

June 15, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER

FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING

SUBJECT: CONSIDERATION OF PERMITTING BUSINESS NAMES ON DOWNTOWN BANNERS

Issue:

Consideration of permitting business names on downtown banners

Executive Summary:

The Downtown Business Association provides banners for use in the downtown core. The cost of the banners is rising and the number of banners required has increased with the increased development in the municipality. In order to continue to provide banners the Downtown Business Association is requesting assistance to supplement their budget.

References:

Council Policy 2.16
June 11, 2009 letter from the Downtown Business Association

Background:

The Downtown Business Association provides two sets of banners for the Downtown Core area annually. The cost of the banners is rising and due to new developments the number of banners required has increased. For this reason the Downtown Business Association is seeking out creative methods of supplementing their funding. The group wishes to be able to seek business sponsors who would provide funding. Recognition for these sponsors would be in the form of having their business name appear on the bottom of the banners that they fund. There is a similar initiative underway in Oak Bay.

The City has a policy on sponsorship which requires that Council approve each situation on a case by case basis.

Options:

Council may:

1. Approve the Downtown Business Association request for use of sponsors to purchase downtown banners and have their business name appear on these banners.
2. Deny the request.

**CONSIDERATION OF PERMITTING BUSINESS
NAMES ON DOWNTOWN BANNERS**

Analysis:

1. Given the parameters set out for the business name (no logos, same colour and font as the rest of the banner) this appears to be an appropriate method of providing some banner funding and recognize the businesses that are involved for their corporate citizenship.
2. Denial may jeopardize the banner program if sufficient funding cannot be raised by other means.

Sustainability Implications:

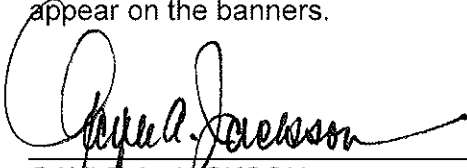
Sustainability implications to the City associated with the proposed purchase of downtown banners is neutral.

Financial Implications:

The financial implications associated with the proposed purchase of downtown banners include Staff time for this report.

Recommendation:

That Council approve the Downtown Business Association's request to enter into a corporate sponsorship with downtown business owners who wish to provide banners and have their name appear on the banners.

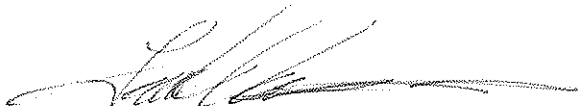


GAYLE A. JACKSON

GAJ/sh
Attachments

I:/Users/Planning/0230-20/BIA/2009/Agenda/Banners – Report-1.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:



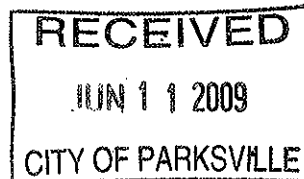
F. MANSON, C.G.A.



**DOWNTOWN
BUSINESS
ASSOCIATION**

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Box 275
#4 - 125 McCarter Street
Parkville, BC V9P 2G4



June 11, 2009

City of Parkville
Planning Department

Attn: Gayle Jackson by hand

Dear Gayle:

Further to our discussions regarding The Parkville Downtown Business Association Banners, I wish to confirm that the PDBA does wish to proceed with Fall/Winter Banners that would include "Sponsor Tails".

The main body of the banner would contain youth art with a fall/winter theme and the tails would be rectangular (vs. triangular) and would contain the names of local businesses. These tails would not contain business logos and the business names would all be the same colour (black print on whatever background is chosen) and the same font.

This idea for banners with sponsor tails is used in many other Business Improvement Areas. Close to home, Oak Bay has used this idea for a few years. It is a way to highlight the "Shop Local" philosophy and will also offset the PDBA budget as business sponsorship will be sought.

To date, the PDBA has provided four sets of banners for the downtown core, however, the costs of these banners is rising and the number of banners required has increased, with the addition of Beachside Drive and a request from the Park Island Properties to provide banners for their property. In order to continue providing two sets of banners yearly, we will need to enhance our budget for this item through sponsorship.

The PDBA is requesting that the City approve the addition of "Sponsor Tails" to the Parkville Downtown Business Association Banners.

Sincerely,


Ann Cameron
Executive Director

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CITY OF PARKSVILLE

POLICY

SUBJECT: <i>Corporate Sponsorships</i>	POLICY NO: 2.16
	RESO. NO: 96-396
	CROSS REF:
EFFECTIVE DATE: August 6, 1996	APPROVED BY: Council
REVISION DATE:	RESO. NO:
	CROSS REF:
	PAGE 1 OF 2

PURPOSE

To endorse the practice of entering into sponsorship agreements to assist in the funding of City initiatives subject to the conditions prescribed in this policy.

DEFINITION

A Corporate Sponsorship Agreement is a partnership agreement between the City and Corporate Sponsor where the sponsor pays to the City a negotiated, guaranteed fee (or products and services in kind), in exchange for the exclusive or non-exclusive rights to:

- a) distribute their products and services from City facilities and events;
- b) market and promote their involvement with City facilities and events.

POLICY

1. Endorse the practice of entering into sponsorship agreements to assist in the funding of City initiatives subject to the conditions described in this Policy.
2. Reserves the right not to enter into any sponsorship agreement it determines at its sole discretion.
3. Will pursue sponsorships where there are net financial benefits for the community as a whole.

.... 1/2

4. Will offer sponsorship opportunities to as many potential sponsors in any product or service category as possible in order to be equitable to all potential sponsors.
5. Will not permit sponsorship agreements to have any connection with the City's regulatory and judicial capacities.
6. Set the following parameters for recognition of sponsors:
 - a) "Name Sponsorship" will be reviewed on a case-by-case basis by Council prior to the City entering into an agreement;
 - b) Signs recognizing sponsors will not detract from the attributes of the particular location and will be reviewed on a case-by-case basis by Council prior to the signage being erected.
7. Will not permit sponsors to use statements or images suggesting or representing City endorsement of the sponsor's products and/or services.

