

7. ADJOURNMENT

ALUC AGENDA

ADVISORY LAND USE PLANNING COMMISSION

Agenda for the Advisory Land Use Planning Commission Meeting of the Village of Pemberton to be held Monday, September 23rd, 2019 at 6:00 pm at 7400 Prospect Street.

		Page
1.	CALL TO ORDER	
2.	APPROVAL OF AGENDA	1
3.	APPROVAL OF MINUTES	
	 Minutes of the ALUC Meeting of May 30, 2019 	2 - 4
5.	OFFICIAL COMMUNITY PLAN AND REZONING – LOT 1 SUNSTONE	5 – 9
6.	NEXT MEETING	



ADVISORY LAND USE PLANNING COMMISSION

ADVISORY LAND USE PLANNING COMMISSION MINUTES

Minutes for the Advisory Land Use Planning Commission of the Village of Pemberton held Thursday, May 30, 2019 at 6:00 pm at 7400 Prospect Street.

IN ATTENDANCE: Sarah Allen (Chair)

Kristina Salin Allison Twiss Bob Adams Kevin Clark

REGRETS: Richard Nott

STAFF IN ATTENDENCE: Lisa Pedrini, Manager of Development Services

Gwendolyn Kennedy, Building & Planning Clerk (minutes)

PUBLIC IN ATTENDENCE: 1 (Applicant's Agent)

1. ORIENTATION

2. CALL TO ORDER

At 6:28 p.m. the meeting was called to order.

3. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

Moved/Seconded

THAT the minutes of Advisory Land Use Planning Commission meeting held May 3, 2018 be adopted as circulated.

CARRIED

5. TEMPORARY USE PERMIT – TUP009 – 1394 Portage Road – Food Truck

Lisa Pedrini, Manager of Development Services, presented the application for a food truck to be located at 1394 Portage Road. Ms. Pedrini noted that although the use "Food Truck"

Village of Pemberton ADVISORY LAND USE PLANNING COMMISSION May 30, 2019 Page 2 of 6

was added to Zoning Bylaw No. 832, 2018 as a permitted use in the Town Centre Commercial (C-1) Zone, the property, adjacent to a restaurant and to residential properties of Tiyata, is zoned CD-5 and a food truck is not a permitted use in this zone.

In addition to acquiring a Temporary Use Permit, the property owner will need to obtain a Mobile/Temporary Vendor Business Licence and comply with the regulations of Business Licence Bylaw No. 842, 2018. The Village currently allows a maximum of five (5) Temporary/Mobile Vendor Business Licences annually and two (2) have been issued to date in 2019.

Ms. Pedrini introduced Andrew Terret, Architect and Agent for the property owner, to provide more detail regarding the application. Mr. Terret explained that the property owner plans to develop this property and the neighboring property (Pony/Bike Co.)in the future and that rather than leave the lot empty until this time, is seeking permission to operate a food truck selling coffee, tea and packaged foods on the property.

Discussion focused on landscaping, screening of portable toilets, traffic and parking, and the potential impact of this business on neighboring businesses.

Moved/Seconded

THAT the Advisory Land Use Planning Commission (ALUC) recommends to Council that the Temporary Use Permit application TUP009 for a coffee truck to be located at 1394 Portage Road by supported with the following conditions:

- a) that a traffic circulation and parking plan be prepared and submitted by a professional transportation engineer to the satisfaction of Staff;
- b) that a landscape plan be prepared and submitted by a professional landscape architect to the satisfaction of Staff;
- c) that if portable toilets are used to meet the requirement for provision of washroom facilities under Part 14 of Village of Pemberton Business Licence Bylaw No. 842, 2018, a minimum of two (2) portable toilets be available for customer use and each portable toilet be:
 - i. surrounded by a lockable enclosure to prevent vandalism;
 - ii. maintained at a schedule frequent enough to prevent noxious odours; and
 - iii. screened from surrounding streets and businesses by suitable placement of landscaping.
- b) that the permit be only issued for a maximum of one (1) year to test the use at this location, with the potential to renew for a period up to three (3) years with Council approval;

Village of Pemberton ADVISORY LAND USE PLANNING COMMISSION May 30, 2019 Page 3 of 6

- c) that the applicant provide Council with the proposed hours and seasonal dates of operation;
- d) that comments be sought from, at a minimum, adjacent businesses, the Pemberton and District Chamber of Commerce and Tourism Pemberton; and
- e) that the landscaping site plan be referred to the Advisory Design Review Commission for review.

CARRIED

6. NEXT MEETING

Future meetings will be scheduled for the third Monday of each month as needed.

7. ADJOURNMENT

At 7:34 p.m. the meeting was adjourned.





MEMO TO FILE

Date: September 19, 2019

To: Advisory Land Use Commission

From: Cameron Chalmers Consulting / Lisa Pedrini, Manager of Development Services

Subject: Official Community Plan and Rezoning – Lot 1 Sunstone

The purpose of this report is for the Advisory Land Use Commission to consider and make recommendations to Council regarding a minor OCP amendment and rezoning proposed on Lot 1 of the Sunstone Ridge development. This report is in response to an application by Sunstone Ridge Developments Ltd. to amend the Official Community Plan (OCP) by re-designating a 4.47 hectare portion of Lot 1, DL 211, LLD, Plan EPP72101 from 'Hillside Special Study Area' to 'Residential' to accommodate a companion rezoning and future subdivision application. The amendments together would enable the reconfiguration of two (2) lots included in a subdivision application for Phase 2 and the creation of nine (9) new 2,000 sq. m. estate lots which will be subject to a future subdivision application.

