

To: The Town of Comox

We, the undersigned, oppose the proposed development by Highstreet Ventures Inc., of a complex comprising of four rental apartment buildings, each being four storeys in height with the bottom level of one being classified as commercial, on the property at 695 Aspen Road, Comox, B.C. due to density, traffic and parking concerns for both residential and foot traffic.

Date	Print name	Address	Signature
JULY 24/19	DOROTHY ANGERS	[REDACTED]	[REDACTED]
JULY 24/19	IAN DAVIES		
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**REQUEST TO APPEAR AS A DELEGATION**

**TOWN OF COMOX**

1809 Beaufort Avenue Ph: (250) 339-2202  
Comox BC V9M 1R9 Fx: (250) 339-7110

O - Cfile 8400-01

Copies - Council

- AK/MK/SA

**RECEIVED**

Jan. 28, 2020

**TOWN OF COMOX**

REQUESTS TO APPEAR BEFORE COUNCIL OR THE COMMITTEE OF THE WHOLE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking:  
Alex Robertson

LOG: 20-025	REFER:	AGENDA: RCM 05FEB20
FILE: 8400-01	ACTION: MR	

Comox Valley Airport CEO

Organization you are representing: Comox Valley Airport

Primary purpose of Organization: Update on YQQ Number of members: 1

Mailing address: 118-1250 Knight

City: Comox Postal Code: V9M 4H2

Contact name: Alex Email: alex@comoxairport.com

Phone: 250-890-3288 Fax: 250-339-3082

Subject matter:

Update on Comox Valley Airport - Current and Future Outlook, Opportunities and Challenges.

Specific request of Council, if any (i.e., letter of support, funding):

Requested meeting and date: February 5th, 2020 AV equipment required: yes

Date of application: January 28th, 2020 Signature of applicant: A. Robert  
(or print name)

**Please Note:**

1. Regular Council Meetings start at 5:30 p.m., while Committee of the Whole Meetings start at 4:15 p.m. Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Committee of the Whole, and not the audience.
4. All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
5. Please ensure that your cell phone is turned OFF during the meeting.

*Council and Committee of the Whole Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.*



# REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX  
1809 Beaufort Avenue Ph: (250) 339-2202  
Comox BC V9M 1R9 Fx: (250) 339-7110

RECEIVED

JAN 13 2020

TOWN OF COMOX

REQUESTS TO APPEAR BEFORE COUNCIL OR THE COMMITTEE OF THE WHOLE MUST BE SUBMITTED NO LATER THAN WEDNESDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking:

Stuart Robinson, Andrew Robinson

0-RCM Agenda  
copies- Council

- AK / SA

Organization you are representing: Compass Adventure

Primary purpose of Organization: Community Sailing Centre Number of members: 2

Mailing address: 1530 Noel ave.

City: Comox Postal Code: V9M 3C6

Contact name: Stuart Email: stuart@compassadventure.ca

Phone: 250-218-0711 Fax: \_\_\_\_\_

Subject matter:

Presentation and update on the past 5 years of the community Sailing Centre.

Specific request of Council, if any (i.e., letter of support, funding):

LOG: <u>20-007</u>	REFER:	AGENDA: <u>RCM</u>
FILE: <u>2240-20</u>	ACTION: <u>MR</u>	<u>Feb 5</u>

Requested meeting and date: on or before Feb 5, 2020 AV equipment required: Yes

Date of application: Jan 13<sup>th</sup>, 2020 Signature of applicant: [Signature]  
(or print name)

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**TOWN OF COMOX**  
**Minutes of the Special Council Meeting,**  
**held in Council Chambers on Wednesday January 22, 2020**

**Present:** Mayor R. Arnott  
Councillors A. Bissinger (in part), K. Grant, S. McGowan,  
P. McKenna, N. Minions, M. Swift  
Staff A. Kenning, Chief Administrative Officer  
S. Russwurm, Deputy Corporate Administrator  
C. Freundlich, Director of Finance  
G. Schreiner, Fire Chief  
T. Hagmeier, Recreation Director  
S. Ashfield, Director of Operations  
M. Kamenz, Director of Development Services

**Absent:** Nil

**Call to Order:**

The meeting was called to order at 3:00 p.m.

The Agenda was Adopted.

There was 1 visitor in attendance.

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**1. EXCLUDE THE PUBLIC:**

**a. Exclude the Public**

**Exclude the Public**

*That the Public be Excluded from the Special In-Camera Meeting of Council on Wednesday January 22, 2020, pursuant to the following sub-sections of section 90 of the Community Charter:*

*(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*

*(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and*

*(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].*

(2020.002) -- CARRIED

**THE MEETING WAS CLOSED TO THE PUBLIC AT 3:00 P.M.**

**THE SPECIAL COUNCIL MEETING RECONVENED AT 4:10 P.M. (WITH COUNCILLOR BISSINGER NOW IN ATTENDANCE.)**

**2. PROCLAMATION:**

**a. RCMP Appreciation Day**

**RCMP Appreciation Day**

*That February 1, 2020 be proclaimed as RCMP Appreciation Day in the Town of Comox.*

(2020.003) -- CARRIED

**TOWN OF COMOX - SPECIAL COUNCIL MEETING MINUTES**

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**REGULARLY MOVED AND SECONDED THAT THE MEETING RECESS AT 4:14 P.M. UNTIL AFTER THE COMMITTEE OF THE WHOLE MEETING.**

**CARRIED**

**THE MEETING WAS CALLED BACK TO ORDER AT 5:50 P.M.**

**3. DELEGATIONS: NIL**

**4. MINUTES OF MEETINGS:**

**a. Regular Council Meeting Minutes**

**RCM Minutes**

*That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday December 4, 2019, be Approved.*

(2020.004) -- CARRIED

**b. Special Council Meeting Minutes**

**Special Council Meeting Minutes**

1. *That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday December 11, 2019, be Approved.*

(2020.005) -- CARRIED

2. *That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday December 18, 2019, be Approved.*

(2020.006) -- CARRIED

3. *That the Minutes of the Special Meeting of Council, held in Council Chambers on Wednesday January 8, 2020, be Approved.*

(2020.007) -- CARRIED

**c. Committee of the Whole Meeting Minutes**

**COW Meeting Minutes**

*That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Wednesday January 8, 2020, be Received.*

(2020.008) -- CARRIED

**COMMITTEE RECOMMENDATIONS:**

(1) Review of Council Remuneration

**Council Remuneration Advisory Group**

*That a Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.*

(2020.009) -- CARRIED

**5. COMMITTEE REPORTS: NIL**

**6. UNFINISHED BUSINESS:**

**a. Management Report - January 15, 2020**

**Management Report**

*That the Management Report for January 15, 2020 be received and filed for information.*

(2020.010) -- CARRIED

**b. Rezoning Application RZ 18-3 / Development Variance Permit Application DVP 18-3 (2260 Robb Ave)**

**2260 Robb Ave**

1. *That Comox Zoning Amendment Bylaw 1893 be adopted;*  
(2020.011) -- CARRIED
  
2. *That Comox Phased Development Agreement Authorization Bylaw 1911: 2260 Robb Avenue be adopted; and*  
(2020.012) -- CARRIED
  
3. *That Development Variance Permit DVP 18-3 be issued, subject to the Development Variance Permit Conditions listed in Schedule 1 to the January 15, 2020 Planning Report on RZ 18-3 and DVP 18-3.*  
(2020.013) -- CARRIED

**7. SPECIAL REPORTS:**

**a. Comox Valley Regional District Meeting Minutes**

**CVRD Meeting Minutes**

*That the following Comox Valley Regional District meeting minutes be received for information:  
- Comox Valley Regional District Board held on Tuesday, December 17, 2019 and Tuesday, January 7, 2020.*

(2020.014) -- CARRIED

**8. BYLAWS: NIL**

**9. NEW BUSINESS AND NOTICES OF MOTION:**

**a. Asset Management Planning Program - Long Term Financial Plan**

**Asset Management Planning Program**

*THAT Council supports the Town's application for funding for its project titled "Long Term Financial Plan" including a commitment to provide overall grant management of this funding project.*

(2020.015) -- CARRIED

**b. 2020 Nautical Days Agreement: Dave Stevenson**

**2020 Nautical Days Festival**

1. *That the Town of Comox enter into an agreement with Mr. David Stevenson for the production of the 2020 Nautical Days Festival, at a price of \$20,000 plus applicable taxes; and further, that the Mayor and the Deputy Corporate Administrator be authorized to execute the agreement.*  
(2020.016) -- CARRIED
  
2. *That a grant of \$25,000 be provided to the Nautical Days' Society in order to plan and implement the 2020 Nautical Days' Festival.*  
(2020.017) -- CARRIED

**c. Planning Report PR 19-17 / Adoption of BC Energy Step Code**

**Energy Step Code**

*That Council direct staff to prepare for Council's consideration a Building Bylaw amendment to: require Step 2 of the BC Energy Step Code for new construction of all Part 3 and 9 buildings commencing upon adoption of the bylaw and require Step 3 of the BC Energy Step Code for new construction of all Part 9 buildings commencing on January 1st, 2021.*

(2020.018) -- CARRIED

**d. Cancellation of Business Licences with Outstanding Fees**

**Business Licence  
Cancellation**

The November 25, 2019 report from the Deputy Corporate Administrator, titled "Cancellation of Business Licences with Outstanding Fees" was received for information.

**e. Conference Attendance Policy**

**Conference Attendance  
Policy**

1. *That Council approve policy CCL - 053 which limits the number of delegates attending the annual FCM (Federation of Canadian Municipalities) conference to three members of Council plus the Mayor, and grants ongoing approval for all Council members to attend UBCM (Union of BC Municipalities), LGLA (Local Government Leadership Academy), and AVICC (Association of Vancouver Island and Coastal Communities) conferences annually.*

*(2020.019) -- DEFEATED*

*[Opposed: Councillors KGrant NMinions SMcGowan PMcKenna MSwift]*

2. *That a staff report be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.*

*(2020.020) -- CARRIED*

**10. CORRESPONDENCE: NIL**

**11. LATE ITEMS: NIL**

**12. DELEGATIONS: NIL**

**13. REPORTS FROM MEMBERS OF COUNCIL:**

**a. Councillor McGowan**

Councillor McGowan advised that she met with some community members as well as attended:

- the Comox Valley Community Foundation Community Enrichment Award Ceremony,
- a Comox Valley Social Planning Society meeting, and
- the Comox Archives and Museum Society appreciation lunch.

**b. Councillor Swift**

Councillor Swift advised that she attended:

- several staff meetings regarding sewer service,
- a regular Filberg Park board meeting, and
- the CVRD sewage commission, sports commission and board meetings.

**c. Councillor McKenna**

Councillor McKenna advised that he attended:

- a Comox Valley Coalition to End Homelessness meeting,
- a drop in event at the Glacier View Lodge, and
- a CAO Recruitment meeting.

**d. Councillor Bissinger**

Councillor Bissinger advised that she:

- attended a tour of the Return-It Depot,
- attended a tour of the d'Esterre elevator,
- met with some locals wanting to develop a free store at the waste management centre, and
- attended the sewer meetings.

**e. Councillor Grant**

Councillor Grant advised that he attended:

- a tour of the d'Esterre elevator,
- a staff sewer meeting,
- the CAO recruitment meeting,
- a meeting with Maurice Primeau of the BC Assessment Authority,
- a CVRD budget meeting, and
- the CVRD sewer commission meeting.

**f. Councillor Minions**

Councillor Minions advised that she:

- attended the Vancouver Island Regional Library Board AGM;
- participated in the online, Glacier View Lodge survey;
- attended the d'Esterre elevator tour; and
- attended the CAO recruitment meeting.

**g. Mayor Arnott**

Mayor Arnott advised that he met with a local resident and attended:

- the Glacier View Lodge open house,
- a CVRD meeting,
- the CAO Recruitment Committee meeting, and
- attended the sewer commission meeting.

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 6:33 p.m.

*CARRIED*

Certified correct pursuant to Section 97(1)(b) of the Community Charter.

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MAYOR

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CORPORATE OFFICER

**TOWN OF COMOX**  
**Minutes of the Committee of the Whole Meeting,**  
**held in Council Chambers on Wednesday January 22, 2020**

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**Present:**

Mayor	R. Arnott
Councillors	A. Bissinger, K. Grant, S. McGowan, P. McKenna, N. Minions, M. Swift
Staff	A. Kenning, Chief Administrative Officer S. Russwurm, Deputy Corporate Administrator C. Freundlich, Director of Finance G. Schreiner, Fire Chief T. Hagmeier, Recreation Director S. Ashfield, Director of Operations M. Kamenz, Director of Development Services

**Absent:** Nil

**Call to Order:** The meeting was called to order at 4:15 p.m.

The Agenda was Adopted.

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**1. Delegations:**

**a. Inspector Kurvers: RCMP Community Update**

Inspector Kurvers provided a summary of calls for services in the Comox Valley as a whole, and advised that there was a big increase in calls for service during their last fiscal year.

**b. Meaghan Cursons and Tim Ennis (Comox Valley Conservation Partnership) - 3rd Annual Vancouver Island Symposium**

Mr. Ennis advised the Committee of the Conservation Partnership's upcoming Symposium on Water Stewardship in a Changing Climate, and asked for support in the amount of \$3000 from the Town.

**2. Minutes of Meetings: NIL**

**3. Department Reports:**

**a. Planning and Building Department (September - December, 2019)**

The Planning and Building Department (September - December, 2019) Report was received for information.

**b. Public Works - Capital and Operational Status (September - December, 2019)**

The Public Works - Capital and Operational Status (September - December, 2019) Report was received for information.

**c. Parks and Property Management Report (September - December, 2019)**

The Parks and Property Management Report (September - December, 2019) was received for Information.

**d. Recreation Department Management Report (September - December, 2019)**

The Recreation Department Management Report (September - December, 2019) was received for information.

**e. Fire Department Report (September - December, 2019)**

The Fire Department Report (September - December, 2019) was received for information.

**f. Administration Department Report (September - December, 2019)**

The Administration Department Report (September - December, 2019) was received for information.

**4. Staff Reports:**

**a. Downtown Comox Business Improvement Area Renewal**

**COMMITTEE RECOMMENDATIONS:**

1. That Council proceed with the renewal of the Downtown Comox Business Improvement Area on its own initiative (in accordance with Section 213 of the Community Charter).

*CARRIED*

2. That Bylaw No. 1928 (Downtown Comox Business Improvement Area Bylaw No. 1928, 2020) be forwarded to Council for First, Second and Third Readings.

*CARRIED*

**b. Preliminary Financial Plan - 2020-2024**

The Director of Finance provided a summary of the first draft of the Financial Plan.

**5. Correspondence: NIL**

**6. Exclude the Public: NIL**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:46 p.m.

*CARRIED*

Certified correct pursuant to Section 97(1)(b) of the Community Charter.