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COMMITTEE OF THE WHOLE REPORT



June 11, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: IMPLEMENTATION OF AN ACCESSIBILITY UPGRADE INCENTIVE PROGRAM

Issue:

The implementation of an accessibility upgrade incentive program.

Executive Summary:

Council has requested that Staff develop a program to provide rebates for accessibility upgrades for owners existing or new buildings.

References:

Schedule "A" – Draft Accessibility Upgrade Incentive Program guidelines

Background:

At the Council meeting of April 6, 2009 Resolution No. 09-084 was adopted as follows:

"THAT Staff submit for Council's consideration, potential financial incentives to assist owners in addressing accessibility standards for new buildings as well as retrofitting existing buildings. CARRIED."

Funds in the amount of \$20,000 were put aside for an accessibility grant program by Council at the April 1st, 2009 budget meeting.

This report proposes an accessibility upgrade incentive program for Council consideration.

IMPLEMENTATION OF AN ACCESSIBILITY UPGRADE INCENTIVE PROGRAM

Options:

Council may:

1. Direct Staff to implement a rebate as proposed;
2. Refer topic back to Staff for additional changes;
3. Maintain the status quo.

Analysis:

1. Staff has been directed by Council to investigate an incentive program for owners of new or existing buildings for accessibility improvements. A notice of motion was announced at the June 1st Council meeting that, should it be adopted, appears to provide more specific direction on this topic. Staff acknowledge that there are a number of approaches that an accessibility incentive program can take and believe that the program being put forward for consideration is consistent with Council's objectives and available resources.

What is proposed is an accessibility rebate program for disabled residents to cover 50% of the cost of an accessibility upgrade to a maximum rebate of \$1000. Allocation priority is proposed to be given to persons who receive disability assistance, hardship assistance or a supplement under the **Employment and Assistance for Persons with Disabilities Act** followed by other persons with disabilities. Further details of the proposed program are provided in Schedule "A" attached to and forming part of this report.

2. Referring the topic back to Staff is appropriate if Council believes that the proposed incentive program requires substantive changes in order to achieve satisfaction or that additional information is required in order to make an informed decision. In this case it would be appropriate for Council to provide general direction to Staff on what changes it would like to see made to the program or what additional information is required.
3. Not implementing an accessibility incentive program is entirely at Council's discretion. This option is appropriate if Council believes that incentives, in the form of a rebate or grant, are the wrong approach to take at this time.

Sustainability:

This program contributes to social sustainability by fostering access opportunities for persons with disabilities.

Financial Implications:

The financial implications associated with an accessibility incentive program were considered as part of the 2009 Budget process where \$20,000 was allocated for this purpose. Secondary implications are derived Staff time involved in the processing and verification of applications.


**IMPLEMENTATION OF AN ACCESSIBILITY
UPGRADE INCENTIVE PROGRAM**

Recommendation:

That the report from the Director of Community Planning dated June 11, 2009 regarding the implementation of an accessibility upgrade incentive program be received;

And That the proposed accessibility upgrade incentive program be referred to Parksville's Measuring Up Committee for comment;

And Further That upon receipt of comment that a subsequent Staff report be prepared further advising Council on the implementation of accessibility upgrade incentive program.



G. A. JACKSON

BR/dd
Attachments

Planning/3360-01/2009/Agenda/Report-AUIP-1.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



F. MANSON, C.G.A.

IMPLEMENTATION OF AN ACCESSIBILITY UPGRADE INCENTIVE PROGRAM

Schedule "A"

PROPOSED PROGRAM GUIDELINES

- 1) Program may be modified or terminated at any time and is subject to available funding.
- 2) No prior notice may be give of changes or cancelation.
- 3) Submission of an eligible application does not guarantee a rebate will be issued.
- 4) Applicant must be a Canadian citizen or landed immigrant who is a permanent resident of Parksville, British Columbia.
- 5) Limited to one application per residence or property.
- 6) Priority will be given to persons who receive disability assistance, hardship assistance or a supplement under the *Employment and Assistance for Persons with Disabilities Act* followed by other disabled persons who, under the same act, have been designated as a person with disabilities.
- 7) Rebate limited to persons with disabilities or works undertaken on their behalf by a family member or other legally designated person.
- 8) A description of the general nature of their disability is to be provided.
- 9) A clear description of the nature of the upgrade must be provided.
- 10) Before and after photographs are to be submitted showing the portion of the building that has been upgraded.
- 11) Original receipts must be submitted.
- 12) Subject to funding availability and application approval, the City will rebate 50% of the pre-tax cost of eligible accessibility upgrade works to a maximum rebate of \$1000.00.
- 13) To be eligible for rebate accessible upgrade works must have a minimum pre-tax cost of \$500.
- 14) The City does not warrantee and in no way is responsible for the installation or functioning of works.
- 15) The City reserves the right to inspect or verify that accessibility upgrades have been installed.
- 16) Any submitted application may be subject to onsite inspection, verification or follow-up contact by the City.
- 17) Upgrades must provide access to persons with disabilities equivalent to those required for new buildings under the **BC Building Code**.
- 18) Upgrades must be constructed to meet or exceed the **BC Building Code** requirements.
- 19) A valid building permit must be obtained prior to construction where required by law.
- 20) Upgrades must be related to the disability of the person with disabilities.

