot, and a convenience store. Also of note in this area are three other community service operations: the Wachiay Friendship Centre Society, Vancouver Island Community Connections, and the Healthy Families Program.

The CVFB is a fundamental service within any community and has been in operation for nearly forty years, providing relief to any persons experiencing food insecurity and hardship in the Comox Valley. This proposed expansion will enable the CVFB to better meet the needs of the growing group of individuals and families requiring their assistance.

The proposal is for an amendment to the text of the I-2 Zone to permit the Comox Valley Food Bank to operate out of the existing commercial building located at 1255 McPhee Avenue.

The CVFB operation will include a warehouse component for storing food (both perishable and non-perishable) and will be open for pick-ups from their clients from 9:30 a.m. to 12 p.m. Monday - Friday. No changes are proposed to the existing operation which is currently operating at 1491 McPhee Avenue; it will simply be a change of venue.



The only proposed alterations to the existing building are upgrading the existing electrical work, installing a refrigeration system, and placing a sign on the exterior of the building.

Approximately 500m² at the back of the site (adjacent to the unused railway corridor to the south), currently contains a paved loading / storage area. It is the intention of the property owners to utilize this area as an alternative entrance for clients as well as for additional parking and unloading.

ACCESS

The existing access off McPhee Avenue will continue to be utilized for the Food Bank. There is also a long driveway along the north-western property boundary from McPhee Avenue to the large parking / storage area at the back of the Subject Property. This driveway will be used for public access to additional parking and to the building entrance at the rear of the site.



Figure 2 - Site Plan



Figure 3 - Street View of Subject Property

Figure 4 - Aerial View





PUBLIC CONSULTATION

As part of the public consultation process, all owners / residents within 30m of the Subject Property will be provided with an information package as well as contact details for forwarding any comments / concerns. Any feedback received from this consultation will be addressed where possible and a summary provided to City staff prior to the application being considered by Council.

RATIONALE

The Comox Valley Food Bank has successfully operated in this area for the past seven years. The not-for-profit organization fits in well with the existing streetscape, which includes three other community service operations, and we believe the CVFB is a vital program which fits in well with these other community service operations while not duplicating an existing service. Each of these individual organizations fits into its own niche within the community service spectrum.

The CVFB is a fundamental service within any community and has been in operation for nearly forty years, providing relief to any persons experiencing food insecurity and hardship in the Comox Valley. This proposed expansion will enable the CVFB to better meet the needs of the growing group of individuals and families requiring their assistance. There is adequate space for the required number of parking and loading stalls within the site. As the existing rear entrance to the building will be utilized for clients, it is anticipated that visitors will drive to the rear parking area and any traffic generated from the CVFB will not impact the existing adjacent properties and businesses.

As previously mentioned, the adjacent properties are also industrially zoned and the land directly behind the Subject Property is a disused railway corridor, therefore negative impacts to neighbouring parcels are not anticipated. There are also no proposed changes



to the existing footprint or major renovations planned for the exterior of the building, so little in the way of construction noise is therefore expected during the transition phase.

APPLICATION SUBMISSION

Please find included with this application package the following items:

- Letter of Agency;
- Property Titles;
- Application Form;
- Corporate Summary;
- Zoning Compliance Table;
- Sustainability Checklist;
- Site Disclosure Statement; and,
- Site Plan.

Thank you for your time and consideration. If you have any questions or concerns, please do not hesitate to contact the undersigned.

Regards,

A handwritten signature in black ink, appearing to read "Shannon Webb", written over a horizontal line.

Shannon Webb
Senior Development Planner

P: 250 686 5793

E: shannon@otgdevelopments.com

**Attachment No. 4: 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: 1255 McPhee Avenue

Date: March 26, 2022

Applicant: OTG Developments Ltd. (Shannon Webb)

Signature: *SWebb*

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;	Proposed use is to be located within an existing building and is not a residential use.
b) Balances the scale and massing of buildings in relation to adjoining properties;	No external changes to the existing building are proposed.
c) Complements neighboring uses and site topography;	Fits in with the existing industrial & commercial use area.
d) Provides or supports mixed used developments or neighborhoods;	Existing building within an established neighbourhood.
e) Promotes walking to daily activities and recreational opportunities;	Proposal is not a residential use.
f) Supports a range of incomes;	Proposed community service which supports low-income families.
g) Is a positive impact on views and scenery;	Is to be located within an existing building.
h) Preserves and provides greenspace, trails and landscaping;	Existing building within an established neighbourhood.

Building Design. <i>The application:</i>	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	Existing building within an established industrial / commercial neighbourhood.
b) Maintains a high standard of quality and appearance;	Existing building in good condition and well-maintained.
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;	Existing building.
d) Avoids creating a strip development appearance;	Existing building.
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	Existing building.
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Existing building.
g) Builds and improves pedestrian amenities;	Existing building within an established industrial / commercial neighbourhood.
h) Provides underground parking;	No underground parking proposed.
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	Existing building.
Transportation. <i>The application:</i>	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	A 5 minute walk to three different local bus stops.
b) Provides multi-functional street(s);	Existing building and roads.
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	Existing road and sidewalk.
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	Existing building in industrial area with no vegetation or watercourses.
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;	Existing building and storm-water infrastructure.
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	Existing building.