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CHAIR

## TOWN OF COMOX – MANAGEMENT REPORT

February 5, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
1.	07-Mar-2007	Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay. (Council provided conditional support on Aug 1, 2018 for a regional organics program, subject to a detailed cost comparative analysis being completed by the CVRD on site location alternatives.)	Waste collection contract expires Mar 31, 2020. Implications of reducing garbage collection being considered with new contract to promote composting.
2.	20-Aug-2014	Fixed Wing Search and Rescue Training Facility	Investigate the feasibility of financial and other incentives that would support the selection of 19 Wing Comox.	Grant-in-aid to be provided to 19 Wing Comox from facility PILTs. Expected building completion by year end 2019.
3.	18-Jan-2017	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	Staff presentation at upcoming meeting (February 2020)
4.	18-Jan-2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Facilitated Public Meeting and Workshop held March 27, 2019. Revised design for viewing platform approved by Council at May 15, 2019 Regular Meeting. Revised design presented to KFN Chief and Council on June 26, 2019. Waiting for Province (AG) to assess KFN correspondence and to decide whether or not to support funding of the viewing platform from trust funds. Town solicitor seeking time frame from Province. AG proposed another meeting with KFN.
5.	17-Jan-2018	Boundary Extension Request - Torrence Road	That the Town of Comox proceed with a boundary extension proposal in the Noel, Torrence and Lazo Roads area that includes the following: <ul style="list-style-type: none"> <li>• 480 Torrence Rd</li> <li>• Vacant Land</li> <li>• 456 Torrence Rd</li> <li>• Vacant Land (Lot 10)</li> <li>• 274 Torrence</li> <li>• 1310 Lazo Rd</li> <li>• Vacant Land (Lot A)</li> </ul>	Discussions held with Ministry staff regarding condition of Lazo Road and Town desire for grant funding or improvements to be made prior to bringing it into Town boundary. Ministry staff advised that it is not a priority for them for the next few years. Letter to be sent from Mayor to Ministers of Municipal Affairs and Transportation, asking for assistance in upgrades to Lazo Road if it is to be brought into Town boundary. <i>Property owner of Northern three parcels asked to be removed from application.</i>

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT  
February 5, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			<ul style="list-style-type: none"> <li>• 1250 Lazo Rd</li> <li>• Adjacent portions of Torrence and Lazo Roads plus undeveloped south end of King Road; and further,</li> </ul> <p>That Town of Comox staff be authorized to develop, sign and submit the proposal to the Ministry of Municipal Affairs and Housing.</p>	
6.	16-Jan-2019	LGMA Commemorative Tree Planting - 100th Anniversary	That Council authorize staff to proceed with selecting a tree to plant in a location recommended by staff and hold a commemorative tree planting ceremony in recognition of the local government profession and ongoing commitment to the community.	Plaque has been prepared. Preparations underway for planting ceremony. Council will be informed/invited in near future, once a location has been determined.
7.	16-Jan-2019	Dog Park Feasibility and Public Consultation Process	That a public consultation process regarding the feasibility of a dog park be undertaken, for an amount up to \$20,000.	Meeting held Oct 31 with 50 <sup>th</sup> Parallel Public Relations. Looking at two leash optional areas – fenced in area plus larger trailed area.
8.	20-Mar-2019	Planning Report PR 19-4: Affordable Housing, Town Initiatives	That staff be instructed to prepare a report on: <ul style="list-style-type: none"> <li>a. Options for local government provision of affordable housing;</li> <li>b. Options for the use of rental zoning; and</li> <li>d. Impact of short term rentals on the supply of affordable housing, including an allowance for rental of primary units.</li> </ul>	Complex issues that will require considerable staff time to complete. Current priority is working with developer at 695 Aspen to achieve some affordable housing in this project.
9.	03-Apr-2019	Notice of Motion from March 20, 2019 Meeting (Councillor McGowan) - Heritage Registry	That a staff report be provided on whether a Heritage Registry be created within the Town of Comox.	Staff investigating the requirements and consequences of developing a Community Heritage Register.
10.	17-Apr-2019	Interim Report on Affordable Housing Initiatives	That the Town request that the Comox Valley Regional District amend its Development Cost Charge Bylaws (DCCs) to exempt from required DCCs payments the construction or alteration of	Letter sent May 24, 2019 from Mayor to CVRD chair. No update received to date.

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT  
February 5, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			self-contained dwelling units in buildings in which each unit is not larger than 45 m2;	
11.	17-Apr-2019	Electric Vehicle Charging Station - Grant Funding Opportunity	That the Town of Comox participate in the Mid-Island EV Network project and associated CleanBC Communities Fund application with the Regional District of Nanaimo as the lead applicant and dedicate a total of up to \$6,000 to be funded from General Revenue, and representing the Town's portion of the cost of one (1) dual port public electric vehicle charging station at a Town owned site within the community and that the location of the charging station be referred to staff.	Information re: Home and Workplace EV Charging Program Grant on website and circulated to selected business. Investigation into possible Town sites under way. Staff awaiting update on Regional District of Nanaimo grant application.  As part 1700 Balmoral Avenue development, a \$25,000 amenity payment was obtained for providing public electrical vehicle charging stations within the Downtown area and/or making capital improvements at Anderton Park. At this time, no park improvements are contemplated. Conversations ongoing with downtown property owners.
12.	17-Apr-2019	New Motion (Councillor McKenna): Communications Specialist	That staff include in the 2019 budget, the provision of salary to hire a communications specialist in the year 2019.	Job Description development currently underway for new bargaining unit position. Anticipated start date end of March.
13.	15-May-2019	Climate Emergency (April 17, 2019 Notice of Motion: Councillor Bissinger)	That the following motions be referred to Council's next strategic planning process: - "That staff prepare a report to Council within six months with tangible actions the Mayor/Council and Town staff can take to address the Climate Crisis", and - "That Council seek commitment and financial support from the Comox Valley Regional District and its member communities for a shared position of Sustainability and Long Range Planning Manager for the Comox Valley."	Strategic priorities discussion to be held at Nov 13 COW (closed portion). See Oct 2, 2019 resolution "Open House - Climate Crisis and Adaptation"

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

## TOWN OF COMOX – MANAGEMENT REPORT

February 5, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
14.	19-Jun-2019	Single Use Plastic Regulation Bylaw	That Council direct staff to arrange for the required statutory advertising regarding the "Town of Comox Single Use Plastic Regulation Bylaw No. 1923, 2019" prior to adoption of the bylaw.	Bylaw given First, Second and Third Readings at June 19, 2019 RCM and staff directed to proceed with local stakeholder engagement. Similar Victoria bylaw struck down in July 2019 as being outside municipality's jurisdiction. Federal government announced in June 2019 its intention to ban harmful single-use plastics as early as 2021.
15.	03-Jul-2019	Susan Anderson - Safety concern regarding the vehicle traffic on Hillside Avenue	That the June 24, 2019 letter to Mayor Arnott from Susan Anderson, regarding the Hillside/Nimpkish neighbourhood's safety concerns with vehicle traffic on Hillside Avenue, be received and referred to staff for followup.	Traffic tabulators to be placed on Hillside Avenue in September of this year. Following the collection of information staff to review and present a report to Council that may recommend formal changes to existing traffic patterns and/or pedestrian flow on Hillside Avenue.
16.	07-Aug-2019	Alena, Quinn and Max Barner - Clamshell plastic used to sell bakery items	That the July 3, 2019 email from Alena, Quinn and Max Barner, asking Council to consider eliminating single use clamshell plastic, be received and referred to staff for inclusion in the Town of Comox Single Use Plastics Regulation Bylaw.	
17.	02-Oct-2019	Open House - Climate Crisis and Adaptation	That an open house be held on the topic of Current Town of Comox Strategic Priorities and Climate Crisis and Adaptation at a future date to be determined by staff.	<i>Initial draft of strategic plan presented to Council Jan 22, 2020.</i>
18.	16-Oct-2019	Proposal for CAO Executive Search and Strategic Planning	That Jerry Berry Consultants Inc. be hired to provide executive search services to assist with the recruitment of a new Chief Administrative Officer, for a total cost not to exceed \$12,500 plus applicable taxes, disbursements and expenses.	Short-listed candidates interviewed on Jan 25, 2020. <i>2<sup>nd</sup> interviews scheduled for Feb 8, 2020.</i>
19.	16-Oct-2019	Proposal for CAO Executive Search and Strategic Planning	That Jerry Berry Consultants Inc. be hired to provide facilitation services to assist Mayor and Council with the review of its 2020 Strategic	<i>Initial draft of strategic plan presented to Council Jan 22, 2020. Staff currently providing details on higher level goals.</i>

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT  
February 5, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			Priorities, for a total cost not to exceed \$7,200 plus applicable taxes, disbursements and expenses.	
20.	16-Oct-2019	Low Income Regional Recreation All Access Pass Program	That staff participate with the Regional District and other local municipalities to investigate options for a regional, low-income, all access pass and report to Council with the operational and policy implications.	Staff are meeting with regional recreation departments will work towards simplifying applications with the goal of implementing integrated Comox/Courtenay-to-RD low-income passes.
21.	16-Oct-2019	Councillor Bissinger: BC Energy Step Code	That the Town of Comox engage with the development community and the public on the implementation of BC Energy Step Code 2 for all Part 3 and Part 9 construction, and that staff provide a report back to Council on the results of the engagement prior to implementation.	Information Meeting and Open House scheduled for Thursday November 28, 2019 at the Community Centre Multipurpose Hall. Council report January 2020.
22.	16-Oct-2019	Bill Toews (Comox BIA) Downtown Comox Business in Action Association Bylaw	That the October 1, 2019 letter from Bill Toews, President of the Comox Business in Action, requesting that Council initiate the renewal of the business improvement area, be received and filed for information.	<i>Draft bylaw to Council for three readings on February 5. Letter to businesses on initiation of new BIA term/bylaw in early February.</i>
23.	06-Nov-2019	PR 19-18 Childcare Space Creation Funding Applications	<p>That the Town of Comox Council endorse the creation of additional childcare spaces;</p> <p>That the Town of Comox Council instruct staff to apply for funding to: purchase a commercial unit at 695 Aspen Road and undertake necessary tenant improvements;</p> <p>That the Town of Comox Council authorize the expenditure of Town funds for professional services necessary to complete applications;</p>	<p>UBCM grant application submitted Nov. 21. Provincial grant in progress.</p> <p>Initiated.</p>

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

TOWN OF COMOX – MANAGEMENT REPORT  
February 5, 2020

ITEM	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
			That staff be directed to negotiate an option to purchase a commercial unit in a proposed building at 695 Aspen Rd;	Preliminary negotiations complete. Final negotiations awaiting grant approval.
			That staff be directed to negotiate a potential lease agreement with the Comox Valley Children's Day Care Society for the operation of a childcare facility.	Preliminary negotiations complete. Final negotiations awaiting grant approval.
24.	<i>22-Jan-2020</i>	<i>Review of Council Remuneration</i>	<i>That a Council Remuneration Advisory Group be established in order to determine fair and reasonable compensation levels for the Town of Comox Mayor and Councillors.</i>	<i>CAO to appoint Advisory Group members by end of February.</i>
25.	<i>22-Jan-2020</i>	<i>Planning Report PR 19-17 / Adoption of BC Energy Step Code</i>	<i>That Council direct staff to prepare for Council's consideration a Building Bylaw amendment to: require Step 2 of the BC Energy Step Code for new construction of all Part 3 and 9 buildings commencing upon adoption of the bylaw and require Step 3 of the BC Energy Step Code for new construction of all Part 9 buildings commencing on January 1st, 2021.</i>	
26.	<i>22-Jan-2020</i>	<i>Conference Attendance Policy</i>	<i>That a staff report be provided on the effectiveness of providing individual annual spending limits for Council members' conference attendances.</i>	<i>Report to be presented at Feb 12 COW meeting.</i>

\*\* New items and updates shown in **blue bold italics text**.

NOTE: Shaded items will be removed from the Management Report unless otherwise directed by council.

# STRATEGIC PRIORITIES CHART

Updated: August 2019

## CORPORATE PRIORITIES (Council/CAO)

<p><b>NOW</b></p> <ol style="list-style-type: none"> <li><b>MACK LAING: Future</b></li> <li><b>5-YEAR CAPITAL PLAN: Priorities</b></li> <li><b>NE INDUSTRIAL LANDS STRATEGY: Terms of Reference</b></li> <li><b>AFFORDABLE HOUSING: Current Town Actions</b></li> <li><b>OFF LEASH DOG PARK: Public Consultation</b></li> </ol>	<p><b>TIMELINE</b></p> <p>May June July March [number of steps underway] March/April</p>
<p><b>NEXT</b></p> <ul style="list-style-type: none"> <li>CLIMATE CHANGE ADAPTATION: Project</li> <li>LONG TERM CAPITAL PLAN</li> <li>DOWNTOWN REVITALIZATION: Zone Expansion</li> <li>ORGANICS COLLECTION PROGRAM: Review</li> <li>WATERFRONT WALKWAY: Options</li> <li>CLIMATE CHANGE ADAPTATION STRATEGY</li> <li>MARINA PARK: Phase II</li> <li>SHORT TERM RENTAL: Policy Options</li> <li>SHELF/SHOVEL-READY GRANT PROJECT</li> </ul>	<p><b>ADVOCACY / PARTNERSHIPS</b></p> <ul style="list-style-type: none"> <li><i>Regional Organics Facility: Decision (RD)</i></li> <li><i>NE Industrial Land Strategy (CVEDS)</i></li> <li><i>Coalition to end Homelessness: Support</i></li> <li><i>Climate Change Grant (FCM)</i></li> <li><i>Regional Transit Review (RD)</i></li> <li><i>Regional Connectivity System (RD)</i></li> </ul>