IMPLEMENTATION OF AN ACCESSIBILITY UPGRADE INCENTIVE PROGRAM

21) Accessibility upgrades may include improvement as recommend in the 2009 Parksville Accessibility Booklet, published by Parksville's Measuring Up Committee, such as but not limited to the following:

- Building Entrance Improvements – such as doorway widening, installation of automated opening device, installation of entry ramp;
- Building Access Improvements – widening of interior doorways, hallways, bathroom stalls;
- Bathroom / Washroom Improvement – installation for grip rails, lift equipped or easy entry bathtub, accessible toilet;
- Parking Stall widening for lift equipped vehicle or wheel chair access.
- Exterior Path improvements.

COMMITTEE OF THE WHOLE REPORT



June 11, 2009

REPORT TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. A. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: IMPLEMENTATION OF UPDATED HOME BASED BUSINESS REGULATIONS

Issue:

The implementation of updated home base business (home occupations) regulations.

Executive Summary:

Follow-up report on considering 'housekeeping amendments' to the home occupations regulations in order to keep the regulations current and provide greater clarity.

References:

Schedule "A" – Comparison of existing and proposed home based business (home occupations) regulations.
Schedule "B" - Revisions to proposed clauses 12 and 13 of home based business update

Background:

As mentioned in the April 2, 2009 Staff report, home occupations or home based business regulations are intended to allow for individuals to work from home and to foster the creation of new and often innovative business concepts while also ensuring that the tranquility of residential life is maintained. The general approach of the current regulations has sometimes resulted in a lack of clarity of what is permissible.

Updated home based business regulations were proposed by Staff and presented to Committee of the Whole on April 27, 2009. Two of the proposed regulations relating to traffic, parking or loading and to delivery of material, were referred back to Staff for further revision.

IMPLEMENTATION OF UPDATED HOME BASED BUSINESS REGULATIONS

Options:

Council may:

1. Advance this amendment;
2. Refer back to Staff for additional changes;
3. Deny this amendment.

Analysis:

1. The overall update is intended to build upon the existing 'guidelines based' approach while providing additional clarity to prospective entrepreneurs on what is acceptable as a home based business. The Committee sought rewording on two of the proposed guidelines. It is Staff's understanding that the two clauses that were previously proposed were perceived as being too restrictive due to the vagueness of the wording.

The two clauses in question were related to traffic, parking or loading, and to the delivery of material or commodities and were proposed, as follows:

"Home based business shall be carried out in conformity with the following: ...

- *Does not generate vehicle traffic, parking or loading in greater volumes than would normally be associated with residential use;*
- *Does not involve the delivery of materials or commodities in such bulk or quantity as to require delivery by commercial vehicles or trailers; ..."*

Staff is recommending that in place of the previously proposed wording the following be considered for inclusion:

- Does not generate vehicle traffic, parking or loading in volumes substantially greater than would normally be associated with residential use nor to an extent that causes disturbance to other residents;
- Does not involve the delivery of materials or commodities in such quantity or bulk that shipping palettes, hydraulic lifts, hand trucks, pallet jacks, moving dollies or other mechanical devices are required for unloading.

Additional wording has been provided in Schedule "B" attached to and forming part of this report for consideration.

Staff believes the proposed changes do not alter the intended objectives of the existing regulations, but rather provide additional guidance and clarity on how those objectives may be achieved; therefore, it is appropriate to consider the proposed bylaw amendment.

2. Referring the topic back to Staff for further review is appropriate if Council believes that the existing home occupations regulations need updating but that the extent of the proposed changes do not go far enough. In this case it would be appropriate for Council to provide general direction to Staff on what changes are needed in order to achieve satisfaction.

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

3. Not implementing the proposed changes will maintain the status quo with respect to home occupations regulations. Denial is appropriate if Council believes that current regulations are sufficient or that no changes are warranted at this time.

Sustainability:

The sustainability implications of the proposed amendment are neutral.

Financial Implications:

There are no new financial implications associated with this amendment. Previously mentioned implications are Staff time and newspaper advertising costs for the Public Hearing.

Recommendation:

That the report from the Director of Community Planning dated June 11, 2009 regarding the implementation of updating the home occupations regulations be received;

And That Staff prepare an amendment bylaw to amend Zoning and Development Bylaw, 1994, No. 2000 in order to update the home occupations regulations.


G. A. JACKSON

BR/dd
Attachments

Planning/3360-01/2009/Agenda/Report-HBB-2.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:


F. MANSON, C.G.A.

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

Schedule "A"

**COMPARISON OF EXISTING AND PROPOSED
HOME BASED BUSINESS (HOME OCCUPATIONS) REGULATIONS**

	<u>EXISTING</u>	<u>PROPOSED</u>
DEFINITIONS	Home occupations means an occupation, profession or craft conducted by an occupant for consideration which is clearly incidental and accessory to the use of the dwelling unit for residential purposes and is in accordance with the regulations contained in Division 300 of this bylaw.	Home based business means an occupation, profession or hand craft conducted as a secondary use to a residential use in accordance with Division 300 of this bylaw. Home occupations means a home based business.
Preamble:	Home occupations uses shall be carried out in conformity with the following requirements:	Home based business shall be carried out in conformity with the following:
1	The use must be clearly incidental and accessory to the use of the dwelling unit for residential purposes;	Must be accessory to a permitted residential use;
2	The use shall be conducted totally within the principal or accessory building except in the case of child care program uses where outdoor recreation uses are permitted;	The use must be conducted totally within the dwelling unit or accessory building, except in the case of child care program on a single family residential parcel where the rear of the parcel may be used as a children's play area or where the home based business is conducted entirely off the parcel;
3	The use shall be conducted by an occupant of the residential building in which it is permitted and not more than one additional person shall be engaged in the use;	No person other than an occupant of the dwelling unit and one additional employee may be engaged in the home occupancy use;
4	Except as provided in Numbers 2 and 5, no external indication of the existence of the use shall be given, whether by displays, floodlighting, storage of materials, alteration of the appearance of the building(s) or by any other means.	Does not involve the external storage of materials, containers, equipment or finished products; [see also Number 5 below]
5	Signage shall be limited to a single non-illuminated name plate not exceeding 0.3 m ² which shall be placed within or flat against the main front wall of the dwelling unit;	Provide no exterior indication that the building is being utilized for any purpose other than that of a dwelling unit except for a single sign in conformance with "City Of Parksville Sign Regulation Bylaw, 1997, No. 1276", and all amendments or successors thereto;

