

DISTRICT OF SECHELT
MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING
Zoom Virtual Meeting Hosted from 5797 Cowrie Street, Sechelt, BC
Tuesday, February 2, 2021

PRESENT **Commissioners** Randy Knill (Chair), Jonathan Baker, Ken Crozier, Darryl Brin, Archie Maclean, Sharif Senbel, Javier Siu, Joanne Van Ginkel, Dana Caple, and Scott Hanna

STAFF Director of Planning and Development, A. Allen; Development Planning Manager, I. Holl; Planner, Sven Koberwitz; Recording Secretary, F. Bol

1. CALL TO ORDER

The Chair called the Advisory Planning Commission Meeting to order at 6:00 pm.

2. ADOPTION OF AGENDA

Recommendation No. 1 – Agenda

Moved/Seconded

That the Agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

3.1 Minutes of the January 5, 2021 Advisory Planning Commission Meeting

Recommendation No. 2 – APC Minutes

Moved/Seconded.

That the minutes of January 5, 2021 Advisory Planning Commission meeting be adopted.

CARRIED

3.2 Verbal Update – Introduction of newly appointed APC members

The Director of Planning and Development introduced Scott Hanna and Dana Caple as new members to the APC. The new members provided brief background biographies.

- Director of Planning and Development introduced Planning staff and their roles at the District of Sechelt.
- APC Chair and APC Commissioners introduced themselves and provided brief background biographies.

4. APPOINTMENTS AND DELEGATIONS

None

5. BUSINESS ITEMS AND REPORTS

5.1 3090-2021-02 Development Variance Permit for 5957 Sunshine Coast Hwy (Clayton)

Commissioners Jonathan Baker and Darryl Brin declared conflict of interest due to relationships with applicant and recused themselves from the meeting at 6:35pm.

The Planner commented that:

- Application to vary the maximum accessory building floor area from 100 m² to 118.5 m².
- To allow a second-storey addition to an existing detached two-car garage for additional enclosed parking space.
- The existing garage is below the grade of the above road and could accommodate a dedicated entrance from road at slightly higher elevation. Applicants propose to have a secondary entrance into a new upper storey on the existing garage.

The Director of Planning and Development noted that the District of Sechelt does not have an official policy on accepting/approving variances and that each variance is viewed on its own merits. Staff will provide referral to the APC; conduct notification to neighbours in advance of consideration by Council; provide elevations, designs, site plans, analysis with recommendations to Council, but there is no specific policy of what must be achieved.

In discussion among APC members, the following concerns were noted:

- Privacy: There is no indication on preliminary plan if window on SE corner overlooking the adjacent property has clear or obscured view, however applicant may consider privacy screen window although no requirement to do so.
- Height – No shadow study requested with regards to potential overshadowing of building. Building is below allowable height, but the option can be explored further.
- Secondary Suite Rental Use: The proposal is for an accessory building and is not to be used for habitation.

- Sloughing: Geotechnical and structural engineering would be required for building permit process for bank protection, new retaining wall may require MOTI approval depending upon location.
- Phasing: A structural upgrade would likely be required, possibly providing an opportunity for slightly reconfigured footprint that is not determined and constrained by existing building and retaining wall.
- Location: Structure located on east edge of lot and may tower over neighbouring house.
- Stairway access: There is no stairway connecting down to the house from the garage.
- Footprint: If re-building over the existing footprint, the 100 sq/m addition can be met.

The Planner further noted that:

- Bylaw No. 430 requires driveways to be paved, however there is no requirement for use of permeable material.
- Application intent is to add second-storey and not indicated if existing structure to be torn down and replaced with new structure. A structural upgrade would still be required.

Director of Planning and Development clarified that:

- Board of Variance applications in provincial *Local Government Act* speaks to minor and speaks to the presence of a hardship. The Development Variance Permit is another method to vary a portion of the bylaw and does not need to contain a hardship, it can be design related.

Recommendation No. 3 - 3090-2021-02 Development Variance Permit for 5957 Sunshine Coast Hwy (Clayton)

Moved/Seconded

That the Advisory Planning Commission recommend the application be deferred due to issues regarding the proposed design and its feasibility as an addition; And that applicant attends the next APC meeting; And that applicant makes every attempt to conform to the bylaw; and provide further information for 3090-2021-02 Development Variance Permit for 5957 Sunshine Coast Hwy (Clayton).

6. INFORMATION & UPDATES

Commissioners Jonathan Baker and Darryl Brin returned to the meeting at 6:56pm.

6.1 Verbal Update - Zoning Bylaw Preliminary Public Engagement

The Director of Planning and Development noted that:

- Zoning Bylaw Preliminary Public Engagement report summary will be on the

February 3, 2021 Regular Council meeting agenda. All are welcome and encouraged to attend.

- Meetings have been held with various community associations (Chamber of Commerce, Sechelt Downtown Business Association, etc.).
- Zoom virtual public information meeting was held in December 2020.
- Five surveys and survey results: Agricultural Land, Agricultural Land Reserve, Residential Density, Home Based Business, and Short-Term Rentals.
- Public correspondence package included for Council receipt for public record.
- In 2021, a draft zoning bylaw will be presented to Council, which will signal the start of a new phase in engagement process. The draft will also be distributed for review by APC.
- Revision of Official Community Plan in future with focus on structure and content update.
- Road Naming Policy 3.1.8 also on the Regular Council agenda. Community engagement will help to clarify theme in seeking more meaningful road names.

7. **ADJOURNMENT**

The Advisory Planning Commission meeting of February 2, 2021 was adjourned at 7:05 pm.

Randy Knill, Chair

Jo-Anne Frank, Corporate Officer