## OPERATIONAL STRATEGIES (CAO/Staff)

<p><b>CHIEF ADMINISTRATIVE OFFICER</b></p> <ol style="list-style-type: none"> <li>MACK LAING: Future – August</li> <li><b>NE INDUSTRIAL LAND STRATEGY: TOR</b> – Sept</li> <li>CLIMATE CHANGE ADAPTATION: Project – July</li> </ol>	<p><b>PLANNING SERVICES</b></p> <ol style="list-style-type: none"> <li>Subdivision Bylaw: Update - November</li> <li>NE Comox SWMP: Implementation - September</li> <li>Step Code - November</li> <li>Anderton Corridor Land Use: – Preliminary/Density concept Plan to consulting eng. March 2019</li> </ol>
<p><b>FINANCE</b></p> <ol style="list-style-type: none"> <li>Office Space: Relocations/renos - July/August</li> <li><b>CAPITAL PLAN: Priorities</b> – Sept-Dec. <ul style="list-style-type: none"> <li>Payroll Software (replacement) – Aug - Dec</li> <li>Fiber Optics - September</li> </ul> </li> </ol>	<p><b>CORPORATE</b></p> <ol style="list-style-type: none"> <li>Policy Manual: October</li> <li>Procedure Bylaw: October</li> <li>Records Management - Administration: December</li> </ol>
<p><b>PARKS</b></p> <ol style="list-style-type: none"> <li><b>DOG PARK: Options</b> – Public Consultation</li> <li>Wayfinding Project – April <ul style="list-style-type: none"> <li>Ellis Street Walkway: Replacement</li> <li>Greenway Development: Detailed Design</li> </ul> </li> </ol>	<p><b>PUBLIC WORKS &amp; ENGINEERING</b></p> <ol style="list-style-type: none"> <li>Anderton Servicing Plan – 75% complete [water/sanitary and storm]. Construction ready spring 2020 <ul style="list-style-type: none"> <li>Foreshore Sanitary Replacement</li> <li>Transportation Plan: Update</li> </ul> </li> </ol>
<p><b>FIRE</b></p> <ol style="list-style-type: none"> <li>POC / Volunteer Retention: Review – FT Assistant hired – July</li> <li>Full Time Staff: Review - March</li> <li>Service Level Review – September</li> </ol>	<p><b>RECREATION</b></p> <ol style="list-style-type: none"> <li>Site Master Plan: 1st draft - June</li> <li>Programmer Hours: Review – add 5 hrs. approved <ul style="list-style-type: none"> <li>Fitness Studio: Capital Equipment - ongoing</li> <li>Regional Recreation Initiative – discussions in progress</li> </ul> </li> </ol>

**TOWN OF COMOX**

**BYLAW NO. 1928**

**A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR THE PURPOSE OF ANNUALLY FUNDING A BUSINESS IMPROVEMENT AREA**

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**WHEREAS** the Council of the Town of Comox may, by majority vote, grant money to an applicant in accordance with the Community Charter for the purpose of the planning and implementation of a Business Promotion Scheme;

**AND WHEREAS** an application for a grant of monies has been received from the Comox Business in Action and Professionals by the Sea Association, herein after called the "Applicant";

**AND WHEREAS** the Applicant is registered pursuant to the Society Act and intends to use the monies for the planning and implementation of a Business Promotion Scheme within the Business Improvement Area;

**NOW THEREFORE** the Council of the Town of Comox, in open meeting assembled, enacts as follows:

**1. TITLE:**

This bylaw may be cited for all purposes as the "Downtown Comox Business Improvement Area Bylaw No. 1928, 2020".

**2. DEFINITIONS:**

In this Bylaw, unless the context otherwise requires:

**"Applicant"** means the Comox Business in Action and Professionals by the Sea Association.

**"Business Improvement Area"** means the area of the Town of Comox designated by Section 3 of this Bylaw as set out in SCHEDULE "A", which is attached to and forms a part of this Bylaw.

**"Business Promotion Scheme"** means:

- (a) carrying out studies or making reports respecting one or more business areas;
- (b) improving, beautifying or maintaining streets, sidewalks, or municipally owned land, buildings or other structures in one or more business improvement areas;
- (c) encouraging business in one or more business improvement areas;  
and
- (d) marketing, research, staffing and administration.

“**COUNCIL**” means the Council of the Town of Comox.

**3. BUSINESS IMPROVEMENT AREA BOUNDARIES:**

For the purposes of this Bylaw, the Business Improvement Area to which this Bylaw is applicable shall be comprised of those parcels of land outlined in bold on SCHEDULE "A", which is attached to and forms part of this Bylaw,

**4. TERM AND ANNUAL PAYMENT:**

This Bylaw shall be in effect for a term of five years. Council is hereby empowered to grant to the Applicant a maximum amount of money, as follows:

- (a) In the calendar year 2020 - \$72,900
- (b) In the calendar year 2021 - \$72,900
- (c) In the calendar year 2022 - \$72,900
- (d) In the calendar year 2023 - \$72,900
- (e) In the calendar year 2024 - \$72,900

**5. TERMS AND CONDITIONS:**

- (a) Subject to the terms and conditions of this Bylaw, Council may direct payment of a sum of money to the Applicant in each calendar year for the duration of this Bylaw.
- (b) The money granted pursuant to the Community Charter and this Bylaw shall be expended only:
  - (i) by the Applicant;
  - (ii) in accordance with the conditions and limitations set out in this Bylaw; and
  - (iii) for the purpose of carrying out the Business Promotion Scheme.
- (c) All of the money granted to the Applicant pursuant to Section 4 of this Bylaw shall be recovered from the owners of improved land or real property within the Business Improvement Area classified as Class 6 (Business and other).
- (d) For the purpose of recovering the monies granted to the Applicant under this Bylaw, the Town of Comox shall levy annually a property value tax on land and improvements.
- (e) The Applicant shall submit, annually on or before October 1<sup>st</sup>, a budget for the next

calendar year in accordance with the Business Promotion Scheme.

- (f) Money granted pursuant to Section 4 of this Bylaw shall be paid on or before July 2<sup>nd</sup> of each year.
- (g) Money granted pursuant to Section 4 of this Bylaw shall be expended only for projects provided for in the annual budget submitted by the Applicant and approved by Council.
- (h) No payments shall be made by the Applicant unless the payments are within the amounts set out in the budget approved by Council.
- (i) The Applicant shall account for the money granted and approved by Council for the previous year by submitting to the Town of Comox on or before October 1st, in each year, an annual financial statement which shall be prepared in accordance with generally accepted accounting principles.
- (j) The Applicant shall not incur any indebtedness or other obligations beyond each budget year.
- (k) The Applicant shall provide to the Town of Comox copies of insurance policies insuring the Applicant in accordance with the specifications set out in Section 6. Such insurance shall be maintained by the Applicant.

## **6. INSURANCE SPECIFICATIONS:**

- (a) The Applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the Municipality and subject to limits of not less than TWO MILLION (\$2,000,000.00) DOLLARS inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the Applicant as well as any contractor or subcontractors hired by the Applicant.
- (b) The Town of Comox shall be added as an additional insured under the Comprehensive General Liability policy.
- (c) The Applicant shall provide the Town of Comox with a copy of its Comprehensive General Liability insurance policy prior to Council providing funding under Section 4 of this Bylaw.
- (d) The Applicant's Comprehensive General Liability policy shall contain an endorsement to provide the Town of Comox with 30 days written notice of change or cancellation.

**6. TERMINATION:**

This Bylaw shall cease to have effect on the 1st day of January 2025.

**7. ADOPTION:**

READ A FIRST, SECOND and THIRD time this	day of	, 2020
NOTICES sent to parcel owners this	day of	, 2020
ADVERTISED a first time this	day of	, 2020
ADVERTISED a second time this	day of	, 2020
ADOPTED this	day of	, 2020

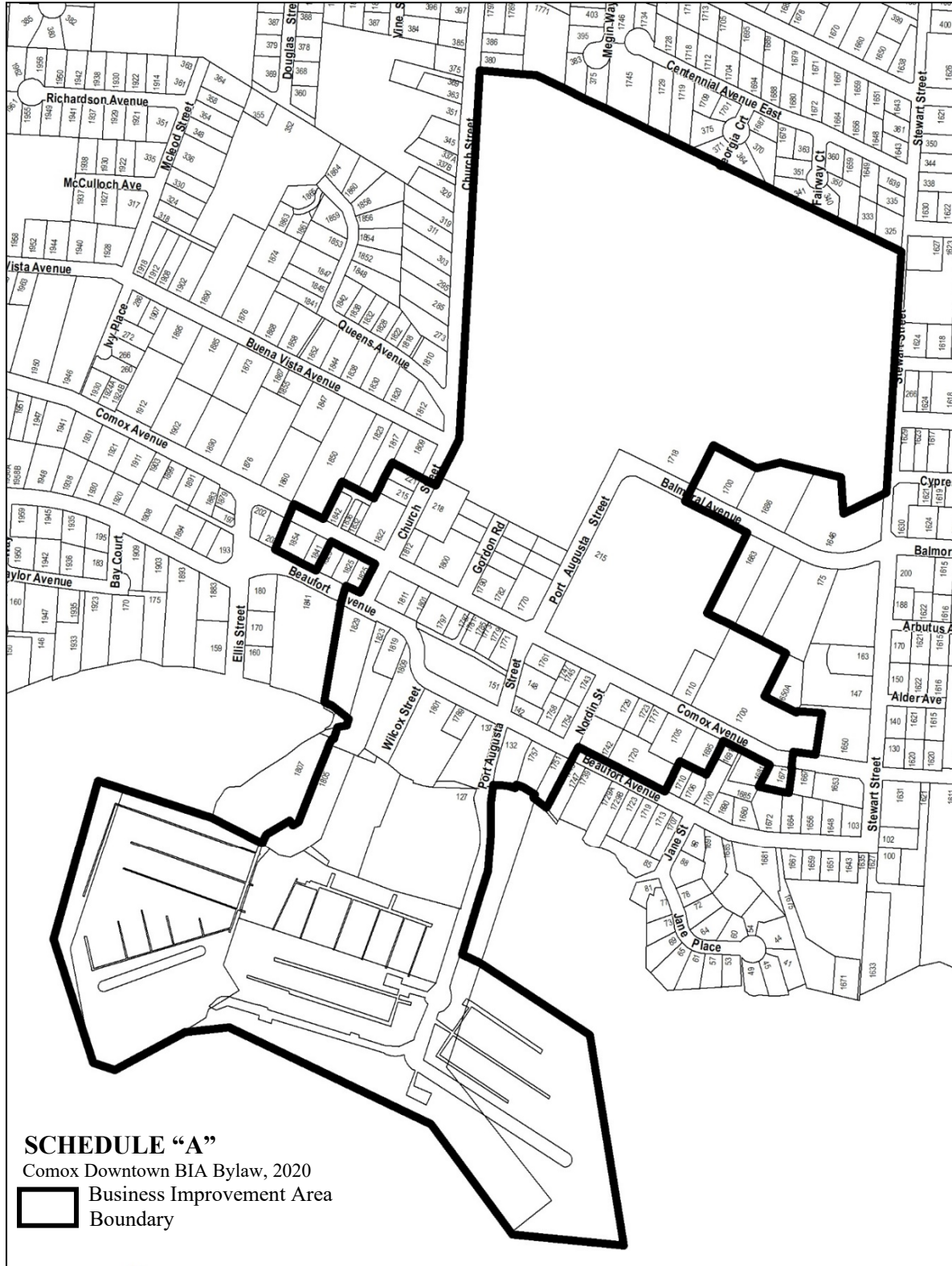
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MAYOR

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CORPORATE OFFICER

Town of Comox  
Bylaw 1928 – Downtown Comox Business Improvement Area Bylaw  
Schedule A



**TOWN OF COMOX**  
**Certificate of Sufficiency**

**Downtown Comox Business Improvement Area Bylaw No. 1928, 2020**

In accordance with Section 216 of the Community Charter, I hereby certify that the Town of Comox has not received a sufficient petition against the adoption of the Downtown Comox Business Improvement Area Bylaw No. 1928, 2020


\_\_\_\_\_  
Corporate Officer


\_\_\_\_\_  
Date Signed

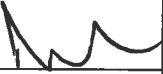


# TOWN OF COMOX PLANNING REPORT

<b>TO:</b>	<b>AL KENNING, CHIEF ADMINISTRATIVE OFFICER</b>
<b>FROM:</b>	<b>MARVIN KAMENZ, MUNICIPAL PLANNER ELLIOT TURNBULL, PLANNING TECHNICIAN</b>
<b>SUBJECT:</b>	<b>PR 19-17 ADOPTION OF BC ENERGY STEP CODE</b>
<b>DATE:</b>	<b>FEBRUARY 5, 2020 RCM</b>

  
Submitted by

  
Concurrence

  
Approval

**Planner's Recommendation:**

1. That Comox Building Amendment Bylaw 1937 be given First, Second and Third Reading (**Attachment 1**).

**Purpose:**

The PR 19-17 proposal is to amend Comox Building Bylaw 1472 to require compliance to the BC Energy Step Code for all new construction. Proposed Comox Building Amendment Bylaw 1937 is contained in **Attachment 1**.

**Background:**

At the January 22, 2020 Special Council Meeting Council passed the following resolution:

“That Council direct staff to prepare for Council’s consideration a Building Bylaw amendment to: require Step 2 of the BC Energy Step Code for new construction of all Part 3 and 9 buildings commencing upon adoption of the bylaw and require Step 3 of the BC Energy Step Code for new construction of all Part 9 buildings commencing on January 1st, 2021. “

At the January 20, 2020 Regular Council Meeting, City of Courtenay Council resolved to: “direct staff to include provisions in the forthcoming building bylaw that will require all newly constructed Part 9 (simple) and Part 3 (complex) buildings to be constructed to Step 2 of the BC Energy step Code

upon adoption of the bylaw and subsequently require Step 3 for newly constructed simple buildings effective January 1st 2021.”

**Processing Steps:**

**Attachment 2** outlines the key processing steps for Council’s consideration of the proposed Comox Building Bylaw amendment.

While no advertising of Building Bylaw amendments are required under the *Community Charter* or *Building Act*, notification of the building industry and public is proposed to be conducted by way of email notification to the building industry and publication of a notification in the newspaper and on the Town’s website prior to adoption of Bylaw 1937.

**Building Bylaw Implications**

Bylaw 1937 is proposed to require Step 2 for all part 3 (complex) and part 9 (simple) buildings effective March 16<sup>th</sup>, 2020 to align with the City of Courtenay’s effective date for the same requirements.

MK/ET

Attachments:

1. Comox Building Amendment Bylaw 1937
2. Processing Steps

**ATTACHMENT 1**

**COMOX BUILDING AMENDMENT BYLAW 1937**

**Bylaw 1937 will be distributed to Council on Tuesday, February 4<sup>th</sup>.**

**ATTACHMENT 2**

**PROCESSING STEPS**

1. First, Second, and Third Reading of proposed Comox Building Amendment Bylaw 1937;
2. Email notification of Comox Building Amendment Bylaw 1937 to the Building Industry (including Energy Advisors);
3. Newspaper advertisement of proposed Comox Building Amendment Bylaw 1937; and
4. Adoption of proposed Comox Building Amendment Bylaw 1937.