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

	EXISTING	PROPOSED
6	The maximum floor area of the use shall be 40% of the gross floor area of the dwelling unit or 50 m ² , whichever is less.	Does not exceed a maximum floor area of 50 m ² ;
7	Off-street parking shall be provided in accordance with Division 400 of this bylaw.	Must provide off-street parking in accordance with Division 400 of this bylaw;
8	A valid City of Parksville business licence is required for a home occupation use.	Must have a valid City of Parksville business licence;
9	A business licence for a home occupation use shall be subject to periodic review to ensure compliance with the provisions of this bylaw.	[Redundant, provision for inspection provided for in Business Licence and Regulation Bylaw]
10	The use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the zoning district in question under normal circumstances wherein no home occupation exists.	The use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the zoning district in question under normal circumstances wherein no home based business exists;
11		Must not involve the parking or use of more than one licensed vehicle in conjunction with the home based business limited to one car and utility trailer, one van, or one pickup truck;
12		SEE SCHEDULE "B"
13		SEE SCHEDULE "B"
14		Shall not include repair, servicing or painting of vehicles or boats, transportation terminal, industrial uses, explosives manufacturing, cabinet making, welding or machine shop, animal care, parking use, warehousing, mini storage, outdoor storage, fast food outlet, food catering facility, escort service or retail trade except retail sales as permitted in Number 18;
15		Not more than one home based business shall be permitted per parcel except multiple family residential or duplex use where one home based business shall be permitted per dwelling unit;

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

	EXISTING	PROPOSED
16		Individual instruction shall only be conducted as part of a single family dwelling use and shall be limited to a maximum of two pupils at any time;
17		A child care program shall only be conducted as part of a single family dwelling use;
18		Does not involve retail sales except: i. products produced on site by a resident artist or resident person involved in hand crafts; ii. products that are incidental to the provisioning of personal or professional services; goods where the customer does not enter the premises to inspect or pick up the goods.

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

Schedule "B"

REVISIONS TO PROPOSED CLAUSES 12 AND 13 OF HOME BASED BUSINESS UPDATE

	Options	
12 TRAFFIC AND PARKING CLAUSE	A	PREVIOUSLY PROPOSED WORDING Does not generate vehicle traffic, parking or loading in greater volumes than would normally be associated with residential use;
	B	Does not generate vehicle traffic, parking or loading in volumes substantially greater than would normally be associated with residential use;
	C	Does not generate vehicle traffic, parking, or loading to an extent that causes disturbance to other residents;
	D	RECOMMENDED WORDING Does not generate vehicle traffic, parking or loading in volumes substantially greater than would normally be associated with residential use nor to an extent that causes disturbance to other residents;
	E	OMIT CLAUSE
	F	SUGGEST ALTERNATIVE

**IMPLEMENTATION OF UPDATED
HOME BASED BUSINESS REGULATIONS**

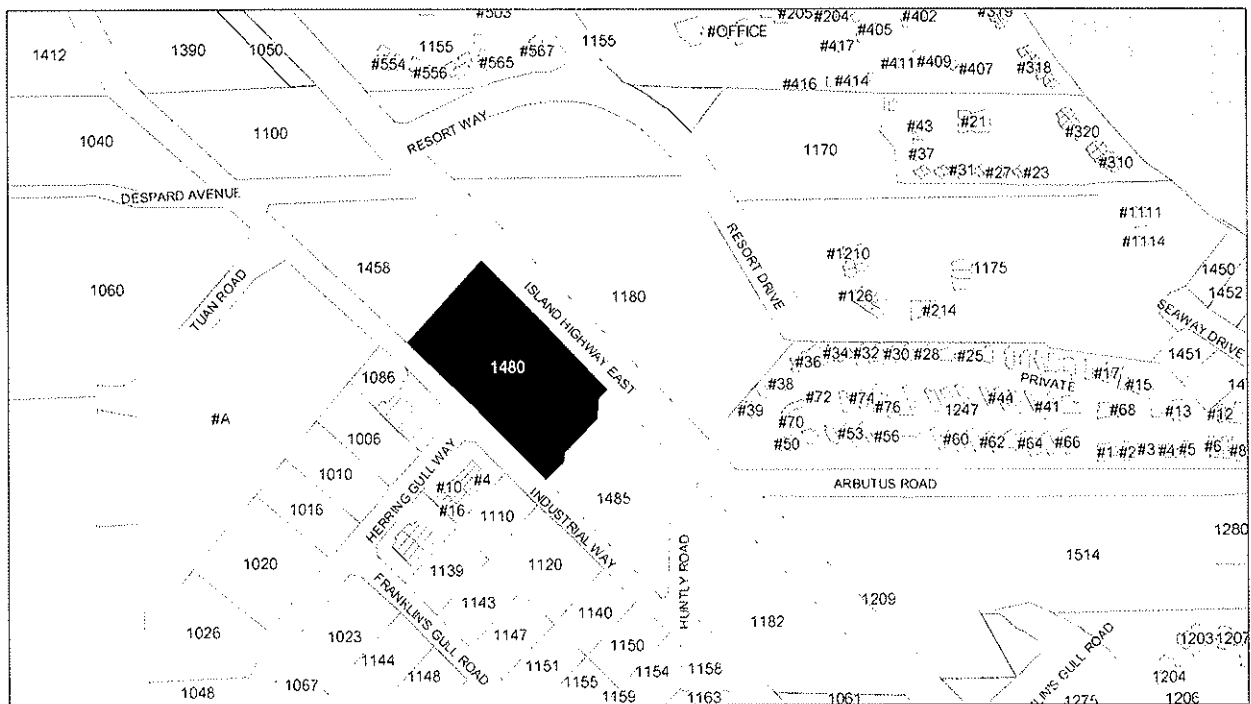
	Options	
13 DELIVERY OF MATERIALS CLAUSE	A	PREVIOUSLY PROPOSED WORDING Does not involve the delivery of materials or commodities in such bulk or quantity as to require delivery by commercial vehicles or trailers;
	B	Does not involve the frequent delivery of bulk materials or commodities;
	C	Does not involve the delivery of bulk materials or commodities to a frequency or extent that causes disturbance to other residents;
	D	RECOMMEND WORDING Does not involve the delivery of materials or commodities in such quantity or bulk that shipping palettes, hydraulic lifts, hand trucks, pallet jacks, moving dollies or other mechanical devices are required for unloading.
	E	Does not involve the delivery of materials or commodities in such quantity or bulk that shipping palettes, hydraulic lifts, hand trucks, pallet jacks, moving dollies or other mechanical devices are required for unloading and does not involve a frequency of delivery of in excess of two deliveries per week.
	F	Does not involve the delivery of materials or commodities in such quantity or bulk that shipping palettes, hydraulic lifts, hand trucks, pallet jacks, moving dollies or other mechanical devices are required for unloading nor to an extent that causes disturbance to other residents
	G	Does not involve the delivery of materials or commodities in such quantity or bulk that shipping palettes, hydraulic lifts, hand trucks, pallet jacks, moving dollies or other mechanical devices are required for unloading and does not involve a frequency of delivery of in excess of two deliveries per week or to an extent that causes disturbance to other residents.
	H	OMIT CLAUSE
	I	SUGGEST ALTERNATIVE