BACKGROUND

Sunstone Ridge Developments Ltd. has made application to the Village of Pemberton for a minor amendment to the Official Community Plan to incorporate an additional 4.47 hectares of land into the Sunstone Development. The application's intent is to designate additional lands in the OCP for residential use and to amend the Zoning Bylaw No. 832, 2018 to accommodate minor layout revisions for Phase 2 along Road E and to introduce a new, larger lot zone. The subject lands are depicted in **Appendix A**.

The subject lands are currently designated 'Hillside Special Study Area' in anticipation of future OCP level planning work and additional rezoning applications which will require new or expanded servicing and infrastructure to accommodate future development beyond the lands already zoned for development. The subject lands would also need to be designated as Development Permit Areas No. 1 (Environmental Protection) and 2 (Land Constraints).

Following infrastructure installation to service the first two phases, including the installation of the water storage reservoir, the Proponent identified an opportunity to service additional lands from current infrastructure and has made application for an OCP amendment and rezoning to include these additional subject lands as an extension to the first two phases of the Sunstone development.

The proposed amendments are therefore considered an extension of the previously approved phases, including an active *Tentative Layout Approval* (TAL) letter issued by the Approving Officer on March 20, 2018 (and subsequently extended) for the subdivision of Phase 2 and, excepting additional road construction, will utilize water and sewer infrastructure constructed in Phases 1 and 2.

Memo to File - ADRC OR127 - Sunstone OCP & Rezoning September 19, 2019 Page 2 of 3

SITE DESCRIPTION

The subject lands are presently sloping and forested. The will gain access from an extension of a new road required in phase 2 of the development. The lands can be serviced from the water and sanitary infrastructure constructed or secured in earlier phases of the development.

The requested zoning would entail the creation of a new, larger estate lot sized Zone with a larger minimum parcel area than what is currently offered at Sunstone. The applicants have depicted that the zoning would be called RSA-3 (Residential Amenity Zone -3), but at this point, the name and zoning provisions for this new zone have yet to be finalized. If the Village uses an amenity zone approach or 'density-bonusing' as has been the standard for the Sunstone project, then the Village is able to benefit from the contribution of an agreed upon amount of amenity funds for other community projects.

BRIEF DESCRIPTION OF THE PROPOSAL

As shown in **Appendix B**, the purpose of the proposal is to permit the modification of Lots E20, E21, E31 and E32 to enlarge these lots slightly. This will enable these four (4) lots to be built more effectively in response to the topography. The primary purpose however is to create nine (9) new estate sized lots as indicated in the portion indicated in yellow on **Appendix A**. These lots would necessitate the extension of the municipal roadway but will utilize water and sanitary infrastructure that will be in place at the conclusion of phase 2.

COMPLIANCE WITH GENERAL POLICY DIRECTIONS

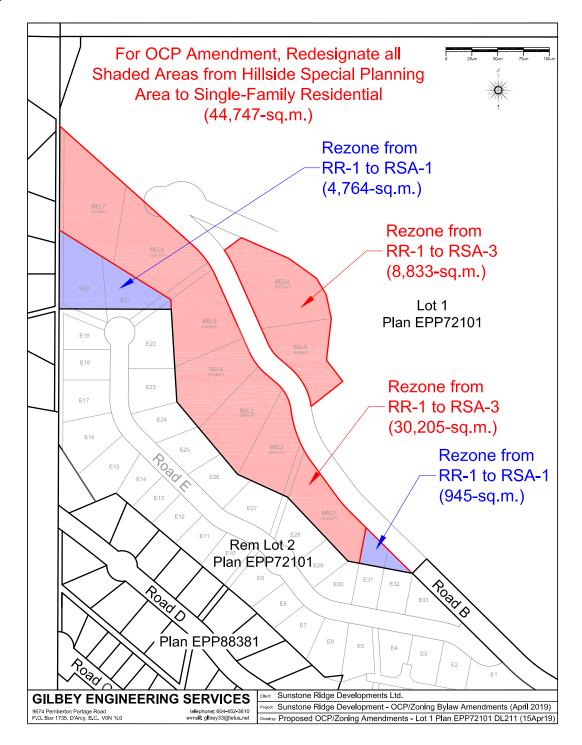
The proposal is generally consistent with the goals and objectives of the Official Community Plan and it represents a minor addition to a larger master-planned community, accommodating another housing offering to the Sunstone project. Accordingly, the proposed redesignation and rezoning aligns with the general OCP directives.