# TOWN OF COMOX PLANNING REPORT

TO:	AL KENNING, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, DIRECTOR OF DEVELOPMENT SERVICES GAIL ANDESTAD, PLANNER II REGINA BOZEROCKA, PLANNER I ELLIOT TURNBULL, PLANNING TECHNICIAN
SUBJECT:	REZONING APPLICATION RZ 19-7 DEVELOPMENT PERMIT APPLICATION DP 19-5 DEVELOPMENT VARIANCE PERMIT APPLICATION DVP 20-3 695 ASPEN RD
DATE:	FEBRUARY 5, 2020 RCM FIRST AND SECOND READING REPORT

Submitted by

Concurrence

Approval

**Planner's recommendation:**

1. That Comox Zoning Amendment Bylaw 1934 be given First and Second Reading (**Attachment 5**);
  
2. That Comox Phased Development Agreement Authorization Bylaw 1935: Aspen-Murrelet be given First and Second Reading (**Attachment 6**);
  
3. That staff, in consultation with the Town's solicitor to ensure the protection of the public interest, be directed to negotiate a funding agreement with BC Housing for the purchase of up to six of the residential dwelling units referenced in Attachment 6 to the February 5, 2020 Planning Report on RZ 19-7, DP 19-5 and DVP 20-3 for affordable housing, **subject to Comox Zoning Amendment Bylaw 1934 and Comox Phased Development Agreement Authorization Bylaw 1935: Aspen-Murrelet being adopted by Council, in its sole and unfettered discretion.**
  
4. That staff, in consultation with the Town's solicitor to ensure the protection of the public interest, be directed to negotiate a potential lease agreement with M'akola Housing Society for the operation of up to six of the residential dwelling units referenced in Attachment 6 to the February 5, 2020 Planning Report on RZ 19-7, DP 19-5 and DVP 20-3 as affordable housing,

FEBRUARY 5, 2020

in accordance with the *Community Charter* sections 24, 26 and 94 (**Attachment 7**), **subject to Comox Zoning Amendment Bylaw 1934 and Comox Phased Development Agreement Authorization Bylaw 1935: Aspen-Murrelet being adopted by Council, in its sole and unfettered discretion.**

5. That a Public Hearing in respect of Comox Zoning Amendment Bylaw 1934 and Comox Phased Development Agreement Authorization Bylaw 1935: Aspen-Murrelet be scheduled for March 5, 2020, 7:30 pm, at Comox Community Centre, 1855 Noel Avenue, and staff be instructed to publish the requisite notices as required by the *Local Government Act*.
6. That staff publish notice per sections 24, 26 and 94 of the *Community Charter* of intention to provide assistance and proposed property disposition to M'akola Housing Society in the form of a maximum 60 year lease for the less than market value of 10 dollars for the operation of up to six of the residential dwelling units referenced in Attachment 6 to the February 5, 2020 Planning Report on RZ 19-7, DP 19-5 and DVP 20-3 as affordable housing, **subject to Comox Zoning Amendment Bylaw 1934 and Comox Phased Development Agreement Authorization Bylaw 1935: Aspen-Murrelet being adopted by Council, in its sole and unfettered discretion.**
7. That staff publish notice per sections 24, 26 and 94 of the *Community Charter* of intention to provide assistance and proposed property disposition to the Comox Valley Children's Day Care Society in the form of a maximum 60 year lease for the less than market value of 10 dollars for the operation of certain commercial space referenced in Attachment 6 to the February 5, 2020 Planning Report on RZ 19-7, DP 19-5 and DVP 20-3 as a daycare facility, **subject to Comox Zoning Amendment Bylaw 1934 and Comox Phased Development Agreement Authorization Bylaw 1935: Aspen-Murrelet being adopted by Council, in its sole and unfettered discretion.**

**Proposal:**

The proposed zoning amendment is to rezone the subject property from C4.1 Core Commercial to CD28 Comprehensive Development 28: Aspen-Murrelet, to facilitate the subdivision of the subject property into two parcels and the creation of 232 apartment dwelling units and approximately 736 m<sup>2</sup> of commercial space consisting of:

- 208 rental dwelling units in three apartment buildings with underground and surface parking on a proposed west lot of approximately 17,600 m<sup>2</sup> (shown as Area A in proposed Zoning Amendment Bylaw 1934); and
- 24 strata dwelling units and approximately 736 m<sup>2</sup> of commercial space in one mixed use residential-commercial building with underground and surface parking on a proposed east lot of approximately 3,300 m<sup>2</sup> (shown as Area B in proposed Zoning Amendment Bylaw 1934).

The proposed Phased Development Agreement is for the provision of the following amenities to the Town:

- Payment of \$142,932 to Comox's Affordable Housing Reserve Fund;
- Entitlement to purchase for the intended use as affordable housing up to six, approximately 58 m<sup>2</sup>, one bedroom, adaptable apartment units in the mixed use residential-commercial building at the below market price of \$185,610 per unit, plus applicable taxes; and
- Entitlement to purchase for the intended use as a 28 space daycare (12 spaces for children up to 36 months of age; and 16 spaces for children 30 months to school age), approximately 180 m<sup>2</sup> of indoor commercial space and 200 m<sup>2</sup> of outdoor patio space in the mixed use residential-commercial building at the market price of \$575,000, plus applicable taxes.

The proposed development includes the provision of the following specific features that are not required to be provided under current Town regulations:

- Construction meeting BC Building Code Energy Step 3 requirements;
- Roof mounted solar panels to provide energy for the buildings' common spaces;
- Construction of a minimum 22 dwelling units in conformance with Comox Zoning Bylaw 1850, Section 5.20 Special Needs Housing Standards – Adaptable Housing, including the six units offered for purchased to the Town;
- provision of 2 Class II Electric Vehicle (EV) charging stations and provision of conduit to at least 10% of the underground parking spaces, to facilitate the future extension of wiring for charging facilities;
- units within 35 metres of Aspen Road or Murrelet Drive to have sound attenuation that meets Canada Mortgage and Housing Corporation Standards, in accordance with Town of Comox, Acoustical Standards for Residential Developments, a report prepared by Wakefield Acoustics, dated October 30, 2014 and having alternative means to window opening for ventilation; and
- provision of oil/ grit separators for all parking areas.

The Development Permit Application DP 19-5 is for the form and character of the exterior of the buildings in accordance with Development Permit Area DPA# 4 Mixed Use: Commercial-Residential guidelines.

The Development Variance Permit Application DVP 20-3 is for variances to Town of Comox Subdivision and Development Servicing Bylaw, 1261, to allow for:

- the provision of the following traffic calming and pedestrian / vehicle safety features:
  - maintain the existing 9.0 m, Murrelet Drive, pavement width along the frontage of the subject property as opposed to increasing pavement width to 11.0 m;
  - maintain the existing 11.0 m Aspen Road, pavement width along the frontage of the subject property as opposed to increasing pavement width to 13.0 m;
  - provision of a pedestrian curb extension on the north side of Murrelet at the current crosswalk at the west lot line of the subject property (no curb extension on the south side due to conflict with existing driveways) and a curb extension on the north and south side of Murrelet Drive at the new crosswalk;
  - increasing the minimum sidewalk width along the Murrelet Drive frontage of the subject property from 1.5 to 1.8 m;
  - provision of barrier curb and gutter as opposed to retaining the existing roll over curb along the Murrelet Drive and Aspen Road frontages; and
  - limiting the number of driveway accesses to 1 two-way and 1 one-way driveway along the Murrelet Drive frontage; and 1 existing two-way driveway along the Aspen Road frontage; and
- the commencement of building construction concurrent with subdivision:
  - increasing the maximum number of water, sanitary sewer and storm water connections from one per parcel to two per parcel.

The Application Summary is contained in **Attachment 1**. The applicant's submission is contained in **Attachment 2**. Full scale drawings submitted by the applicant are available in the Planning Department.

### **Background:**

The subject property is a 2.09 ha parcel of vacant land. Prior to 1999, the land was cleared and is currently sparsely vegetated.

In 2011, DP 11-05 and DVP 11-03 were issued for the construction in the south-west corner of the subject property of a 3-storey, mixed use commercial-residential building with:

- a maximum height of 15.2 m;
- approximately 2,300 m<sup>2</sup> of commercial space on the ground floor;
- 65 apartment dwellings on the upper two levels; and
- surface parking.

The development did not proceed and the permits have expired.

In accordance with Comox Planning Procedures Bylaw 1780, the applicant conducted pre-application neighbourhood consultation for the purpose of identifying development impacts and

FEBRUARY 5, 2020

determining if any negative impacts can be mitigated. The consultation materials and responses obtained by the Applicant are included in **Attachment 3**.

The Applicant has installed development information signs on the subject property on Aspen Road and Murrelet Drive. Public submissions received by the Town up to January 24<sup>th</sup>, 2020 this Planning Report are contained in **Attachment 4**. Some of the letters in **Attachments 3** and **4** have been duplicated, e.g. submitted to the applicant and also directly to the Town.

Community concerns voiced in public submissions, include:

- Increased traffic;
- Height of buildings;
- Density of development;
- Parking implications.

Any additional submissions received prior to the February 5, 2020, Regular Council Meeting will be distributed to Council.

**Processing procedures:**

**Attachment 8** lists the processing steps for Council's concurrent consideration of the Rezoning, Development Permit and Development Variance Permit applications, the leases with the M'akola Housing Society and the Comox Valley Children's Day Care Society and the BC Housing Funding Agreement.

Comox Planning Procedure Bylaw 1780, section 6(5) states: "Based on the nature or complexity of an Application for a Major Zoning Amendment, Council may require that a Public Information Meeting in relation to a development proposal be conducted by staff." Any such meeting should be done prior to Second Reading and Public Hearing, to avoid necessitating a second public hearing.

The recommendations contained in this Report and **Attachment 8 - Processing Procedures**, do not include a Town Public Information Meeting. Public participation in the pre-application neighbourhood consultation has been extensive, not only in relation to written input to the applicant, but also directly to the Town in regards to copied correspondence, direct correspondence and a delegation to Council at the September 4, 2019 RCM. Community concerns are well defined and a corresponding technical analysis has been included in this Report. Upon a Second Reading of the proposed bylaws a firm development proposal in terms of content and analysis is created for public review and comment through the public hearing process.

**Attachment 9** contains a list of the external organizations and authorities to which the application has been referred, along with their responses.

**OCP Implications:*****Land Use***

The land use designation of the subject property is Mixed Use: Commercial-Residential, which is intended to accommodate development consisting of two or more different land use types on the same site. This land use designation does not limit the maximum number of stories permitted.

OCP policies specific to this land use designation include:

- Commercial uses in mixed use developments must respect the scale and privacy of adjacent residential uses (2.1.4.3 (d)). Implementation of this policy is through zoning and is addressed in the Zoning Implication section of this Report;
- Use the principles of massing, setbacks and design character for mixed use developments to encourage building forms that minimize the domination of the street frontage, foster diversity and fit within the context of the neighbourhood (2.1.4.3 (e)). Implementation of this policy is through development permit guidelines and zoning and is addressed in the Development Permit Area Guidelines and Zoning Implications sections of this Report; and
- Integrate local orientated commercial development into the neighbourhood through the encouragement of pedestrian level architectural details and overall human scale (2.1.4.3 (f)). Implementation of this policy is through development permit guidelines and is addressed in the Development Permit Area Guidelines section of this Report.

***Road Network***

The Town's road network is designed to provide a continuous and efficient road system for mobility and access through a hierarchy of arterial (highest traffic volume), major collector, minor collector and local roads (lowest traffic volume): OCP policy 2.4.1.4(a). Aspen Road, which abuts the east lot line of the subject property, is designated a major collector, providing a connection for local and through traffic to and from the major east-west arterials of Guthrie Road and Comox Avenue, the north-south arterial of Anderton Road and East Comox. Murrelet Drive which abuts the south lot line of the subject property is designated a Minor Collector providing a connection for local and through traffic to and from the Major Collector roads of Aspen and McDonald Road to the west.

***Affordable Housing***

OCP policy 2.1.2.3 (f) states, "The Town may consider an affordable housing amenity for rezoning applications for four or more principal residential buildings."

At the April 17, 2019 Regular Council Meeting, Council directed staff to increase the target affordable housing contribution from 10 to 15%.<sup>1</sup> The proposed amenity to the Town of Payment of \$142,932 to Comox's Affordable Housing Reserve Fund meets the 15% target.

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<sup>1</sup> The Affordable Housing cash-in-lieu contribution is determined using the Town's Affordable Housing Calculation Tool based on the current zone's land value (i.e. pre-rezoning) the calculation

OCP policy 2.1.2.3 (a) states, "The Town may consider zoning incentives including increased density for multi-family housing in order to provide market rental or non-market affordable housing units that represent at least 10% of total build out." OCP policy 2.1.2.3(e) states, "The Town may work through market and non-profit housing providers to facilitate the creation and management of affordable housing, rental and special needs housing." OCP policy 2.1.2.3 (h) states, "The Town will work with BC Housing and the Province of B.C. to secure land suitable for affordable housing and to facilitate the implementation of affordable housing in the Town."

At the April 17, 2019 Regular Council Meeting, Council directed staff to seek opportunities to work with developers to create non-market affordable housing units within the Town, targeting units for seniors and the disabled and to seek partnerships with non-profit affordable housing organizations for the operation of the non-market housing units.

The proposed purchase price for the six, approximately 58 m<sup>2</sup>, one bedroom, adaptable apartment units of \$185,610 per unit is a 38% savings to the Town in comparison to an estimated the market value of \$299,000 per unit.<sup>2</sup>

A Town payment of \$640,000 from Comox's Affordable Housing Reserve Fund in combination with a low interest mortgage through a BC Housing Funding Agreement to purchase the six units and lease to M'akola Housing Society to operate the units as affordable housing would allow for an estimated monthly rent of in the range of \$ 1,020 per month: approximately 20% less than the current advertised rent of \$1,298 for a 58 m<sup>2</sup> one-bedroom unit in the recently completed rental apartment development at 618 Anderton Avenue, Comox.

A draft lease agreement has been prepared in consultation with the M'akola Housing Society and forwarded to them for their review.

### ***Adaptable Housing***

OCP policy 2.1.1.3 (l) states, "Residential developments are encouraged to have accessible design elements for bathrooms and kitchens as well as even surfaces and passages wide enough for wheelchairs to accommodate the needs of mobility impaired persons and aging in place."

At time of rezoning land for residential uses it is the Town's practice to seek construction of 10% of new housing to Comox's Adaptable Housing standards. These standards are designed to

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determines 15% of the "lift" (the difference in additional number of dwelling units allowable after rezoning) as a cash-in-lieu.

<sup>2</sup> A market price of \$299,000 for a one-bedroom apartment dwelling unit was provided by applicant. Town research confirms this market price is between a recent \$222,000 selling price for a 63 m<sup>2</sup> unit in a 26 year old apartment building at 698 Aspen Road, Comox and a \$329,900 list price for a 90 m<sup>2</sup> 1 bedroom 2 bath unit at 3070 Kilpatrick Avenue in Courtenay.

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accommodate individuals with physical limitations, without the need for structural alterations to the units, e.g. door and hallway widths accommodate a wheelchair.

Ten percent of the total 232 proposed dwelling units would result in 23 adaptable units overall. The proposal is for 22 units, as the plumbing and ducting for an adaptable layout of the unit floor plans means it is more cost efficient to stack the units vertically, a cost saving feature that is passed on to the Town, in relation to the 6 units available for Town purchase in the commercial-residential building with its 3 floors of residential units. The remaining 16 adaptable units would be located in the 3 residential buildings, each of which has 4 residential storeys, in multiples of 4 units.