COMMITTEE OF THE WHOLE REPORT

AGENDA
COMMITTEE
JUN 22 2009
DATE

June 9, 2009

REPORT TO: F. C. MANSON, C. G. A., CHIEF ADMINISTRATIVE OFFICER
FROM: G. JACKSON, DIRECTOR OF COMMUNITY PLANNING
SUBJECT: DEVELOPMENT PERMIT FOR LOT 2, BLOCK 564, NANOOSE DISTRICT, PLAN 42530 [1480 INDUSTRIAL WAY]
REGISTERED OWNER: B.G.R. HOLDINGS INC., (INCORPORATION NO. 329774)
APPLICANT: TIMBERLAKE-JONES ENGINEERING
FILE: 3060-09-02



Issue:

Consideration of issuing a Development Permit to permit the extension of the storage facility with 16 additional mini storage buildings.

Executive Summary:

On March 25, 2009, the City received a development permit application from Timberlake-Jones Engineering on behalf of the owners of the property. The applicant requests the issuance of a development permit to permit the extension of the storage facility with 16 additional mini storage buildings.

**DEVELOPMENT PERMIT TO PERMIT
EXTENSION OF THE STORAGE
FACILITY WITH 16 ADDITIONAL
STORAGE BUILDINGS**

The subject property is fronted by Industrial Way to the South and backs onto Island Highway 19A. The balance of land use adjacencies are comprised of both developed industrial properties and vacant land.

References:

Official Community Plan Bylaw, 2002, No. 1370 Excerpt – 5.2.24. Development Permit Area No. 24 - INDUSTRIAL WAY;
Schedule "A" – Development Permit Guideline Evaluation;
Applicant Letter - prepared by Timberlake-Jones, date stamped received March 25, 2009;
Site Plan / Location Plan - prepared by Timberlake-Jones, date stamped received March 25, 2009;
Building Elevations - prepared by Timberlake-Jones, date stamped received March 25, 2009;
Landscape Plan – prepared by Timberlake-Jones, date stamped received June 04, 2009;
Sustainable Community Builder Checklist – Timberlake-Jones Engineering, date stamped received March 25, 2009.

Background:

The subject property is within Development Permit Area No. 24 - INDUSTRIAL WAY. The development permit designation is under the Form and Character of Industrial Development category. The attached Schedule "A" provides a brief point form summary of the guideline evaluation for the proposed development.

The proposal was reviewed by the Advisory Design Panel on May 14, 2009. The recommendation to Council from the Advisory Design Panel is as follows:

"THAT Council should accept the design proposal based on drawings and presentations provided at the Advisory Design Panel meeting for Lot 2, Block 564, Nanoose District, Plan 42530 subject to addressing the Industrial Way frontage with some landscape element and consideration of revisiting signage.
CARRIED"

The applicant has made the revisions that are, in Staff's opinion, consistent with the subjects of the Advisory Design Panel resolution and the Development Permit Area Guidelines. Please refer to the attached site plan for details.

The proposal is consistent with Zoning and Development Bylaw, 1994, No. 2000 and no relaxations or variances are required.

Options:

Council may:

1. Authorize issuance of a Development Permit.
2. Deny issuance of a Development Permit.

**DEVELOPMENT PERMIT TO PERMIT
EXTENSION OF THE STORAGE
FACILITY WITH 16 ADDITIONAL
STORAGE BUILDINGS**

Analysis:

There are 16 storage buildings and associated site improvements proposed for the subject property; a property which is located within Development Permit Area No. 24 - INDUSTRIAL WAY. The stated objective of the development permit area is to avoid unsightly strip development. As such, the form and character of the proposal as established through the Development Permit Area Guidelines is to be considered.