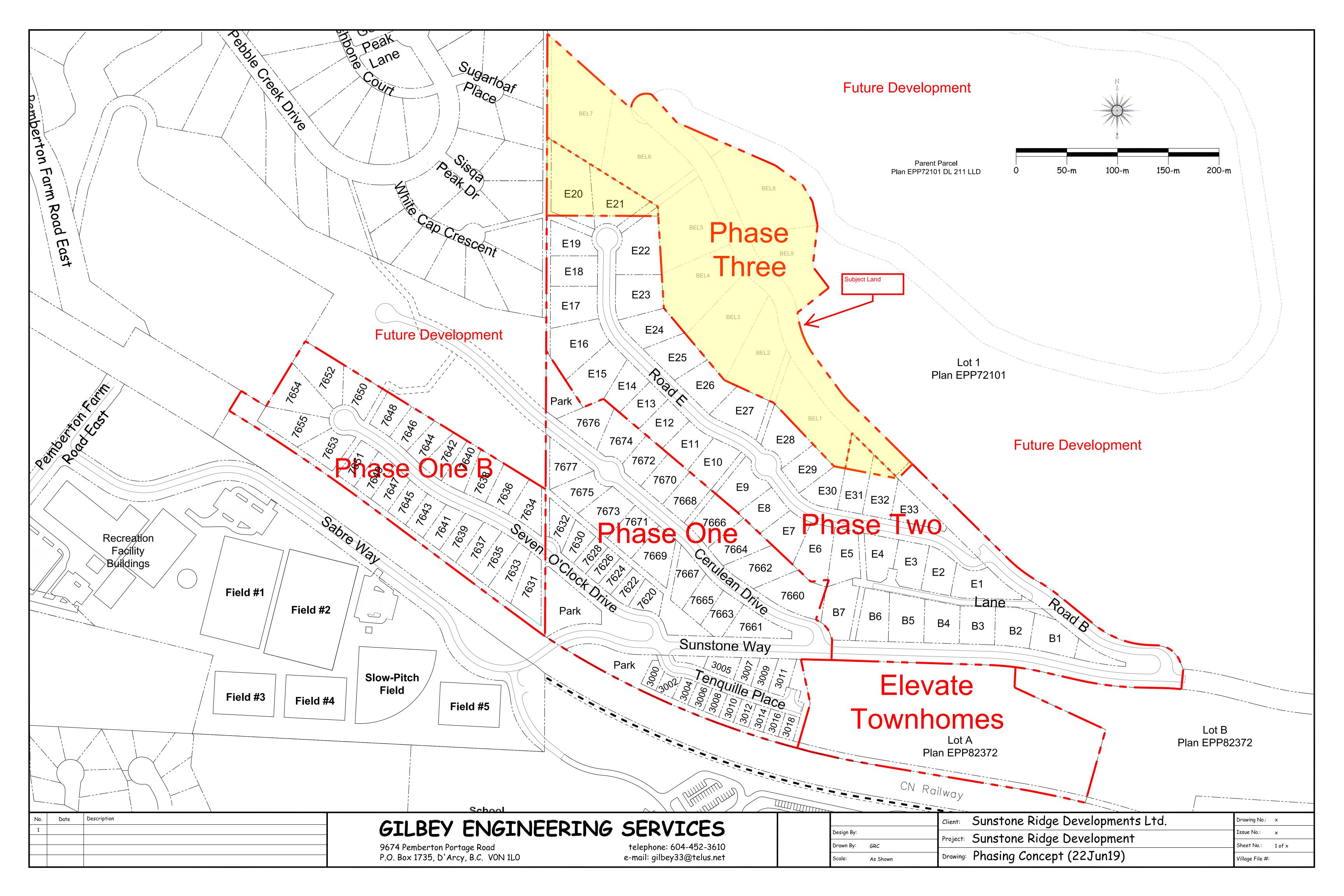
COMMUNICATIONS

Staff have prepared a separate report for Council's consideration of early and ongoing consultation on the OCP amendment in accordance with section 475 of the *Local Government Act*. Council considered this report on September 10, 2019 and directed Staff to undertake a referral of the submission to the standard list of referral agencies for comment and to have the applicants hold a public information meeting before the consideration of First and Second Reading.

Attachments:

- A. Location Map
- B. Subject Lands
- C. Application





Village of Pemberton, P.O. Box 100, 7400 Prospect Street, Pemberton, B.C., VON 2L0

Attention: Lisa Pedrini, Manager of Development Services

Dear Lisa:

Reference: Application for OCP Bylaw and Zoning Bylaw Amendments

Sunstone Ridge Development Lot 1, Plan EPP72101, DL 211, LLD

On behalf of Sunstone Ridge Developments Ltd. (Owner and Developer), please find attached an OCP/Zoning Bylaw Amendment Application for Lot 1, Plan EPP72101, DL211 of the Sunstone Ridge Subdivision Development in Pemberton.

Please note the following comments with respect to this Application:

- The proposed OCP/Zoning Bylaw Amendments are needed to accommodate minor layout revisions for Phase 2 along Road E of the development and also the additional of 9 estate-sized lots along Road B above Phase 2.
- Zoning for the additional 9 lots along Road B is sought at this time since these lots can be serviced by Sunstone Phase 1 and 2 infrastructure including the existing water storage reservoir. The proposed Zoning for these additional 9 lots is the same as RSA-1 except that the minimum lot size is increased to 2,000-sq.m.
- The \$1,500 fee calculation is based on 8 additional lots for this application (\$1,000 Non-Refundable Deposit plus \$500 Public Hearing Cost). The \$6,000 Servicing Analysis Charge has not been included since the Sunstone Phase 1 and 2 Development analysis considered these additional lots.

The following is a list of the documents that are submitted in support of this Application:

- Cover Letter
- Application Forms
- Owner's Agent Authorization
- Registered Legal Plan
- Existing Zoning Plan
- Proposed Zoning Amendment Plan
- Proposed Lot Plan
- Proposed RSA-3 Zone
- Title Search and Charges on Title
- Site Profile
- Engineering Design Brief, March 30, 2018, Webster Engineering Ltd.

The corresponding Application Fee will be paid when the amount payable is confirmed.

If you have any questions on any of the above or require further information, please do not hesitate to contact me.

Yours truly,

Cam McIvor

CATA Management Ltd.

Agent for Sunstone Ridge Developments Ltd.

attachment: Application for Zoning Bylaw Amendment as detailed above

cc: Nyal Wilcox, Sunstone Ridge Developments Ltd.