### **OCP Sustainability Implications:**

#### ***Climate Change***

Climate change is caused by the increasing concentrations of green house gas (GHG). Two major sources of GHG emissions that are impacted by Local Government decisions are buildings and transportation. The key OCP policies for the reduction of GHG emissions are:

- Transit-Oriented Development – development within 400 metres of existing public transit routes, where development at higher densities can be supported, subject to compliance with Development Permit guidelines, where applicable. (s. 1.8 and 2.3.10);
- Encouragement of alternate forms of transportation (s.2.4.1.1); and
- Energy efficient construction (s 2.3.13(k)).

Related sustainable development features for proposed development at 695 Aspen Road include:

- locating new residential density:
  - within approximately 100 metres of a BC Transit stop (Guthrie Road is an existing bus route and part of the frequent transit network linking Comox to North Island College, the new hospital, Downtown Courtenay and the Anfield Centre (Driftwood Mall));
  - adjacent to an existing grocery store and other services;
  - within walking distance of Aspen and Lancaster Parks, McDonald Greenway and Aspen Park Elementary School;
  - adjacent to the existing Guthrie Road bike lane and abutting the proposed Aspen Road and Murrelet Drive major bike routes (OCP Map 5 - Bicycle Network);
- Over 200 bike lockers or bike parking spaces in bike rooms within underground parking areas, 35 spaces in bike racks at residential building entrances; and provision of an onsite bike maintenance facility;
- provision of 2 Class II EV charging stations and conduits to at least 10% of underground parking spaces to facilitate future extension of wiring for charging facilities;
- Minimum BC Building Code Energy Step 3 conformance and targeting of Step 4; and
- Roof mounted solar panels to provide energy for the buildings' common spaces.

### ***Daycare Facility***

Daycare is not specifically addressed in the OCP. However, section 2.3.9 states “Sustainability represents the relationships and interdependencies between the economy, society and the ecosystem and illustrates that one of these three aspects cannot be successfully addressed without consideration of the others.”

The CVRD, Town of Comox and City of Courtenay collaborated to obtain Provincial funding for the recently completed Comox Valley Child Care Action Plan which

“...identified that the Comox Valley is experiencing a crisis in childcare, where less than one in five families is able to secure licensed child care. The ratio drops to approximately one in seven families for infant/toddler child care (0-3 years old) and one in nine families for before and after school care.”<sup>3</sup>

One of the proposed amenities to the Town is an entitlement to purchase for the intended use as a 28 space daycare (12 spaces for children under 36 months of age; and 16 spaces for children 30 months to school age) of approximately 180 m<sup>2</sup> of indoor commercial space and 200 m<sup>2</sup> of outdoor patio space in the mixed use residential-commercial building, at the price of \$575,000 plus applicable taxes.

At the November 6, 2019 Regular Council Meeting, Council directed staff to

- apply to the Union of BC Municipalities, Community Child Care Space Creation Program and the Ministry of Children and Family Development, Childcare BC New Spaces Fund, for funding to purchase the commercial space for a daycare **in the event that the proposed development is approved by Council, in its sole and unfettered discretion;** and
- negotiate a potential lease agreement with the Comox Valley Children's Day Care Society for the operation of a 28-space childcare facility in accordance with the *Community Charter* sections 24 and 26 (**Attachment 2**), **subject to the proposed development being approved by Council, in its sole and unfettered discretion.**

The applications have been submitted. A draft lease agreement has been prepared in consultation with the Comox Valley Children's Day Care Society and forwarded to the Society for their review.

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<sup>3</sup> Comox Valley Regional District in partnership with the City of Courtenay and Town of Comox, Comox Valley Child Care Action Plan, (December 2019), p2.

### Development Permit Area Guidelines

The subject property is located within Development Permit Area (DPA) # 4: Mixed Use: Commercial-Residential. DPA #4 specifies guidelines for the form and character of multi-family and commercial development, the promotion of energy and water conservation; and the promotion of greenhouse gas reduction. DPA #4, form and character guidelines are a regulatory mechanism, by which the following OCP Mixed Use: Commercial-Residential Policies are implemented:

- Use the principles of massing, setbacks and design character for mixed use developments to encourage building forms that minimize the domination of the street frontage, foster diversity and fit within the context of the neighbourhood (2.1.4.3 (e)); and
- Integrate local orientated commercial development into the neighbourhood through the encouragement of pedestrian level architectural details and overall human scale (2.1.4.3 (f)).

This DPA #4 guideline analysis will focus on the community concerns of building height and density, and the OCP Land Use Policies noted above. DPA #4 guidelines utilize the following design principles to address these issues:

- By providing sufficient detail and drawing a person's eye to the ground floor of a building, the visual impact of the building's height and vertical mass is reduced; and
- Similarly, vertical design features such as roof projections, projections from the building façade and variations in colour or materials provide visual focal points to reduce the visual impact of horizontal building mass.

The following are the key DPA #4 guidelines in these regards:

- Buildings over 1 storey should be massed to reduce the appearance of the height and increase ground floor weight through terracing or tapering of building mass and roof line (3.4.5.2(8));<sup>4</sup>
- Special architectural features that are considered important in establishing character or variety may, with Council approval, exceed the zoning height limit. Any height variance should take into consideration the height of other buildings on the street (3.4.5.2(4)).
- A variety of height, form, mass and setbacks should be used to emphasize the small town scale and pedestrian orientation of Comox. Use of balconies, bay windows and the occasional tower and dormer windows are encouraged to add interest to the street scene (3.4.5.2(5));
- Overall building character should convey permanence, provide visual interest at the pedestrian level, and avoid monotonous or overbearing character. The use of large, robust, unique architectural details to provide key visual focal points, offsets otherwise uniform exterior treatments. Alternatively, the provision of rich detail as exemplified in the use of wood planks, cement board planks, brick and stone, provides the desired character when combined with robust trim features (3.4.5.2(10)); and

<sup>4</sup> References to sections of Comox's Official Community Plan DPA# 4 Guidelines are cited in brackets in this part of the Report.

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- Where a building is adjacent to a street, its principal elevation should be orientated to the street and designed in such a manner as to promote a lively, energetic, pedestrian-oriented, streetscape, including:
  - a) the provision of a strongly articulated, primary pedestrian entrance to each ground floor unit accentuated by:
    - i. door design, trim, and hardware; and
    - ii. a direct pedestrian pathway to the street.
  - b) differentiation of the ground level from higher stories and between buildings through variation in articulation, exterior material texture, and architectural details, such as trim and window treatment; and
  - c) provision of a primary visual focal point(3.4.5.2(12)).

In the proposed development, the floor area of the upper floor of each building has been reduced at the building corners. This tapering of building mass, combined with the light coloured siding on the fourth floor and darker siding of the ground floor, the location of the buildings close to the street, ground level patios, building pedestrian entrances facing Murrelet Drive and street frontage landscaping, is designed to draw the eye downward.

The vertical alignment of balconies, along with vertical variations in colour on the elevations provide visual focal points to break up the horizontal building mass. This is augmented through the provision of vertical roof projections under the guideline allowance for special architectural features to exceed the proposed CD28 zone maximum main roof line height of 14.0 metres. These roof features project approximately 1.0 metre above the main roof line.

To mitigate buildings' height and mass along the west lot line of the subject property, only the narrow elevations of the proposed buildings face the adjacent patio home development to the west, and the windows on these elevations are limited to 2 windows on the recessed 4<sup>th</sup> storey portion of the elevations and stairwells windows necessary for safety: i.e. no apartment unit windows will directly face the patio homes. In addition, the buildings are setback a minimum of 9.5 m from the west lot line and this setback area is extensively landscaped to soften the transition between the patio homes and the proposed development.

The development, as a minimum, is proposed to meet BC Building Code Energy Step 3, while targeting Step 4.

Provincial requirements for increased building energy efficiency will affect building design. This restricts the ability to taper building mass on all storeys or provide projections in the building face, as both of these design features reduce the energy efficiency of a building. With less articulation (e.g. tapering or projections), developments will increasingly rely on colour, trim elements and roof features to meet Development Permit form and character guidelines.

Subject to resolution of the **Outstanding Items** and **Development Permit Conditions** contained in **Schedule 1**, staff is of the opinion that the proposed development is in compliance, or substantial compliance, with the applicable DPA #4 guidelines.

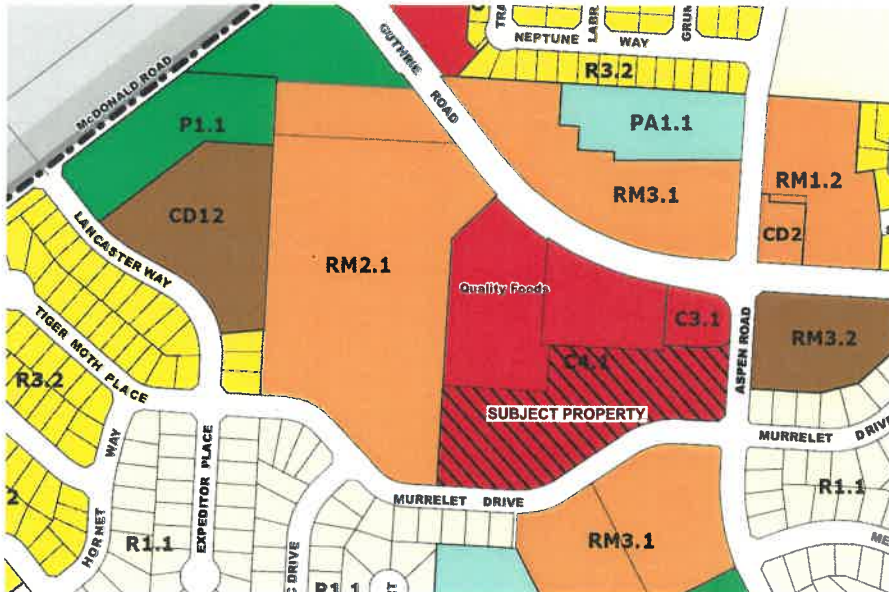
### Zoning Implications:

The subject property is currently zoned C4.1 Core Commercial and is proposed to be rezoned to a new Comprehensive Development Zone CD28. A summary comparison of the C4.1 and CD28 zone is contained in **Attachment 1**. The following zoning implication analysis will focus on the community concerns of building height, density and applicable OCP Mixed Use: Commercial Residential Policies noted in the OCP section of this Report.

The C4.1 zone has a maximum building height 10.0 m, which with a flat roof, allows for the 3 stories of development. The previously approved 3 storey, sloped roof, commercial-residential development for the west corner of the subject property had a maximum height of 15.2 m. The proposed CD28 zone has a maximum height of 14.0 m.

For context the maximum zoning height of adjacent properties is as follow:

- R1.1 Single-Family – 9.0 m
- RM 2.1 Townhouse / Patio Dwelling:
  - townhouses - 9.0 m
  - patio homes - 6.3 m increased to 7.25 m by DVP 06-1
- RM3.1 Apartment / Townhouse – Low Density - 9.0 m
- RM 3.2 Apartment / Townhouse – High Density – 10.0 m



In regards to building setback from the west lot line of the subject property:

- existing C4.1 zone – 3.5 m
- previous development proposal for west corner – 5.5 m
- proposed CD28 zone – 9.5 m
- RM 2.1 Townhouse / Patio Dwelling – 4.5 m

The proposed CD28 zone does not permit commercial use in proximity to the adjacent residential development to the west. It limits commercial uses to the ground floor of the east corner of the subject property.

In regards to building setback from Murrelet:

- existing C4.1 zone – 0.0 m
- previous development proposal for west corner – 4.8 m
- proposed CD28 zone – 2.8 m
- R1.1 Single-Family – 7.5 m
- RM 2.1 Townhouse / Patio Dwelling – 4.5 m
- RM3.1 Apartment / Townhouse – Low Density - 3.5 m

Density is increased in the proposed CD28 zone in comparison to the C4.1 and previous development proposal by one residential floor.

Subject to resolution of the **Outstanding Items** contained in **Schedule 1**, the proposed development is in compliance with the proposed CD28 zone regulations.

#### **Asset Management Implications:**

The asset management implication of proposal are positive given the proposed development density and that the site is fully serviced.

#### **Financial Implications:**

The current balance in Comox's Affordable Housing Reserve Fund is \$501,985. Should the proposed development be approved, an additional \$142,932 would be received from the applicant bring the Reserve Fund total to \$644,917.

#### **Engineering and Development Variance Permit Implications:**

**Schedule 2** contains a preliminary engineering analysis. As the engineering analysis is preliminary the comments are subject to change.

Community concerns expressed to date include increased traffic and parking implications.

The subject property is intended to form part of a larger, integrated, commercial development in conjunction with 2277 Guthrie (Quality Foods), 2225 Guthrie (Bosleys / Pharmasave building) and 699 Aspen (Co-op gas station). The 1998 traffic study for this integrated development includes the following:

- approximately 13,378 m<sup>2</sup> of commercial floor area;
- no dwelling units;

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- onsite parking totaling 485 stalls, including 382 general parking spaces and 103 spaces specifically located adjacent to the grocery store (Quality Foods); and
- estimated traffic generation of 258 vehicles per hour (vph) INbound and 280 vph OUTbound during the PM Peak Hours, which would require the restriction of the existing Aspen Road full movement access, to right in / right out. This would redirect traffic to Murrelet Drive, resulting in the need for a left turn magazine at the Murrelet intersection to accommodate traffic turning to go north on Aspen Road.

A Traffic Impact Assessment (TIA) was completed by McElhanney Ltd. in August, 2019 for the proposed mixed-use development which is available for review at <https://comox.ca/modx/traffic-impact-assessment-for-rz-19-7-695-aspen-road>

This traffic study for the proposed development includes the following:

- 764 m<sup>2</sup> of commercial space;
- 232 dwelling units;
- onsite parking - "In summary, it is expected that the proposed development parking supply will meet the average parking demand of developments of this type as well as the parking requirements stated in the City's [Town's] zoning bylaw":
  - Traffic Study calculated demand - 320 spaces,<sup>5</sup>
  - Town parking requirement - 307 spaces minus 30 spaces for provision of Class II bicycle parking = 277; and
  - Development proposal - 334 spaces; and
- Estimated traffic generation of 76 vph PM Peak Hour INbound and 56 vph PM Peak Hour OUTbound.<sup>6</sup> This level of traffic would allow for the retention of the existing full movement Aspen Road access, which in turn would negate the need for a left turn magazine on the Murrelet Drive intersection with Aspen Road. This also allows for the following recommended improvements for traffic calming along the Murrelet Drive frontage to address the sightline limitations of the existing curve in the road and existing residential driveways' locations, along with the new driveway access points of the proposed development:

<sup>5</sup> Based on average ITE parking demand rate

<sup>6</sup> Estimated traffic generation was calculated using trip rates from the *Institute of Transportation Engineers (ITE)*. ITE land use codes 221: *Multifamily Housing (Mid-Rise)* and 820: *Shopping Centre* were used.