1. Acceptance of the size, shape and exterior finish of the buildings as well as the proposed landscaping. The proposed form and character of the building and related site treatments have been reviewed by the Advisory Design Panel. The applicant has proposed revisions to the existing landscaping along the Industrial Way frontage in response to the Panel's recommendations. For these reasons Staff is of the opinion that the development permit guidelines have been met and that it is appropriate for Council to issue a Development Permit to the applicant. A detailed analysis of the Development Permit Area Guidelines is provided in Schedule "A" of this report.
2. Should a Development Permit be denied by Council, the decision must be based on the application not meeting the Development Permit Area Guidelines or that insufficient information has been provided to Council. Application deficiencies in meeting the guidelines would have to be clearly communicated to the applicant so that they may be addressed and made satisfactory. The **Local Government Act** does not provide Council with the discretionary ability to deny permit issuance. Denial may keep the location in its present state for a longer duration.

Sustainability/Environmental Analysis:

The attached Sustainable Community Builder Checklist has been completed in detail by the applicant. Storm water retention and infiltration was a primary consideration during the design.

Financial Implications:

There are no financial implications other than the cost of processing this permit.

Recommendation:

That the report from the Director of Community Planning dated June 9, 2009 for the issuance of a Development Permit at 1480 Industrial Way be received;

And That a Development Permit be issued to B.G.R. HOLDINGS INC., (INCORPORATION NO. 329774) to permit 16 additional mini storage buildings and implementation of the overall site plan on Lot 2, Block 564, Nanoose District, Plan 42530 (1480 Industrial Way);

**DEVELOPMENT PERMIT TO PERMIT
EXTENSION OF THE STORAGE
FACILITY WITH 16 ADDITIONAL
STORAGE BUILDINGS**


And Further That a landscaping bond in the amount of \$2,740.00 be received prior to the issuance of the permit.


G. JACKSON

NG/dd
Attachments

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CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:


F. MANSON, C.G.A.

SCHEDULE "A"
Development Permit Guideline Evaluation

5.2.24. Development Permit Area No. 24 - INDUSTRIAL WAY;

Category: Form and Character of Industrial Development

Guidelines have been addressed by the following:

1. No driveway access is proposed to Island Highway 19A.
2. Existing signs on Island Highway 19A are to be removed.
3. The existing building line along the Island Highway 19A frontage will be continued. The existing chain link fence is to be removed and replaced with a wrought iron style fence set behind a double row of hedging cedars.
4. Boulevard areas between Island Highway 19A and the tree strip are already established.
5. Proposed landscaping will employ drought tolerant native species.
6. Buildings are sited adjacent to Island Highway 19A with access, parking, loading and storage areas located off Industrial Way.
7. Building colours and treatment will follow the existing colour scheme.

5.2.24. Development Permit Area No. 24 - INDUSTRIAL WAY

(a) Category: Form and Character of Industrial Development

(b) Justification:

This linear area between Island Highway 19A and Industrial Way is designated for limited light industrial development. As the inland side of Island Highway 19A through the Craig Bay Resort Area, there is an urgent need in this area for control of building siting and other design particulars in order to avoid unsightly strip development.

(c) Guidelines:

- ◆ No driveway access to Island Highway 19A shall be permitted for new developments
- ◆ No signs shall be permitted on Island Highway 19A for new developments
- ◆ A minimum 15 metre wide strip should be retained or planted on the Island Highway 19A frontage
- ◆ Boulevard areas between Island Highway 19A and the tree strip should be planted with native grasses
- ◆ Landscaping should respect the natural vegetation of the site and employ native species where feasible
- ◆ Buildings should be sited adjacent to Island Highway 19A with access, parking, loading and storage areas located behind off Industrial Way
- ◆ Bright, unnatural colours should be avoided for building exteriors



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MAR 25 2009
PLANNING
CITY OF PARKSVILLE

Ph: 250 248 2001
Fax: 250 248 2553
E-mail: info@tjeng.ca
328 - 198 E. Island Hwy.
P.O. Box 89
Parksville, BC V9P 2G3

March 23, 2009
File: 0187

City of Parksville
100 Jensen Ave.
PO Box 1390
Parksville, BC V9P 2H3

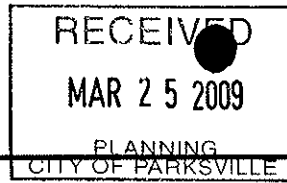
Attention: Gayle Jackson
Director of Community Planning

Dear Gayle:

**Re: Development Permit for proposed Mini-Storage Expansion on
Lot 2, Block 564, Nanoose District Plan 42530
1480 Industrial Way
Registered Owners: B.G.R. Holdings Inc.**

As agent for the registered owner of the above noted properties, we herein submit our application for Development Permit as follows:

- Completed Application form
- Title Search dated March 23, 2009
- BC Company Summary for B.G.R. Holdings Inc.
- Legal Plan showing the existing property
- Site and Elevation Plans as follows:
 - 4 sets at full scale
 - 1 reduced copy (8¹/₂ x 11)
 - 0187-SITE Site Plan
 - A-1 Floor & Elevation Plans
- Landscape Plans as prepared by Joslin Enterprises
 - 4 sets at full scale
 - 1 reduced copy (8¹/₂ x 11)
- Sustainable Community Builder Checklist
- Landscaping Estimate for security purposes in the amount of \$2,740 as prepared by Joslin Enterprises.