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	Existing building is well-maintained and no exterior renovations are proposed.
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	Existing building.
c) Provides public and private amenity space;	Existing building in industrially zoned area.
d) Preserves heritage fixtures;	n/a
e) Orients to views, open space and street;	Existing building.
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	Not located within an environmentally sensitive area.
b) Provides for native species, habitat restoration/improvement;	Not located within an environmentally sensitive area.
c) Includes tree lined streetscapes.	n/a

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3066

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. 3066, 2022**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) Amending Division 3 – Interpretation, Part 1 – Definitions by adding ““***Food bank***” means the storage and unremunerated distribution of food, clothing, and personal care and similar items, as well as ancillary office and donations drop off activities.”; and
 - (b) Amending Section 8.24.1 by adding “(34) notwithstanding any provisions of this bylaw, *food bank* is a *permitted use* on Lots 8, 9 and 10, Block 15, Section 69, Comox District, Plan 480B (1255 McPhee Avenue).”.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this _____ day of _____, 2022

Read a second time this _____ day of _____, 2022

Considered at a Public Hearing this day of , 2022

Read a third time this _____ day of _____, 2022

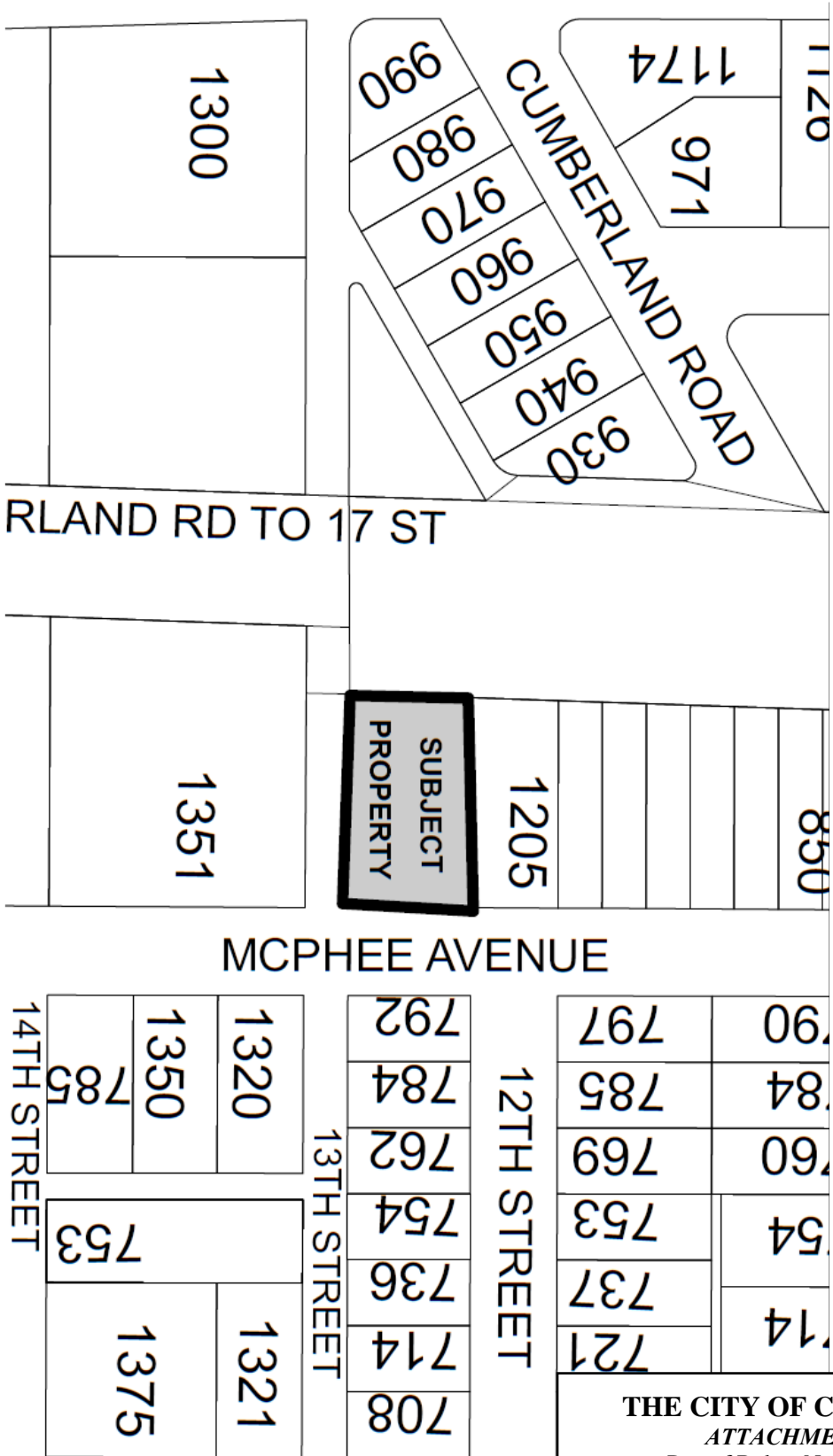
Finally passed and adopted this _____ day of _____, 2022

Mayor

Corporate Officer

Approved under S.52(3)(a) of the Transportation Act

Tallina McRae
Development Services Officer
Ministry of Transportation and Infrastructure
Vancouver Island District



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 3066, 2022
 Amendment to the
 Zoning Bylaw No. 2500, 2007