The proposed development site-generated trips listed above are without reductions. In instances where developments are located adjacent to amenities & services and can be accessed via multiple transportation modes, reductions in the total number of vehicle trips generated can be expected. The proposed site is located adjacent to a commercial center and near Guthrie Road, one of Comox's main roadways providing vehicle and transit access to abundant amenities and services. There are businesses, recreation centre and several schools that are within walking and biking distance. The Traffic Impact Assessment assumed that the number of vehicle trips generated by the proposed development could be reduced by further approximately 10% based on the location.

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- maintaining the existing 9.0 m, Murrelet Drive, pavement width along the frontage of the subject property, as opposed to increasing pavement width to 11.0 m;
- maintaining the existing 11.0 m Aspen Road, pavement width along the frontage of the subject property as opposed to increasing pavement width to 13.0 m; and
- provision of a pedestrian curb extension on the north side of Murrelet Drive at the existing crosswalk at the west lot line of the subject property (no curb extension on the south side due to conflict with existing residential driveways) and a curb extension on the north and south side of Murrelet Drive at the new proposed crosswalk.

The proposed Development Variance Permit DVP 20-3 is for the necessary variances to Town of Comox Subdivision and Development Servicing Bylaw, 1261, to permit TIA recommended traffic calming measures in combination with the following:

- increasing the minimum sidewalk width along the Murrelet Drive frontage of the subject property from 1.5 metres to 1.8 metres to facilitate 2-way pedestrian travel;
- providing barrier curb and gutter to discourage unlawful parking on the boulevard and sidewalk;
- limiting the number of driveway accesses to 1 two-way and 1 one-way along the Murrelet frontage and to 1 existing two-way driveway on the Aspen Road, to minimize the potential conflict between on-site traffic and the following:
  - pedestrians on the sidewalk; and
  - thru traffic on Aspen Road and Murrelet Drive.
- increasing the maximum number of water, sanitary sewer and storm water service connections from one per parcel to two per parcel, in order to permit commencement of the buildings construction concurrently with the subdivision of the subject property into 2 parcels.

### **Fire Protection Implications:**

The Fire Department analysis is as follows.

- 1) The BC Building Code requires that all four story buildings have fully automatic fire protection sprinkler systems:
  - a. Fire protection of a four story sprinkler building is much easier than fire protection of a three story non-sprinkler building. In a four story sprinkler building, while the building is taller and may have more occupants, fire growth is controlled with the internal sprinkler system thus eliminating rapid spread of fire.
  - b. Two and three story buildings typically do not require sprinklers (some variances based on size and location).

From the perspective of fire protection, 695 Aspen Road is located very near the fire station (1.3 km away) and a fairly quick response for the Fire Department.

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As this site develops, the Fire Department would expect a slight increase in call volume (regardless of height) as well as an increase in our fire inspections.

- 2) The building code will indicate the need for additional hydrants. This is very common on all larger sites like this and we will work with the Building Inspector to position hydrants where they are best suited.

Comox Fire Rescue has the skill, equipment and capacity to combat fires in three and four story buildings. Our current ladder truck has a 20 metres reach.

From a fire fighting perspective, a fully sprinklered four story building is preferable over an un-sprinkler three story building.

It is much safer for the occupants, neighbours and firefighters to deal with fires in a fully sprinklered building. Fires in these building are usually extinguished by the automatic sprinkler system in the early stage of the fire.

Fires can grow very quickly in un-sprinkler buildings exposing occupants, neighbours and firefighters too far greater risk.

MK/RB/GA/ET

**Schedules:**

1. Outstanding Items, DP and DVP conditions
2. Preliminary Engineering Comments

**Attachments:**

1. Application Summary
2. Applicant's Submission
3. Pre-Application Consultation
4. Submissions Received by Town of Comox
5. Proposed Zoning Amendment Bylaw 1934
6. Proposed Phased Development Agreement Bylaw 1935
7. *Community Charter* excerpts
8. Processing Procedures
9. Referral Responses

cc: Jody Martens, Project Manager, Highstreet Ventures Inc., 602 – 1708 Dolphin Ave., Kelowna, BC, V1Y 9S4

**OUTSTANDING ITEMS**

**Outstanding Items to be resolved prior to adoption of proposed Bylaws 1934 and 1935**

Provide a complete set of revised Development Permit drawings in accordance with items 1, 2, 3, and 4 below, with details and statements that are internally consistent, dimensioned, labelled with applicable revision number and date, and remove any superseded information from the drawings.

**1. Site Plan**

- a. Indicate Grade, in metric, on all sections and elevation drawings, in order to determine height as permitted under CD28 zoning regulations;
- b. Indicate key dimensions, including:
  - i. Width of East – West Driveway (within the shared Easements) from existing curb on north side of driveway to proposed curb on south side of Easement VIP69117;
  - ii. All elements projecting from building walls, such as balconies, roof overhangs, stairs, porches. NOTE: ensure that any proposed projections meet CD28 zoning regulations.
  - iii. All building and parking setbacks.
- c. For the Murrelet side porches of Buildings A and B, either provide ramps leading to the bike racks proposed under the canopy, or provide bike racks below the landing;
- d. Position all parking stall wheel stops at min. 1.0 metres setback from curb of parking space; provide representative dimensions on plans;
- e. Revise surface parking plan to ensure that where sidewalk drops are provided for accessible parking stalls, there is sufficient sidewalk width in front of them, for wheelchair maneuvering;
- f. Limit to no more than 6.0 metres the driveway width from Area B to Murrelet Drive (in accordance with Zoning Bylaw Section 6.12(2) (b)) and provide detail ensuring safe truck turning onto Murrelet Drive, to the satisfaction of Municipal Engineer;
- g. Provide a detail for proposed curb extensions for 2 pedestrian crossings on Murrelet Drive;
- h. Indicate pedestrian crossings (zebra lines) at the existing Murrelet Drive – Aspen Road intersection;
- i. Provide 1.8 metres wide boulevard sidewalk along Murrelet Drive, in accordance with proposed DVP 20-3;

- j. Provide and label on applicable drawings barrier curbs and gutters on south side of East-West oriented onsite road abutting the proposed development of 695 Aspen Road, and along the Murrelet Drive and Aspen Road frontages; and
- k. confirmation that the location of the proposed on-site driveway connecting Murrelet Drive to Guthrie Road is consistent with the August 18, 2019 Traffic Impact Assessment by McElhanney P. Engineer Danny Leung.

## 2. Architectural drawings and details

- a. Ensure that any revisions are coordinated with floor plans, elevation and section drawings, with regard to location and details of the doorways, porches, canopies;
- b. Remove any superseded information, such as stone cladding around doorways;
- c. Provide, for ease of reference, north arrows and otherwise label floor plans of the buildings where adjacent public roads are not indicated, as their orientation on drawings is different than on the site;
- d. Ensure all buildings, structures or other development elements conform to applicable CD28 zone setbacks and projection allowances and are within property lines, including revisions to Building B Murrelet Drive entrance porch and Building D stairs, landings and accessible ramps;
- e. Label on the building floor plans the location of the 22 adaptable units and accessible parking stalls within underground and surface parking;
- f. Provide typical adaptable unit layout at 1:50 scale, in general accordance with sketch Attachment 2; and
- g. Call-out all numbered materials listed to show where these materials will be on a typical elevation and any relevant details, e.g. what materials are used on the entrance canopies of each building.

## 3. Landscape drawings

Ensure any revisions to the Site Plan are coordinated with the Landscape Plans. Ensure correct scale is labelled on the drawings.

- a. Provide an updated landscape budget, to the satisfaction of the Parks Superintendent;

- b. Provide an Irrigation Plan, including cost estimate to the Parks Superintendent's satisfaction;
- c. Provide separate irrigation plan with separate water metering for the boulevard trees and turf, including cost estimate to the Parks Superintendent's satisfaction;
- d. Revise "Landscape Notes: #7" to say "There will be no substitutions of material, products, size, or quantities without the prior consent of the Landscape Architect or Owner's Representative AND the written consent of the Town of Comox Park's Superintendent."
- e. Remove citations of Zoning bylaw and OCP on "Landscape Statistics";
- f. Remove note "Required Trees 56";
- g. Remove one boulevard tree from the drawings on the Aspen Road boulevard and coordinate with "Plant Schedule Offsite" schedule;
- h. Update Landscape Plans to show fence locations, including garbage screening;
- i. In proposed Area B, remove the landscape portion shown as turf at the west end of 2 small car parking spaces and match its treatment to the remainder of landscaping buffer within 1.3 m parking setback;
- j. Change label from "Pylon sign" to "Free Standing Sign"; NOTE: all signs will require a separate Sign Permit, in conformance with Town of Comox Sign Bylaw No. 1197;
- k. Limit landscaping within public road dedication to boulevard trees and grass. Delete all other planting listed in the Plant Schedule Offsite;
- l. Provide pedestrian pathway connections to the boulevard sidewalk with rounded corners, to avoid turf damage by pedestrians;
- m. Provide for the Murrelet Drive boulevard, a minimum of 12 Maple trees (*Acer truncatum x platanoides* "Norwegian sunset", or "Urban sunset"), minimum 8 cm caliper at planting time, with a minimum 3.0 cubic metres of appropriate soil and growing space, to the satisfaction of the Parks Superintendent;
- n. Provide for the Aspen Road boulevard, 4 Persian ironwood trees (*Parrotia persica*), minimum 5 cm caliper at planting time, with a minimum 3.0 cubic metres of appropriate soil and growing space, to the satisfaction of the Parks Superintendent;
- o. Along future property line between residential and mixed-use lots, provide 3-4 large columnar trees; and

- p. Substitute Douglas Fir trees adjacent to any buildings with fastigiated Blue Spruce and where they were proposed adjacent to retaining wall and public pedestrian pathway on the west side of subject property, with Sweetgum "Emerald sentinel" (*Liquidambar styraciflua*), or Crimson spire oak (*Quercus robur x alba*), or other deciduous columnar species to the satisfaction of the Parks Superintendent, to reduce winter shading of the path and adjacent residential property.

#### 4. Landscaping details

- a. Provide signage details, clearly distinguishing commercial from residential parking, visitor parking and regular parking stalls from small parking stalls (Zoning Bylaw Section 6.12(10) and DPA #4 Guideline 3.4.5.7(1));
- b. Provide kiosk wrapping details for all above ground utility boxes and utility transformers, including ones within public road dedication, in conformance with Zoning Bylaw Section 8.9;
- c. Provide detail or specification for proposed retaining wall architectural surface treatment; no unfinished exposed concrete is acceptable;
- d. Provide architectural metal fence and railing specifications; a minimum commercial grade fencing is required;
- e. Indicate locations of black powder-coated chain link fence for Dog Run area and Community Garden area and specify heights thereof;
- f. Provide detail for lighting fixtures not exceeding total maximum height of 4.5m, as measured from adjacent finished grade, including any base structures; and
- g. Provide detail for garbage bins screening. NOTE: minimum required depth of landscaped area for screening the garbage bins from Murrelet Drive side in Area B is 1.8 metres.

#### 5. Site Servicing

Receipt of Emterra Environmental written confirmation that the proposed Building D garbage Earth Bins' location is serviceable, in general compliance with Site Plan drawing dated December 13, 2019, update # 2:

Prior to Bylaw adoption, the Town will submit an updated referral to Emterra showing updated Site Plan and any applicable details for Emterra's confirmation of ability to service the proposed development.

**LEGAL DOCUMENTS**

**Outstanding Legal Documents to be provided (registered on Title) prior to adoption of proposed Bylaws 1934 and 1935**

1. Registration of Phased Development Agreement strengthening covenant for the following amenities:
  - \$142,932 cash contribution to affordable housing fund;
  - 6 units to be offered to the Town at below market price, \$185,610 plus applicable taxes per unit, for affordable housing provision;
  - commercial unit, approx. 180 m<sup>2</sup> with approx. 200 m<sup>2</sup> outdoor space, to be offered to the Town at \$575,000 plus applicable taxes, for child care facility.
  
2. Registration of Section 219, restrictive covenants for the provision of the following:
  - a. construction of all new buildings on the subject property meeting BC Building Code, Energy Step 3 requirements and roof-mounted solar panels to provide energy for building common space;
  - b. construction of minimum 22 units meeting Comox Zoning Bylaw 1850, Section 5.20 Special Needs Housing Standards – Adaptable Housing, including 6 units to be purchased by the Town;
  - c. two Class II EV charging stations, as indicated on the Site Plan and provision of conduit to at least 10% of the underground parking spaces to facilitate the future extension of wiring for charging;
  - d. residential units within 35 metres from Aspen Road and Murrelet Drive to have sound attenuation that meets Canada Mortgage and Housing Corporation Standards, in accordance with *Town of Comox, Acoustical Standards for Residential Developments*, a report prepared by Wakefield Acoustics, dated October 30, 2014 and having alternative means to window opening for ventilation;
  - e. front yards to be clear of obstructions within sight triangles, in accordance with recommendations of Traffic Impact Assessment report by Denny Leung, P.Eng. McElhanney Ltd. Dated August 18, 2019.
  - f. oil/ grit separators and their future maintenance for all parking areas;
  - g. off-site road upgrades: 2 “zebra” pedestrian crossings with curb extensions; vertical curb and gutter, minimum 1.8 metres wide sidewalk along Murrelet Drive boulevard; and

- h. wrapping of all above ground utility boxes and transformers, including ones within road dedications, in Town standard "Evergreen image" wrap. On the subject property, where screening with landscape material is possible, all above ground utility boxes and transformers shall be screened in conformance with Comox Zoning Bylaw Section 8.9;
3. Updating of easement EW042113 and associated Sec. 219 covenants, to show final location of the easement connecting Murrelet Drive to Guthrie Road.

**DEVELOPMENT PERMIT CONDITIONS**

1. At time of Building Permit Issuance provision of a landscape security, based on 125% of the on-site and off-site landscaping and irrigation cost estimates;
2. All development shall be in accordance with approved updated development drawings;
3. All landscaping, shall to be serviced with automatic watering system;
4. Issuance of any sign permits in conformance with Town of Comox Sign Bylaw No. 1197;
5. All new services shall be placed underground;
6. Except for cedar, all wooden landscape components shall be treated with paint, stain, or other preservative.
7. Fencing must be robust and minimum commercial grade;
8. Garbage compounds shall be screened in accordance with Comox Zoning Bylaw 1850 Section 8.7, excluding the provision of doors;
9. Parking must be in compliance with Comox Zoning Bylaw 1850:
  - a. Section 6.12(7) and (8) Surfacing and Curbing;
  - b. Visitor Parking, Small Car, Accessible and Commercial parking spaces shall be clearly marked in accordance with Section 6.12(10);
10. All exterior building and site lighting fixtures (including those in parking areas but excluding dwelling unit entrance, balcony and patio lighting) shall:
  - a. produce illumination levels in accordance with common engineering practices and standards;
  - b. be of a metal halide type or provide a similar light spectrum;
  - c. minimize illumination of adjacent properties;
  - d. consist of full cut off/flat lens pole lighting or fully shielded wall lighting;
  - e. be arranged so rays of light are directed upon the parking, walking, or loading areas and not upon adjacent land or streets; and
  - f. excluding light fixtures that are incorporated into canopies, lighting of off-street parking and loading areas shall:
    - i. be so arranged that no part of any fixture is more than 4.5 m above finished ground level, and
    - ii. not overhang maneuvering aisles or loading spaces.
11. Decorative treatment of retaining wall in Area B fronting Murrelet Drive and Aspen Road – no unfinished exposed concrete shall be permitted.