- Cheque from Devon Transport Ltd. in the amount of \$2,715.50 in payment of applicable fees calculated as follows:
 - Development Permit Application
\$500 + \$2,215.50 (1477 x \$1.50)
- Please note that we have requested that the Water and Sewer Model Analysis be waived for this project.
- Engineering Pre-Design Submission as prepared by TJE as follows:
 - Dwg. No. 0187-01-01 Preliminary Key Plan
 - Dwg No. 0187-01-02 Grading & Drainage Plan
 - Servicing Report

Project Description

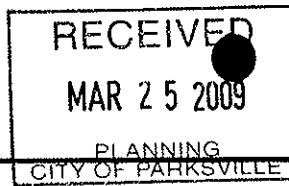
The project site is approximately 1.32 hectares in size and is located on Industrial Way near it's intersection with Herring Gull Road. The easterly portion of the site is currently developed with existing buildings including storage and commercial development along the highway frontage. This application is to extend the storage facility with 16 additional mini storage buildings as indicated on the enclosed plans. The design for the buildings is consistant with the building installed under Development Permit 06-02. There are currently no trees located within the planned development area.

The property is currently zoned as IN-1J Industrial 1 pursuant to Regional District of Nanaimo Bylaw 500. The eastern developed portion of the property is subject to Land Use Contract No 1037, Bylaw NO. 224 (LUC) and the property is designated as Industrial in on the OCP Future Land Use Map (Schedule B-1).

The most recent Development Permit that was issued and completed for this property, DP NO. 01-02 was approved by Council on April 19, 2006 for the installation of 5 mini-storage units in a single building and required Landscape Screening to be installed along the entire undeveloped Island Highway Frontage. It was determined at that time that the existing development within the Land Use Contract was consistent with the LUC. All development proposed under this application is outside of the LUC Area.

The property is within Development Permit Area No. 24 – Industrial Way, which is for Form and Character. The objective for this development permit area is to control building siting and other design particulars in order to avoid unsightly strip development. The Guidelines and how they are addressed with this development are summarized below:

- No driveway access exists or is proposed to Island Highway 19A;
- No new signage is proposed for this development;



- The Development Permit Guidelines recommend a minimum 15 metre wide strip be retained or planted on the Island Highway 19A frontage. We are proposing to site the buildings along the Highway frontage at a 9m setback. This location is in compliance with the zoning requirements and is consistent with the alignment of the existing buildings to the east and outside of the existing landscape strip.

The landscape strip consists of mature Douglas Fir trees, grass and a double row of cedars installed as a landscape screen under DP No. 06-02. These cedars have not established themselves at this point and the nursery will be replacing all damaged trees this spring. To enhance this vegetation screen we are also proposing to relocate the existing chain link fence behind the cedar screen to the building line as shown on the landscape plan. This will allow the landscaping to screen the fencing from the highway as well;

- Landscaping as proposed respects the natural vegetation of this site;
- Buildings are sited adjacent to Island Highway 19A with all access, parking, loading and storage areas located off of Industrial Way.
- The proposed colour scheme generally keeps with the guidelines to avoid bright unnatural colours and is consistent with the colour scheme of existing buildings on the property.

Closing

We trust that you will find the enclosed application in order and would be please to meet with you at your convenience to discuss any questions, which may arise from your review.

Yours truly;
Timberlake-Jones Engineering

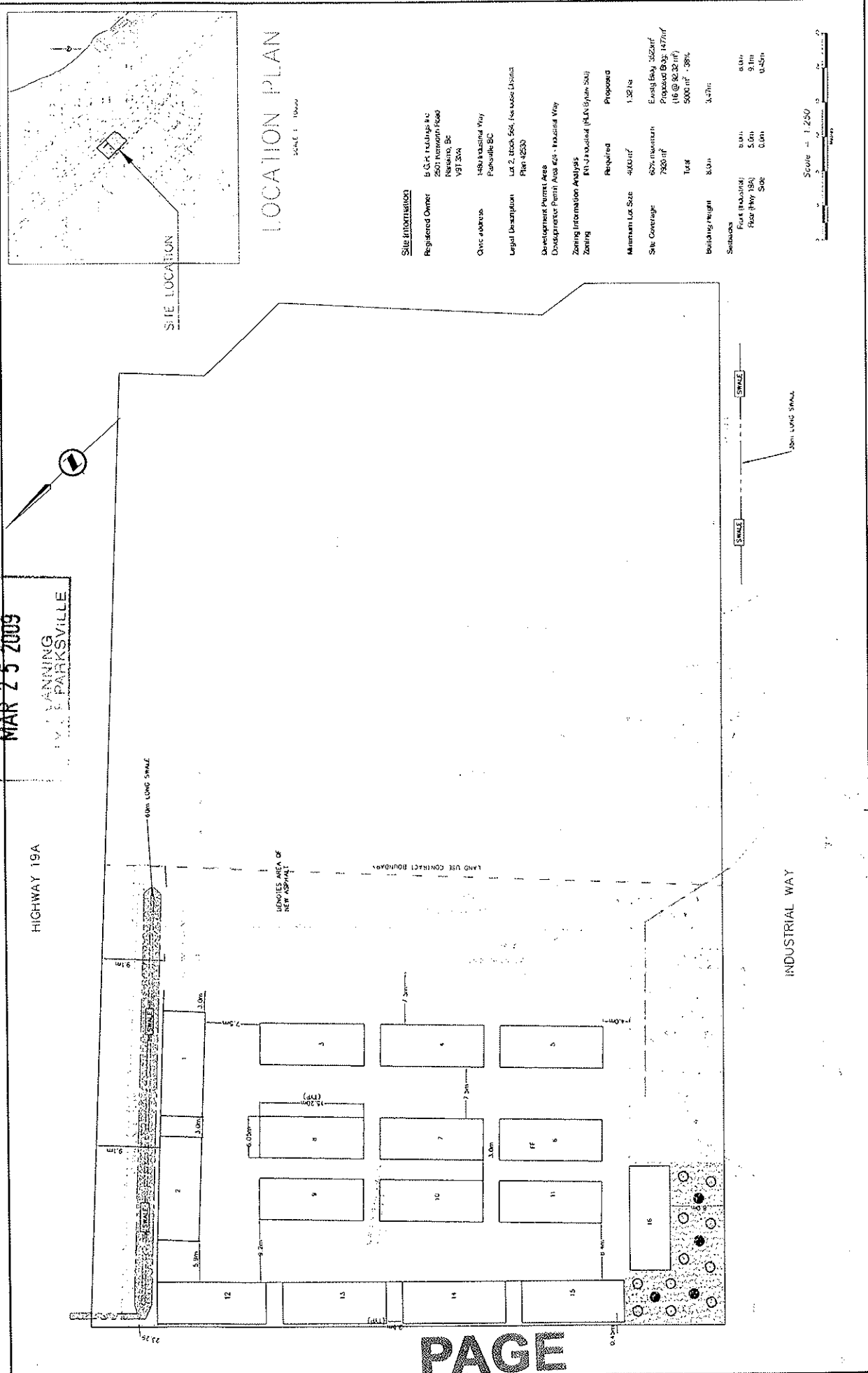
Michelle T. Jones, P.Eng.