Box 100 | 7400 Prospect Street Pemberton BC VON 2L0 P: 604.894.6135 | F: 604.894.6136 Email: admin@pemberton.ca Website: www.pemberton.ca

DEVELOPMENT-GENERAL INFORMATION						
Application:	oplication: 🗵 OCP Bylaw Amendment &/or Zoning Bylaw Amendment (Form OR13)					
	☐ Development Permit (F	orm M	DP13)			
	☐ Major or Minor Development Permit (Form Minor DP)					
	☐ Development Variance F	Permit	(Form DVP1	L3)		
	☐ Temporary Use Permit	(Form	MDP13)			
	☐ Subdivision, Bare Land S	trata A	pproval & St	rata Title	Conversion (Fo	orm SUB13)
	☐ Antenna System Siting R	eview ((Form ANT 1	3)		
All Applications	Please include Application	Requir	ements Fori	m (Checkl	ist)	
SITE						
Civic Address:		Legal PID:	Description 030-329-		Lot:	Lot 1
		Distri	ct Lot(DL):	211	Plan	: EPP 72101
OWNER(S)						
Owner Name(s):	Sunstone Ridge Devel	opme	nts Ltd.	Home:		
	Inc. No. BC0857673			Work:		
Mailing Address:	14185 Rio Place			Cell:		
	Surrey, BC, V3S 0L2			Email:		
OWNER(S) AGEN	IT IF APPLICABLE					
Agent's Name:	Cam McIvor	4 al		Work:		_
	CATA Management L	.ta.		Fax:		
Mailing Address:	PO Box 494 Pemberton, BC V0N 2	21.0		Cell:	604-935-85	
	Periberton, BC voiv 2	2LU		Email:	cwmcivor@	telus.net
☑ If applicable	Please include Owner's A	<mark>uthoriz</mark>	zation			_
X						
Owner Signature				Dat	e	
X Authorized Agent Signature Date April 15, 2019						
COMMENTS:						
Application No		Fee:	\$			

VILLAGE OF PEMBERTON DEVELOPMENT APPLICATION REQUIREMENTS AND FORMS

Application Requirements	Page No
Official Community Plan Bylaw Amendment and/or Zoning Bylaw Amendment	2
Major Development Permit Form and Character of Development	5
Major Development Permit Environmental Protection	8
 Major Development Permit Land Constraints 	10
 Major Development Permit Enhancement of Agriculture 	12
 Minor Development Permit Form and Character of Development 	14
Development Variance Permit	16
Temporary Use Permit	17
Permit Renewals	19
Subdivision and Bare Land Strata Approval	20
Strata Title Conversions	22
Antenna System Siting Review	24
Application Forms	
OR13 - Official Community Plan Bylaw Amendment and/or Zoning Bylaw Amendment	26
MDP13 - Major Development Permit	27
MinorDP - Minor Development Permit	28
DVP13 - Development Variance Permit	29
TUP13 - Temporary Use Permit	30
SUB13 - Subdivision, Bare Land Strata Approval and Strata Title Conversion	31
ANT13 – Antenna System Siting Review	32

APPLICATION REQUIREMENTS FOR AN OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT AND/OR ZONING BYLAW AMENDMENT

1. Pre-Application Meeting

It is strongly recommended that prior to submitting an application to amend the Official Community Plan and/or the Zoning Bylaw, an applicant should meet with the Village of Pemberton's Development Services Department to review application requirements. The intent of the pre-application will be to confirm specific submission requirements for each proposal.

It is important to have the Village identify the information required for the application since any applications deemed incomplete by the Development Services Department will not be accepted and subsequently returned to the applicant.

2. Submission Checklist

- X Complete Application Form (Form OR13)
- □ Application Fee (in accordance with Development Procedures Bylaw No. 725, 2013)
- Certificate of State of Title or of Indefeasible Title (dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership)
- X Copy of Charges on Title (i.e. covenants, rights of way, statutory building schemes, etc)
- Owners Agent Authorization (if applicable)
- X Site Profile (as per http://www.env.gov.bc.ca/epd/remediation/site profiles/index.htm)

3. Property Information

Legal Description:	Lot 1, Plan EPP72101, District Lot 211, Lillooet District				
PID#:	030-329-612				
Civic Address:					
Property Size*:	43.2-ha				
	Current OCP Land Use Designation (Schedules A and B of the OCP Bylaw): Hillside Special Planning Area				
Proposed OCP Land Use Designation (Schedules A and B of the OCP Bylaw):					
Single-family Residential					
Existing Use/Development on the Property:					
Proposed Use/Development of the Property: single-family residential					
Lands within Agricultural Land Reserve: none					

^{*}All plans shall be prepared at metric scale and dimensions

 Description of Proposed Development Rationale in Support of the Proposed Development Overview of the Proposed OCP and/or Zoning Bylaw Amendment(s) Consistency with OCP Policies and Maps Proposed OCP Policy Amendment(s) Proposed OCP Map Amendment(s) Proposed Zoning Regulation Amendment(s) Proposed Zoning Bylaw Map Amendment(s)
Supporting Plans and Illustrations Checklist (hard copies include full size plans and reductions* as well as a digital copy)
 □ Location Context Plan □ Conceptual Site Plan (indicating development footprints, approximate density, parks/playgrounds, preservation areas, access roads, trails. parking, transit stops, watercourses, agricultural lands, etc.) □ Site Development Statistics (approximate area, unit count, building coverage, area, height, parking, loading, bike racks, etc.) □ Environmental Review (refer to Schedule B of the OCP) □ Geotechnical and Slope Stability Study (by a qualified professional) □ Viewscape Analysis □ Archeological Overview (by a qualified professional) □ Lot Grading Plan □ Stormwater Management Plan □ Traffic Impact Study □ Photographs of the property □ Existing Subdivision (Legal) Plan □ Proposed Subdivision Plan □ Existing and Proposed Slope Analysis □ Aerial Photo Map □ Additional Information
Servicing Information (written text and hard copies of plans to include full size plans and reductions* as well as a digital copy) X Servicing Design Design Brief, Webster Engineering Ltd. Location Plan for Road Access Points Description of Existing or Proposed Storm Drainage flows Description of Existing or Proposed Water Service Connections Description of Existing or Proposed Available Sewer Service Connections Description of Existing or Proposed Road Access Location Plan of Existing and Proposed Water and Sewer connections Information to be provided regarding development for the Village to perform an independent evaluation of the water and sanitary requirements in context of the existing systems: AutoCAD based base plan illustrating the onsite collection/distribution system