**DEVELOPMENT VARIANCE PERMIT CONDITIONS**

1. Comox Subdivision and Development Servicing Bylaw, 1261 is varied as follows:

A. Appendix C Specifications for Highways Table C-1 to:

- 1) reduce the minimum pavement width for a Minor Collector Urban Road from 11.0 metres to 9.0 metres (Murrelet Drive);
- 2) reduce the minimum pavement width for a Major Collector Urban Road from 13.0 metres to 11.0 metres (Aspen Road); and
- 3) change the type of curb from roll-over to vertical on the subject property's frontages abutting Murrelet Drive and Aspen Road;

B. In general accordance with Site Plan drawing A.1.01 by WD Fisher Architect dated December 13, 2019, and any revisions thereto, attached to and forming part of this permit, to include:

- 1) pedestrian crossing curb extensions on the north and south side of Murrelet Drive;
- 2) limiting the number of driveways accessing Murrelet Drive to a maximum of 2; and
- 3) a minimum sidewalk width of 1.8 metres.

2. Vary Comox Sanitary Sewer Use, Extension and Connection By-law 1983, Comox Storm Drain Connection By-law, 1988, and Comox Water Rates and Regulations By-law, 1979, to allow on the subject property a maximum of 2 connections for sanitary sewer and 2 connections for storm drainage and 2 connections for water, if deemed necessary by the Municipal Engineer in regards to existing infrastructure configuration.

SCHEDULE 2  
PRELIMINARY ENGINEERING ANALYSIS

<b>TO:</b> Elliot Turnbull, Planning Department	<b>RZ 19-7, DP 19-5</b>
<b>FROM:</b> Shelley Ashfield, Municipal Engineer	<b>DATE: Oct. 23, 2019</b>
<b>SUBJECT:</b> 695 Aspen Road – LOT 2 Section 65 Comox District Plan VIP84793	

In response to your referral, dated September 13, 2019, reference file RZ 19-7 and DP 19-5, and our understanding that the applicant is currently intending to subdivide this property – residential Buildings A, B and C will be proposed in Area A and mixed-use Building D will be proposed in Area B. This review is based on this understanding and we offer the following comments:

**General:**

- The applicant will be required to retain the services of a Professional Engineer registered in the Province of British Columbia to submit designs for review and approval by the Town of Comox and supervise all aspects of construction. The Engineer must provide cost estimates and submit certified as-built drawings upon project completion, per Town standards.
- A performance bond for work within the Municipal right-of-way must be posted prior to commencing work within an existing road or statutory right-of-way. The amount of this bond shall be the equivalent of 125% of the cost as determined by the engineer’s estimate. Works within the municipal right-of-way, or those to be transferred to the Town of Comox, shall be covered by a one-year maintenance period that shall include a maintenance bond equivalent to 10% of the total construction cost.

**Water:**

- Koers and Associates must be retained to provide an assessment of the municipal system to meet the domestic and fire flow demands posed by this development. All costs associated with this assessment, shall be borne by the applicant. Any required upgrades to the Town of Comox water system shall form a condition of this development.
- Area A is currently serviced by a 150mm connection. The applicants engineer is requesting a new 200 mm service connection for proposed Area A. Installation shall be completed by a suitable contractor under the design and supervision of the applicant’s engineer. All costs to abandon the current service connection and install a new service connection shall be borne by the applicant.
- Proposed Area B will require an installation of an independent water connection. The applicant’s engineer is requesting a 150mm service connection for proposed Area B. Installation shall be completed by a suitable contractor under the design and supervision of the applicant’s engineer. All costs shall be borne by the applicant.

FEBRUARY 5, 2020

- Water service connections for both proposed Areas will require a double check valve and water meter in accordance with the Town of Comox Subdivision and Servicing Specifications.
- Irrigation for street trees shall be provided with a separate water meter.
- Water meters for the buildings shall be installed in meter vaults accessible from the public road network and be contained within the road right-of-way or a SRW dedicated to this purpose
- Use of Ultra-sonic or magnetic meters will be accepted in lieu of the use of Sensus "Fire Line Fire Service Assembly". Any such alternative must be compatible with the Sensus Auto Read software, Sensus M3600 Vehicle Transceiver and the Sensus AR5502 Handheld reader.

#### **Sanitary Sewerage:**

- McElhanney must be retained to provide a sanitary analysis to confirm the Town of Comox system has adequate capacity for the development and to confirm the required service size and if any sanitary system improvements are necessary. All cost associated with this analysis, shall be borne by the applicant. Any required upgrades to the Town of Comox sanitary system shall form a condition of this development.
- Under no circumstances shall a connection of less than 150mm diameter per permitted.
- Proposed Area A currently has 3 service connections, two of which are along Murrelet Drive and the third is located at the approximate midpoint of the west boundary of this Area. The applicant's engineer has submitted a request for a new 200mm service connection off Murrelet. Existing connections are to be capped at the main at a cost to the applicant. Installation of a 200mm diameter connection could be performed by Municipal forces at cost to the applicant based upon the estimated cost of labour, equipment and materials with a minimum fee as per bylaw rate. The applicant could opt to have the connection installed by a suitable contractor under the design and supervision of the applicant's engineer.
- Proposed Area B will require an independent sanitary connection. The applicants engineer has submitted a request for a new 150mm service connection per the submitted layout. Installation of a 150mm diameter connection could be performed by Municipal forces at cost as per bylaw rates to the applicant or completed by a suitable contractor under the design and supervision of the applicant's engineer.
- Connections larger than 150mm in diameter must be directed to a sanitary manhole, the construction of which shall be completed by a suitable contractor under the design and supervision of the Applicant's Engineer.

#### **Storm Drainage:**

- McElhanney must be retained to provide a storm analysis to confirm the Town of Comox system has adequate capacity for the development for both the minor and major systems. Where existing downstream facilities are inadequate to handle the increased flow from the proposed Areas, a special design is required. All cost associated with this analysis, shall be

borne by the applicant. Any required upgrades to the Town of Comox storm system shall form a condition of this development.

- The applicant's engineer must include in the design established minimum habitable floor elevations.
- Under no circumstances shall a connection of less than 150mm diameter per permitted.
- Proposed Area A currently has 3 service connections, 2 along Murrelet Drive and the 3<sup>rd</sup> is located at the approximate midpoint of the west boundary of this Area. The applicants engineer has submitted a request for a new 300mm service connection off Murrelet, which is directed, to the Murrelet/Aspen system. Installation shall be completed by a suitable contractor under the design and supervision of the applicant's engineer. All costs to cap the current service connections and install a new service connection shall be borne by the applicant.
- Proposed Area B will require an independent storm service connection. Applicants engineer has submitted a request for a new 300mm service connection per the submitted layout, which is also directed, to the Murrelet/Aspen system. Installation shall be completed by a suitable contractor under the design and supervision of the applicant's engineer. All costs shall be borne by the applicant.
- Connections larger than 150mm in diameter must be directed to a storm manhole the construction of which shall be completed by a suitable contractor under the design and supervision of the Applicant's Engineer.
- All runoff from parking areas shall be directed to oil/grit separators, which are required for all exposed parking areas. The Town's standard maintenance covenant should be applied to both the proposed Areas to ensure the suitable maintenance and operation of this appurtenance.
- Please ensure that no runoff, silt-laden runoff or debris are allowed to enter the storm or sanitary system during the period of site or building construction.
- Similarly, measures must be incorporated to prohibit the introduction of mud and debris onto the adjacent municipal road network by truck traffic leaving this site.

#### **Roads, Sidewalks and Greenways:**

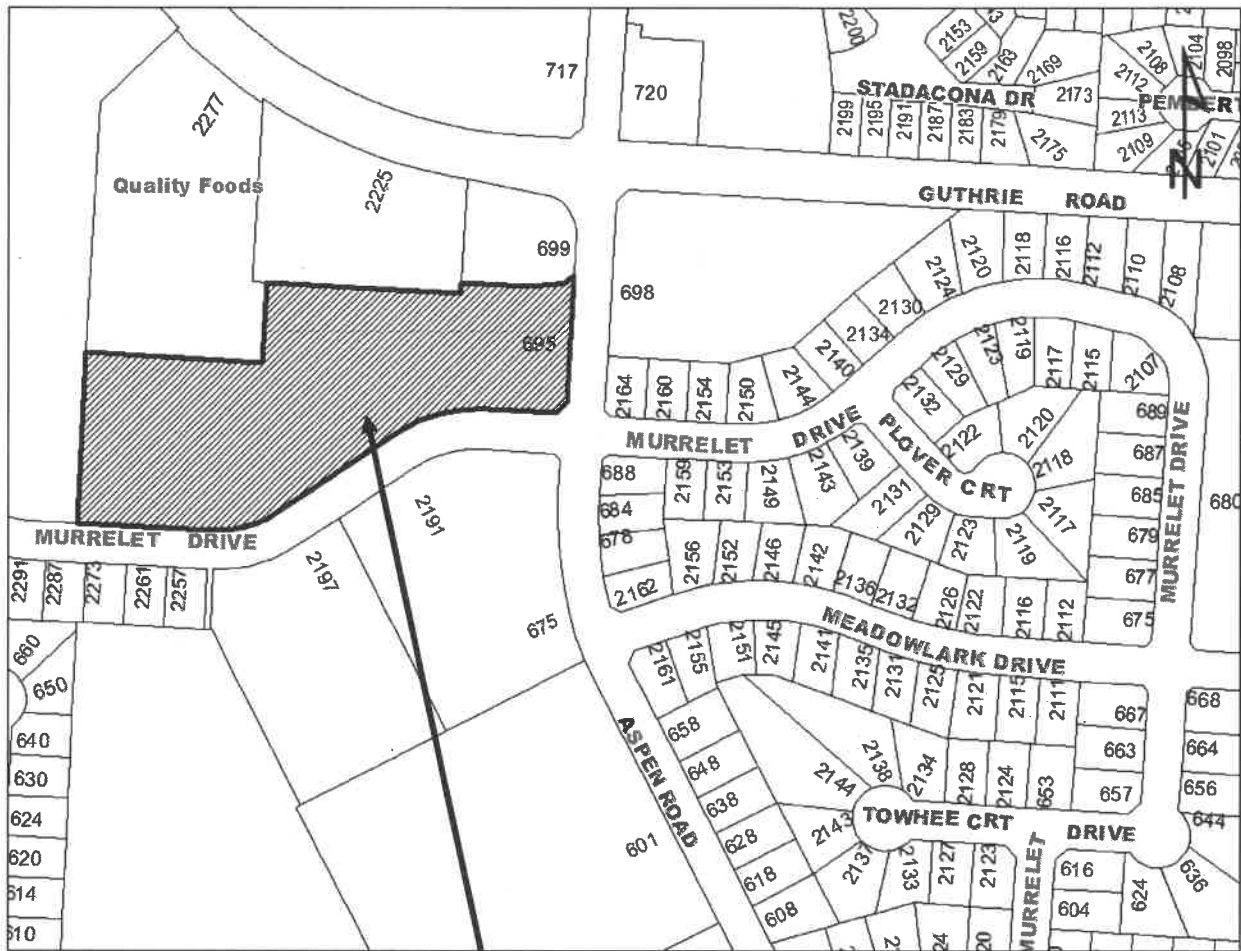
- Aspen Road is designated as a "Major Collector" class road.
- Murrelet Drive is designated as a "Minor Collector" class road.
- All properties contained in this commercial site (2277 Guthrie, 2225 Guthrie, 699 Aspen, Proposed Area A and Proposed Area B) must retain the right to the use this private internal road system including those portions already contained in the easement plan VIP 69117. The right of use and maintenance of this internal road network shall be dictated by a suitable reciprocal easement.
- Access to Proposed Area A will be from existing access off Guthrie Road as well as existing access off Aspen Road. Per the Traffic Impact Assessment (TIA), a new access point is proposed off Murrelet Drive. Design is to incorporate all recommendations within the TIA.

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- Access to Proposed Area B will be from existing access off Guthrie Road as well as existing access off Aspen Road. Per the TIA, a new access point is proposed off Murrelet Drive but will be limited to right out only. The design must incorporate this restricted access to ensure unauthorized movements are prohibited.
- As per the recommendation of the TIA the design must include the installation of curve warning signs and advisory speed tab sign prior to the east and west ends of the Murrelet Drive curve.
- Sidewalk is required for the entire length of the subject property fronting Murrelet Drive and Aspen Road. The 1.80 m wide concrete sidewalk is to be separated from back of curb with landscape boulevard where not in conflict with existing services (i.e. transformers and utility kiosks). Grass boulevard and street trees with a minimum of 3 cubic metres of appropriate soil and growing space for each tree.
- The existing mountable rollover curb is to be removed and be replaced with barrier curb and gutter.
- On-street parking along Murrelet fronting this property cannot be supported by the current 9.0 m paved width. If on-street parking is to be pursued, the applicant will have to expand the road width to 11.0 m to accommodate this use. All loading zones shall be onsite not within municipal road dedication.
- Design shall incorporate locations on Murrelet where on street parking is to be prohibited per the request of the Development Approval Information letter.
- Public works are in agreement with the recommendation of the TIA that Murrelet road upgrades are to incorporate sidewalk curb extensions at the existing pedestrian crosswalk at 2300 Murrelet Drive and at the proposed subject property access to Area A. The applicant's engineer must consider existing access driveways to residences on the south side of Murrelet Drive, any potential conflicts with proposed curb extensions and submit design for Town's approval.
- Public works is concerned that the proposed grading of the access roads may introduce runoff from Murrelet Drive onto the private site. The design is to review the need to install catch basins should runoff from Murrelet need to be intercepted prior to entering the proposed sites.
- Runoff from the development must not be allowed to cross the proposed sidewalk.
- Street trees within grass boulevard, must be equipped with irrigation, on a separate water meter.

**BC Hydro/Telus/Cable/Gas:**

- As-built drawings must include the location of non-municipal utilities.