S:\MS Office\0187 - Budget Mini-Storage\0187-DP Applcaiton.doc

Enclosures

cc: Devon Transport, Attn: G. Willmon

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LOCATION PLAN

SCALE: 1:1000

Site Information

Registered Owner: B.G.P. Holdings Inc.
 2501 Newmarket Road
 Parksville, BC
 V8T 3V4

Civic Address: 1480 Mainland Way
 Parksville BC

Legal Description: Lot 2, Block 564, Township District
 Plan 46230

Development Permit Area: Industrial
 Development Permit Area 424 - Industrial Way

Zoning Information Analysis:
 Zoning: R10 Industrial (R10/Industrial-50)

Maximum Lot Size	Required	Proposed
62% maximum	4240 m ²	1.32 Ha

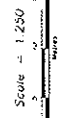
Site Coverage: 7880 m²

Easement: 1452 m²
 Proposed: 1457 m²
 (16 @ 90.30 m²)

Total: 5000 m² - 38%

Building Height: 8.5m
 3.47m

Subdivisions:
 Front (Industrial): 0.0m
 Rear (Highway 19A): 9.1m
 Side: 0.0m
 0.45m



PROJECT: DEVELOPMENT PERMIT APPLICATION

CLIENT: DEVON TRANSPORT LTD.

Drawn by: MTJ Date: JAN 2009 Drawing No.: 187-S-1

Rev. No.: A

Site 325 - 198 E. Island Highway
 Service Centre
 PO Box 89
 Parksville, BC V8T 2G5
 Phone: 250-555-3331
 Fax: 250-555-3333
 Email: info@tj.com

Timberlake-Jones
 CONSULTANTS

[Handwritten Signature]

PAGE

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THE SUSTAINABLE COMMUNITY BUILDER CHECKLIST
 - INDUSTRIAL -



The Sustainable Community Builder
 Checklist

1480 Industrial Way.

Environmental Protection and Enhancement

Please explain how the development protects and/or enhances the natural environment. For example does your development:

	YES	NO	EXPLANATION
1. Conserve, restore, or improve native habitat?		✓	
2. Remove invasive species?		✓	
3. Involve innovative ways to reduce waste, and protect the air quality?		✓	
4. Include an ecological inventory?		✓	

Pease explain how the development contributes to the more efficient use of energy. For example does your development:

	YES	NO	EXPLANATION
5. Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?		✓	
6. Provide onsite renewable energy generation such as solar energy or geothermal heating?		✓	
7. Propose buildings constructed in accordance with LEED, and the accepted green building standards?		✓	

Please explain how the development contributes to the more efficient use of water. For example does your development:

	YES	NO	EXPLANATION
8. Use drought tolerant plants?	✓		

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9.	Use rocks and other materials in the landscaping design that are not water dependant?	<input checked="" type="checkbox"/>		
10.	Recycle water and wastewater?		<input checked="" type="checkbox"/>	
11.	Provide for zero stormwater run-off?	<input checked="" type="checkbox"/>		
12.	Utilize natural systems for sewage disposal and storm water?	<input checked="" type="checkbox"/>		
13.	Use low flush toilets?			N/A

Please explain how the development protects, enhances or minimizes its impact on the local natural environment. For example does your development:

	YES	NO	EXPLANATION
14. Provide conservation measures for sensitive lands beyond those mandated by legislation?		<input checked="" type="checkbox"/>	N/A
15. Cluster the housing to save remaining land from development and disturbance?			N/A
16. Protect groundwater from contamination?			N/A

Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting. For example does your development:

	YES	NO	EXPLANATION
17. Include <u>only</u> "Shielded" Light Fixtures, where 100% of the lumens emitted from the Light Fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?			N/A

Please explain how the development makes for a safe place to live. For example does your development:

	YES	NO	EXPLANATION
18. Have fire protection, or include fire prevention measures such as removal of dead fall, onsite pumps, etc?			N/A

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19.	Help prevent crime through the site design?			N/A
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Economic Development

Does the development proposal infill an existing developed area, as opposed to opening up a new area to development? For example does your development:

		YES	NO	EXPLANATION
20.	Fill in pre-existing vacant parcels of land?	✓		
21.	Utilize pre-existing roads and services?	✓		
22.	Revitalize a previously contaminated area?		✓	

Please explain how the development strengthens the local economy. For example does your development:

		YES	NO	EXPLANATION
23.	Create permanent employment opportunities?		✓	
24.	Promote diversification of the local economy via business type and size appropriate for the area?		✓	
25.	Increase community opportunities for training, education, entertainment, or recreation?		✓	
26.	Use local materials and labour?	✓		
27.	Improve opportunities for new and existing businesses?	✓		
B O N U S	Please explain if there is something unique or innovative about your project that has not been addressed?			

Total Number of "Yes"

8₁₂₇

SCORE

30 %

Disclaimer: Please note that Staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.