of each utility. Base plan must be referenced to legal cadastral.

[•] Sanitary catchment plan complete with calculations and expected pipe inverts. *All plans shall be prepared at metric scale and dimensions

- Water system plan complete with all expected fixtures (fire hydrants, air valves etc. if applicable) and load calculations. Fire Underwriters Survey fire flow calculation sheet under a Professional Engineer's seal.
- · Proposed onsite and offsite works in AutoCAD format for each utility as supported above.
- · Preliminary ground elevations within the development.

APPLICATION FORM FOR AN AMENDMENT TO THE OFFICIAL COMMUNITY PLAN AND/OR ZONING BYLAWS (OR13)

I/We hereby make application under the provisions Village's Development Procedure Bylaw No. 725, 20	
An Amendment to the Official CommunityAn Amendment to the Zoning Bylaw	Plan Bylaw and/or
to permit development on lands legally described a	is:
Lot:, Plan:EPP72101, District	t Lot:, LLD.
THIS APPLICATION IS MADE WITH MY FULL KNOW	/LEDGE AND CONSENT
	April 15, 2019
Registered owner's signature	Date
Where the applicant is NOT the REGISTERED OWNE OWNERS designated AGENT and proof thereof mus Pemberton.	ER, the application must be signed by the REGISTERED st be registered in the office of the Village of
FOR OFFICE USE ONLY:	
Application/File No.:	_
Application Fee received \$	Receipt No.:
Date received:	
Signature of Official	

^{*}All plans shall be prepared at metric scale and dimensions



Date: February 28, 2018

Village of Pemberton PO Box 100 Pemberton, BC VON 2L0

Letter of Agency

Re:	Properties	
PID:	030-329-612	Lot 1 DL 211 Lillooet District Plan EPP72101
PID:	030-329-621	Lot 2 DL 211 Lillooet District Plan EPP72101
PID:	030-329-639	Lot 3 DL 211 Lillooet District Plan EPP72101
PID:	030-329-647	Lot 4 DL 211 Lillooet District Plan EPP72101
PID:	030-329-655	Lot 5 DL 211 Lillooet District Plan EPP72101
PID:	030-329-663	Lot 6 DL 211 Lillooet District Plan EPP72101
PID:	030-329-671	Lot 7 DL 211Lillooet District Plan EPP72101
PID:	030-329-680	Lot 8 DL 211 Lillooet District Plan EPP72101

(the "Subject Lands")

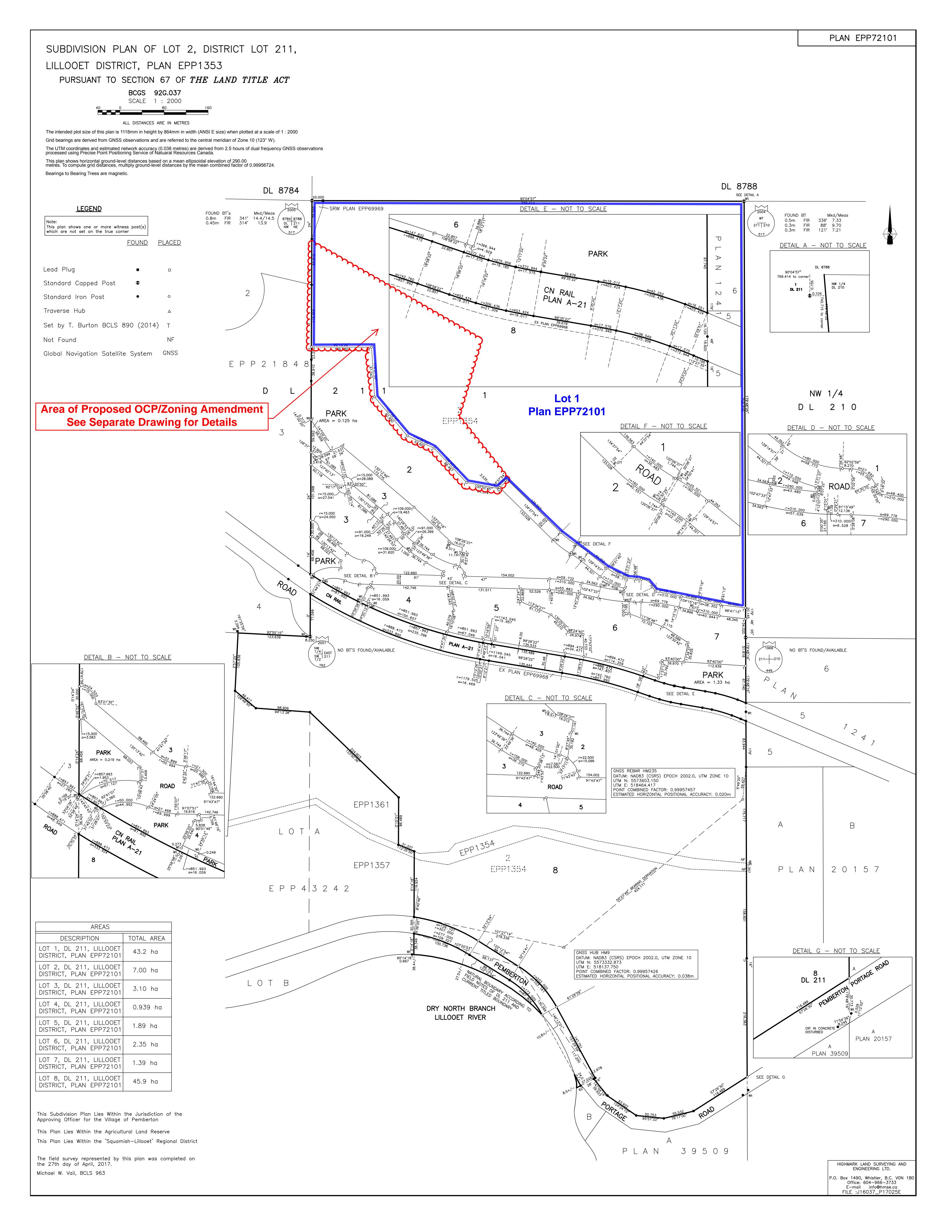
To Who It May Concern;

