

## ADVISORY LAND USE PLANNING COMMISSION MINUTES

**Minutes** for the Advisory Land Use Planning Commission of the Village of Pemberton held Monday, October 28, 2019 at 6:00 pm at 7400 Prospect Street.

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**IN ATTENDANCE:**

Bob Adams (Acting Chair)  
Richard Nott  
Allison Twiss  
Kevin Clark

**REGRETS:**

Sarah Allen  
Kristina Salin

**STAFF IN ATTENDANCE:**

Joanna Rees, Planner  
Gwendolyn Kennedy, Building & Planning Clerk (minutes)

**PUBLIC IN ATTENDANCE:**

Sheena Fraser

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**1. CALL TO ORDER**

At 6:02 p.m. the meeting was called to order.

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the agenda be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

Moved/Seconded

**THAT** the minutes of Advisory Land Use Planning Commission meeting held September 23, 2019 be adopted as circulated.

**CARRIED**

**4. OFFICIAL COMMUNITY PLAN AMENDMENT AND REZONING – PEMBERTON  
SECONDARY SCHOOL, 1400 OAK STREET**

Joanna Rees, Planner, presented the minor OCP amendment and rezoning application submitted by Sea to Sky School District No. 48. The subject lands are located at 1400 Oak

Street (Pemberton Secondary School) and legally described as Lot 1, DL 165 & 203, LLD, Plan KAP56732.

The application is to amend OCP Bylaw No. 654, 2011 to redesignate a 1,000 m<sup>2</sup> portion of the subject lands from 'Civic and Institutional' to 'Residential' and to amend Zoning Bylaw No. 832, 2018, Schedule A – Zoning Map to rezone the subject property from 'Public (P-1)' to 'Residential (R-1)'. The purpose of the application is to create one (1) new residential lot for the development of a single detached house. The project will be an opportunity for students to take an active role in the design, build, and possibly the marketing and sale of the house.

Ms. Rees noted that the proposal is generally consistent with the goals and objectives of the Official Community Plan, and specifically supports Section 5.1.1, Growth Policies, and Section 4.0, Greenhouse Gas Emissions Reduction Targets.

Commission members spoke in support of the application.

Moved/Seconded

**THAT** the Advisory Land Use Planning Commission recommend to Council that the application for Official Community Plan amendment and rezoning for a portion of Lot 1, DL 165 & 203, LLD, Plan KAP56732 be supported.

**CARRIED**

## 5. DRAFT HILLSIDE DESIGN GUIDELINES

Joanna Rees, Planner, presented highlights of the draft Hillside Design Guidelines for review and comment by the Commission. Ms. Rees clarified that the Guidelines are intended to be used at pre-application meetings with developers to provide an overview of the Village's expectations regarding hillside development. The Guidelines were written with the intention of encouraging creative solutions to the challenges of hillside development and are not prescriptive. While not binding of themselves, additional planning tools such as the Official Community Plan, development permit areas, site specific zoning, and subdivision and development control bylaws could be employed in future to formalize the concepts presented in the Guidelines.

Ms. Rees explained that the Guidelines are intended to be high-level, and that technical requirements of hillside development could be addressed through amendments to Subdivision and Development Control Bylaw No. 677, 2011.

Commission members spoke in support of the document and recommended further consideration of the following points:

- assessing the hierarchy of concepts in cases where individual guidelines conflict;
- “adding teeth” to the document by formalizing and reinforcing the guidelines through the use of additional planning tools;
- reviewing the guidelines in future and updating as required to ensure the document is maintained as a living document.

Ms. Rees thanked Commission members for their input and noted that their comments would be included in the report presented to Council at the Regular Council Meeting scheduled for November 5<sup>th</sup>.

## **6. NEXT MEETING**

The next meeting will be scheduled for the third Monday of the month as needed.

## **7. ADJOURNMENT**

At 6:59 p.m. the meeting was adjourned.

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Bob Adams, Acting Chair