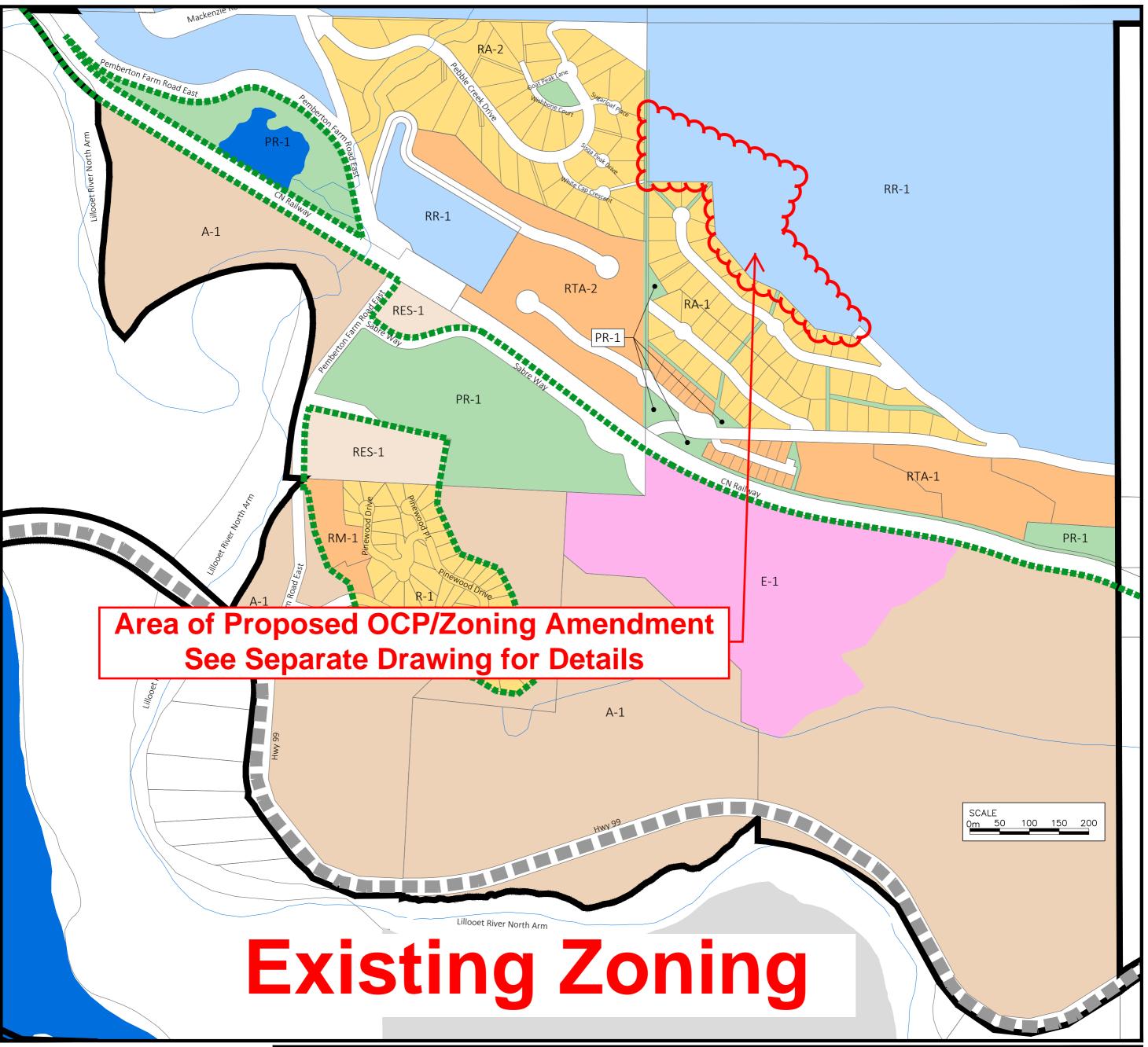
I, Nyal Wilcox, being the duly authorized representative of the Registered Owner of the Subject Lands, hereby authorize Cam McIvor and or CATA Management Ltd, to act as Agent and authorized signatory for the Registered Owner in respect of all matters relating to the Village of Pemberton approvals, including but not limited to; Zoning/OCP Bylaw amendments, variance and subdivision of the Subject Lands.

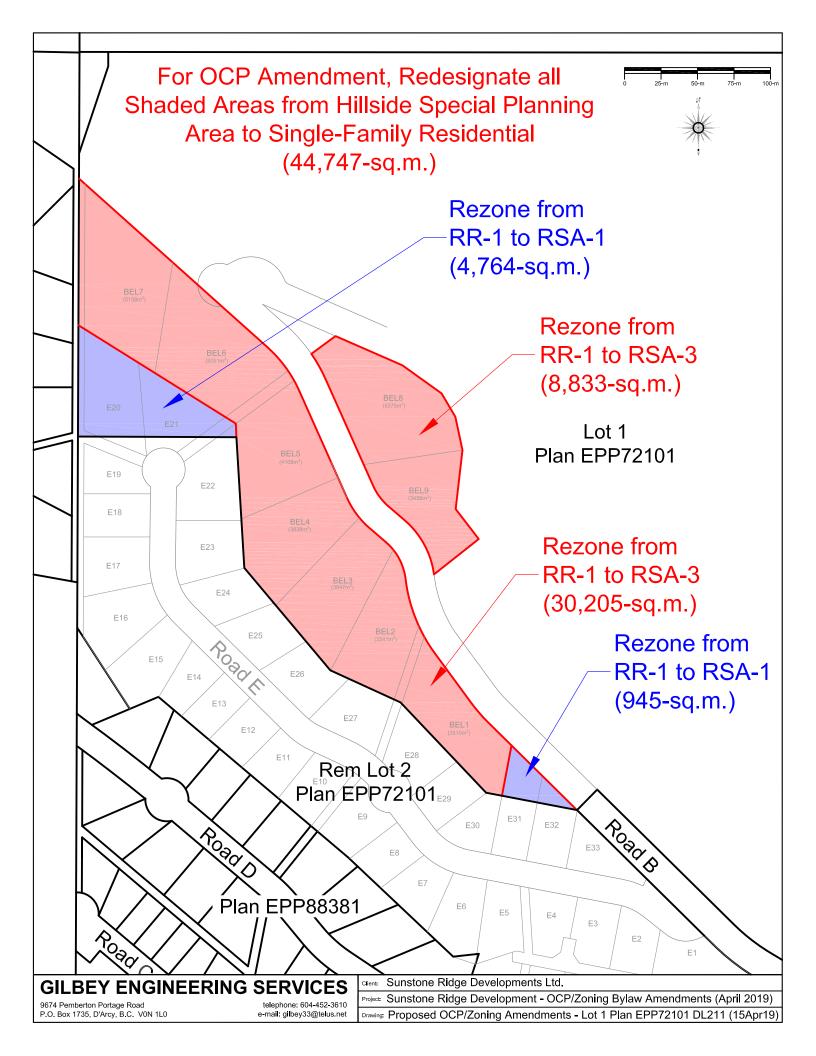
Signature of Authorized Representative of Registered Owner

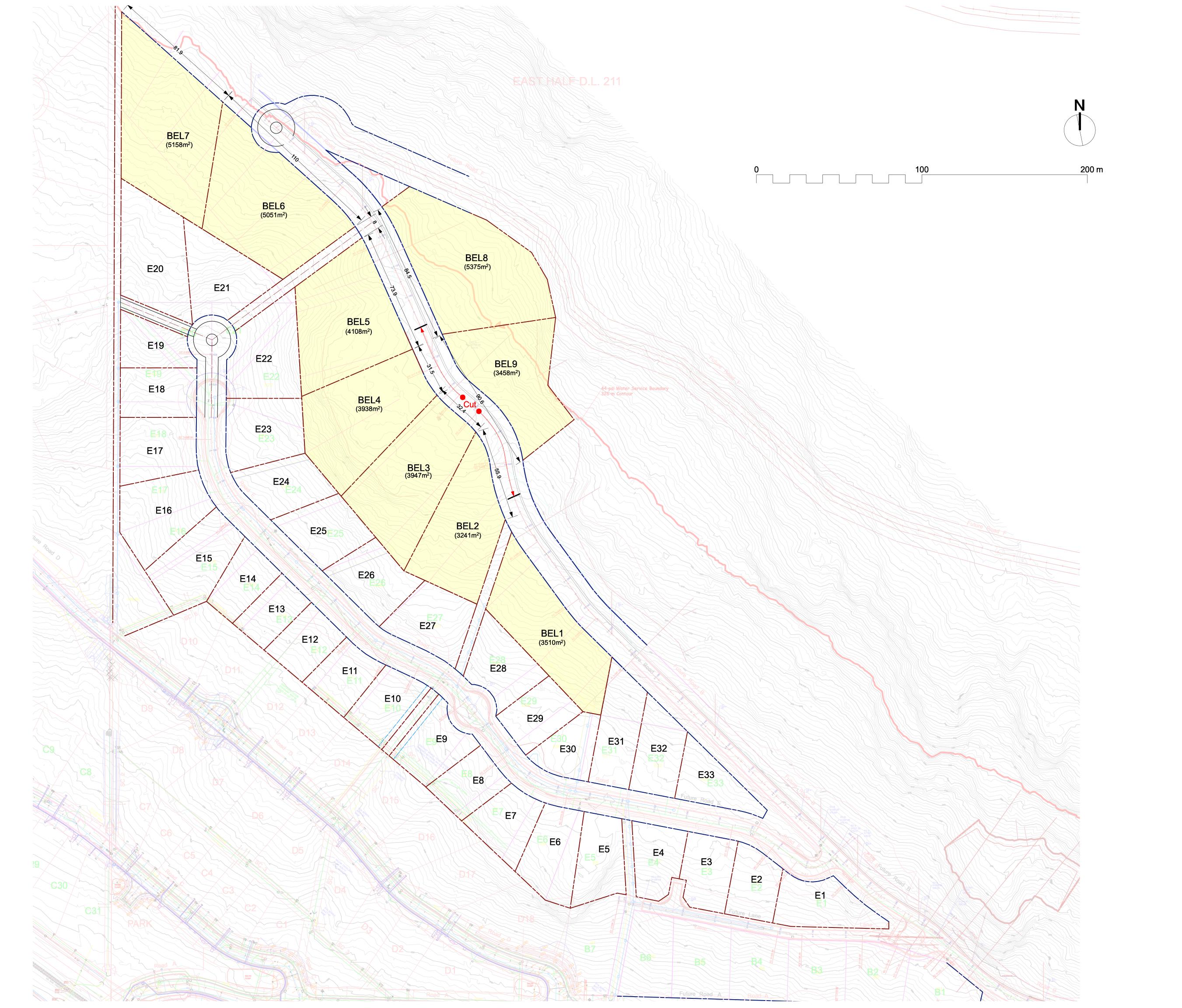
Nyal Wilcox, Director

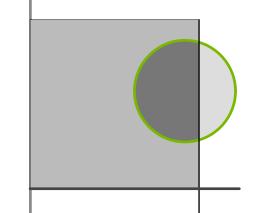
Sunstone Ridge Developments Ltd.











CROSLAND DOAK DESIGN

Landscape Architecture + Building Design



3121 Alta Vista Road Whistler, BC VON 1B3 604. 966-8309 info@CroslandDoakDesign.com CroslandDoakDesign.com

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2019.01.28 Client Review
Date Issued For

Sunstone Ridge Developments Ltd

client

Sunstone Pemberton, BC

project title

PHASE 2-3 LOT PLAN

drawing title

scale: 1:1000

project no. 1201

L23.1 \(\frac{1}{23}\)

drawing no

(Amendment Bylaw No. 841, 2018; Adopted October 16, 2018)

13.1 Residential Amenity 1, Sunstone (RSA-1) RSA-3

The *Residential* Amenity 1, Sunstone (RSA-1) *Zone* is to accommodate *Detached Dwellings*, on *lots* within the Sunstone Neighbourhood, and to provide density incentives earned by the provision of certain amenities.

13.1.1. Permitted Principal Uses

(a) Dwelling, Detached

13.1.2. Permitted Accessory Uses

- (a) Accessory Suite
- (b) Bed and Breakfast
- (c) Carriage House
- (d) Home Occupation
- (e) Secondary Suite
- (f) Short-Term Vacation Rental

13.1.3. Conditions of Use

- (a) A secondary suite use, an accessory suite or a carriage house use, is permitted as an accessory residential use on a lot, but not two (2) accessory dwelling units on the same lot.
- (b) No more than two (2) dwellings (which includes an *accessory dwelling unit*) may be located on a *lot*.
- (c) No more than two (2) accessory buildings or structures are permitted on a lot.
- (d) The maximum size of an *accessory dwelling unit* (secondary suite, accessory suite, or *carriage house*) is 90m².
- (e) The minimum lot sizes as a base density are as follows:

i. Detached Dwelling
 ii. Bed and Breakfast
 20,000 m²
 20,000m²

(f) The minimum lot size where the requirements identified in Section 13.1.3 (g) have been fulfilled are as follows:

i. Detached Dwelling -930 m² 2,000 ii. Bed and Breakfast -930 m² 2,000

- (g) The densities may be increased from the requirements identified in Section 13.1.3 (e) to the requirements identified in Section 13.1.3 (f) providing contributions toward community amenities have been provided through a payment of \$9,165 per detached dwelling or bed and breakfast lot, payable either:
 - i. in cash prior to the registration of a plan of subdivision and to be held in a

- reserve fund by the Village for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and accessory uses; and/or
- ii. in-kind works and services provided that they are approved by the Village in writing prior to the registration of a plan of subdivision for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and accessory uses.

13.1.4. Lot Regulations

a)	Minimum Lot Size:	-930 m ²	2,000
b)	Minimum Lot Width:	18 m	

13.1.5. Building Regulations

a)	Minimum Principal Building Width:	7.6 m
b)	Minimum Front Setback:	5 m
c)	Minimum Rear Setback:	5 m
d)	Minimum Interior Side Setback:	1.5 m
e)	Minimum Exterior Side Setback:	3 m
f)	Maximum Lot Coverage:	40%
g)	Maximum Number of <i>Principal Buildings</i> :	1
h)	Maximum Number of Accessory Buildings:	2
i)	Maximum Building Height, Principal:	10.5 m
j)	Maximum Building Height, Carriage House:	Two (2) storeys
k)	Maximum Building Height, Accessory:	4.6 m

13.1.6. Off-Street Parking

(a) Off-street parking spaces shall be provided in accordance with the requirements of this Bylaw.

13.1.7. Screening and Landscaping

(a) Screening and landscaping shall be provided in accordance with the regulations in this Bylaw.

13.1.8. Signage

(a) Signage should be limited to that permitted pursuant to the requirements of this Bylaw and the Village of Pemberton Sign Bylaw.

13.1.9. Watercourse Setbacks

(a) Setbacks from any watercourses on the property must be in accordance with the requirements of the Village of Pemberton, Ministry of Environment and the Department of Fisheries and Oceans.