Subject Property shown shaded on the map

ADDRESS: 695 Aspen Road  
 LEGAL DESCRIPTION:  
 LOT 2 SECTION 65 COMOX DISTRICT PLAN VIP84793

<b>Proposal:</b>	See Page 2 of this Report.	
<b>Applicant Owner</b>	Jody Martens, Project Manager Highstreet Aspen View Apartments Ltd., Inc. No. BC1218944 602 – 1708 Dolphin Ave., Kelowna, BC, V1Y 9S4	
<b>Legal Description:</b>	Lot 2 Section 65 Comox District Plan VIP84793	
<b>Civic Address:</b>	695 Aspen Road	
<b>Official Community Plan:</b>		
<b>Land Use Designation:</b>	Mixed Use: Commercial – Residential	
<b>Development Permit Areas:</b>	DPA # 4 Mixed Use: Commercial – Residential	
<b>Zoning:</b>	<b>EXISTING C4.1 Core Commercial</b>	<b>PROPOSED NEW ZONE Comprehensive Development 28</b>
<b>Permitted uses:</b>	A wide range of mixed commercial uses, including: artist studios, assembly and cultural centres, billiard halls, bowling alleys, brew pubs, medical or dental clinics, childcare facilities, financial institutions, garden centres, hotels, liquor or cannabis stores, parkades, parking lots, retail, personal services, pet grooming, vet clinics, restaurants, and dwelling units.  Accessory structures and uses excluding buildings and outside storage.	<b>Area A (west)</b> multi-family dwelling units home occupations  <b>Area B (east)</b> multi-family dwelling units, home occupations, and a range of commercial uses, including: childcare facilities, medical clinics, dental clinics, artist studios, assembly centres, personal services, pet grooming, financial institutions, offices, retail, restaurants, small appliances repair shops not exceeding 150 m <sup>2</sup> .  Accessory structures and uses, buildings for apartment dwelling accessory use, excluding outside storage
<b>Conditions of use:</b>	Dwelling units are not permitted on or below the ground floor, or on a storey containing non-residential uses.	In Area B, commercial uses are not permitted above the ground floor.  In Areas A and B, only accessory uses are permitted below certain geodetic elevation (underground parking);

<b>Maximum Density:</b>	n/a	Proposed Area A 120 UPH (units per hectare)  Proposed Area B 75 UPH (units per hectare)
<b>Minimum Parcel area:</b>	550 m <sup>2</sup>	Area A - 15,000 m <sup>2</sup> Area B - 3,000 m <sup>2</sup>
<b>Minimum Parcel frontage:</b>	15.0 m	Murrelet Drive is Front for Areas A and B; Area A – 100.0 m Area B – 30.0 m
<b>Minimum Parcel depth:</b>	n/a	50.0 m
<b>Maximum Parcel coverage:</b>	n/a	35 %
<b>Maximum Height and stories:</b>	10.0 m	Area A – 14.0 m, measured from 69.90 m geodetic datum  Area B – 14.0 m, measured from 70.10 m geodetic datum
<b>Required minimum Setbacks:</b>		
<b>Front:</b>	n/a	Murrelet Drive is Front for Areas A and B; 2.8 m
<b>Rear:</b>	n/a	n/a
<b>Side (interior):</b>	3.5 m from abutting residential parcels	9.5 m from abutting residential property to the west; 6.0 m from interior line between Areas A and B
<b>Side (exterior):</b>	n/a	3.0 m
<b>Surrounding Land Uses:</b>	Single-family and Multi-family developments to the south; Multi-family development to the east and west; and Commercial development immediately to the north.	

**RZ 19-7 DP 19-5 DVP 20-3**

**695 ASPEN RD**

**FEBRUARY 5, 2020**

**ATTACHMENT 2**

**APPLICANTS SUBMISSION**

**ADDITIONAL INFORMATION, DETAILS AND FULL SCALE DRAWINGS  
AVAILABLE AT THE PLANNING DEPARTMENT**

# 695 Aspen Road, Comox BC

Proposed Comprehensive Development Zoning  
and Development Permit Area Guideline Response



# Application Rationale

Highstreet Ventures is undergoing application to rezone and obtain a development permit on 695 Aspen Rd. in Comox BC. A detailed rationale has been provided below as part of the Development Permit and Rezoning Application.

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## Present & Proposed Land Uses

The site of the proposed development has been subjected to disturbance by previous development that was not completed. Currently, the land is vacant and has been described by some residents as an “eye-sore”. The existing zoning for this property is C4.1: Core Commercial. It was generally noted that while demand for residential units in this neighbourhood remains in high, there are some vacant commercial spaces near the site. The OCP speaks to densification of this area. As a result, Highstreet is proposing three (3) 4-storey Residential Apartment Buildings and one (1) 4-storey mixed use Residential/Commercial Building. We believe that additional residences will supplement the population base and support existing and future neighbourhood businesses. Additionally, we noted that comments on the previously approved development permit application (2009-2011) suggested increasing the density on the 3-storey proposed building by adding an additional floor.

## Strata Plan and Build Phases

Highstreet Ventures does not build in phases. Alternatively, the construction would be sequenced such that one building follows the other, generally with a month of lag between buildings reporting substantial completion. By condensing the construction timeline, we find the disruption to the community can be reduced.

## On Site Community Amenities

Highstreet communities typically have two full-time team members on-site that work to provide a community atmosphere and well-maintained properties. They are there for the community members (tenants) as well as the surrounding community.

### Community Gardens

The provision of amenities like communal gardens, walking paths, and gyms provide residents with a sense of community and well-being. Our community gardens have been very well received in recent years, with members of the community coming together to plant and maintain the beds. On weekends the gardens are a thriving space filled with community members creating a sense of pride in residents.



*Figure 1: A new (unplanted) community garden at Highstreet's Kelowna Community.*



Figure 2: A thriving community garden at Highstreet's Calgary Community.

## Alternative Transportation

In addition to amenities Highstreet is providing on-site, the neighborhood hosts existing amenities that would lend themselves well to providing opportunity for a pedestrian community. The proximity to existing grocers, parks, schools, public transit and greenspace provides an opportunity for design centered around alternative transportation. The proposed site design orients the building towards the street, screening parking from neighbors and encouraging neighborly interaction among passersby.

In concurrence with Comox's significant requirements for bicycle parking, Highstreet strongly encourages alternative transportation and provides walking pathways and bicycle parking throughout the site. Our communities in warmer climates have become hubs for people that choose to forego vehicles and instead opt for cycling and walking, and Highstreet designs to suit. Highstreet typically provides a commercial grade pump for bicycle tires and an accompanying work stand so that the community can ensure their bikes are always operating safely and minimize trips offsite by vehicle for maintenance.

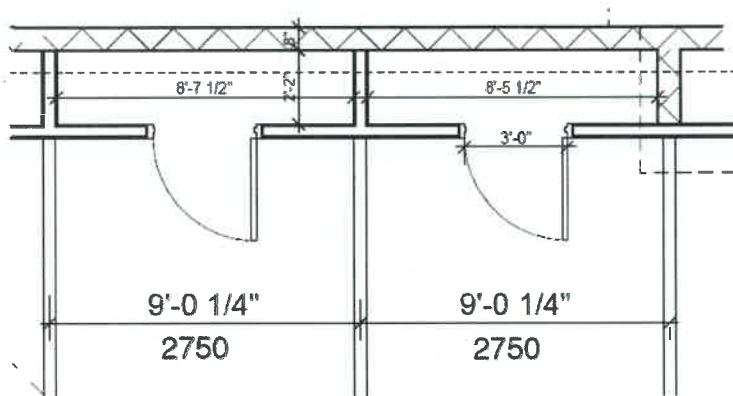


Figure 3: Commercial Grade Bicycle Maintenance Tools for Public Use at a Recent Highstreet Community.

Bike parking lockers have been proposed at the end of each below grade parking stall, in addition to a chain-link fenced bike parking room at the entry of each parkade and short-term bike parking at the parking lot entry of each building. Highstreet has proposed a total of 238 bike parking stalls to encourage sustainable transportation.

*Bike Parking Stall Details:*

Dimension	Bylaw Requirement	Proposed
Width	0.60m	0.69m
Length	1.80m	2.60m
Height	1.20m	2.18m



**Community Space**

Highstreet typically provides a central community space, proposed on this site for a portion of the commercial space, which hosts a lease-up office. This is where full-time on-site community leaders ensure smooth, efficient operation of the community to provide a clean, safe and aesthetically pleasing environment for all community residents and neighbours. We take pride in our communities and getting to know the people who call them home. It's important for us to invest time in the landscaping, providing services like parcel acceptance, gardening, and manage tenants and parking. Most community members find the management of our properties to be superior even to owned condominiums as typical strata's may not be able to afford or coordinate this type of support.



The community spaces also typically have exercise rooms/gyms, as well as a community lounge that people can use as a study area, co-working space or rent out for birthday parties and events.

*Figure 4: Typical Highstreet Community Lounge*

## Sustainable Development Features

Highstreet differs from other developers in that we develop with sustainability as a priority. Building environmentally responsible smarter real estate is important to Highstreet and is reflected in our company goal to own and operate 1,000 Net Zero homes (approximately 4 projects for us) by the end of 2024.

### BC Energy Step Code

All Highstreet Communities demonstrate excellence in energy and envelope, indoor air quality and ventilation, sustainable materials and methods, water efficiency, community best practice and more.



Figure 5: Some of Highstreet Ventures' Recent Built Green Certification Plaques

All current Highstreet projects, 695 Aspen included, target energy ratings beyond what is generally required for base building code. Current energy models demonstrate our Comox project exceeding step 4 of the BC Energy Step Code for Part 3 buildings. As a result, this community is well positioned to meet our goal of Net Zero with the addition of future renewables. Highstreet is consistently setting and exceeding some of the most ambitious sustainability targets in the multi-family development and construction industry.

### EV Charging Stations

All Highstreet communities, since 2016, have included a minimum of 2 Class II charging stations, as well as provisions in select underground stalls for future charging stations that will amount to 10% of stalls. Class II charging stations will be located as indicated on plans.

Provisions for future charging stations will be conduit only, allowing wiring and overcurrent protection to be properly sized for the charging stations of the future at the time of need. Should a need be demonstrated by community demand, select underground stalls may be fitted with a conventional 120-volt connection using a standard household outlet, suitable for community members to bring their own Level 1 charging station. These outlets may be locked-out (un-powered) unless requested otherwise by an EV owner to limit any potential abuse.

All residential buildings will be provided with equal levels of EV charging infrastructure. The mixed-use building may be outfitted with additional infrastructure if a quantitative need is demonstrated.



Figure 6: Electric Vehicles and Charging Stations at Highstreet's Kelowna Community

## Affordable Housing Contribution

Highstreet proposes to make a cash-in-lieu contribution of **\$142,932.00** to the Town's Affordable Housing Reserve Fund. This calculation was performed using the Town of Comox Affordable Housing Land or cash-in-lieu calculator on June 18, 2019.

Calculations performed by the Town of Comox were based on the following:

- parcel area 2.089 Ha (5.164 ac),
- current zone C4.1 Core Commercial, maximum height 10 m (i.e. 3 storeys), conditions of use require that dwelling units are not located on or below the ground floor, or on a storey containing non-residential uses, i.e. all buildings ground floor is non-residential,
- proposed 4 buildings – 3 residential, 1 mixed use fronting Aspen Rd.,
- total proposed 232 residential units,
- as no commercial component is proposed in 3 buildings, this results in "lift" of 26 units (8+9+9 additional units on ground floor of 3 buildings, ½ building depth on ground floor is assumed to accommodate parking/garages),
- 4<sup>th</sup> storey proposed for 3 residential buildings = lift = 52 units (16+18+18, if the tapering of top storey is not for the depth of an entire unit),
- 4<sup>th</sup> storey for building 4, with commercial component and 24 residential units, results in 8 units "lift" (one additional storey),
- Recent sale price \$ 4,680,000,
- 15% contribution, based on "lift" after rezoning, and
- Potential affordable units above commercial ground floor are not considered in the calculation, i.e. the numbers are as if all development consists of market units.

An image of the completed Town of Comox Affordable Housing Land or cash-in-lieu Calculator can be found below.

Additionally, Highstreet is working with the Town of Comox to provide 6 (six) affordable, adaptable housing units in the condominium building below cost as well as a portion of the commercial area as daycare space.

**Subject Property Address:** 695 ASPEN ROAD, 4 buildings, 4 storeys, mixed use  
 (required)

**Step 1 - Inputs**

**Units**

- |    |   |   |
|----|---|---|
| 1. | How many dwelling units or lots are currently permitted under the current zoning? | <span style="border: 1px solid black; padding: 2px;">146</span> |
| 2. | How many dwelling units or lots will be permitted under the new zoning?           | <span style="border: 1px solid black; padding: 2px;">232</span> |

**Property Information**

- |    |   |   |
|----|---|---|
| 3. | Does the subject property have:   |   |
|    | a. all abutting road dedications constructed to the Town's standards?(Yes/No) | <span style="border: 1px solid black; padding: 2px;">no</span>  |
|    | b. a municipal water connection?(Yes/No)                                      | <span style="border: 1px solid black; padding: 2px;">yes</span> |
|    | c. a municipal sanitary sewer connection? (Yes/No)                            | <span style="border: 1px solid black; padding: 2px;">yes</span> |
|    | d. stormwater service acceptable to the Town? (Yes/No)                        | <span style="border: 1px solid black; padding: 2px;">yes</span> |

*If you answered "No" to any part of question 3, please consult with staff before proceeding.*

- |    |  |  |
|----|--|--|
| 4. | Total area to be rezoned in m <sup>2</sup> (submit a plan with area shown) | <span style="border: 1px solid black; padding: 2px;">20,890.00</span> m <sup>2</sup> |
| 5. | Value of the Total area to be rezoned (\$)                                 | <span style="border: 1px solid black; padding: 2px;">\$ 4,680,000.00</span>          |

\$ 224.03 /m<sup>2</sup>

- |                                     |   |  |
|-------------------------------------|---|--|
| 6.                                  | Method of land valuation (attach relevant                 |  |
| <input checked="" type="checkbox"/> | Recent sale price   |  |
| <input type="checkbox"/>            | Latest BC Assessment of land                              |  |
| <input type="checkbox"/>            | Appraised value (discuss with staff)                      |  |
| <input type="checkbox"/>            | Engineer's estimate of service upgraded to Town standards |  |

**Project**

- |    |   |   |
|----|---|---|
| 7. | Is the project an apartment building? (Yes/No)                    | <span style="border: 1px solid black; padding: 2px;">yes</span> |
| 8. | Does the project include underground parking?                     | <span style="border: 1px solid black; padding: 2px;">yes</span> |
| 9. | Is there commercial on the ground floor of the building? (Yes/No) | <span style="border: 1px solid black; padding: 2px;">no</span>  |

**Step 2 - Results**

- |   |  |
|---|--|
| Is an affordable housing contribution applicable?     | <span style="border: 1px solid black; padding: 2px;">Yes</span>                |
| The total number of units calculated is:              | <span style="border: 1px solid black; padding: 2px;">13</span>                 |
| The area (m <sup>2</sup> ) for Affordable Housing is: | <span style="border: 1px solid black; padding: 2px;">638</span> m <sup>2</sup> |
| Cash-in-lieu of land amount is:                       | <span style="border: 1px solid black; padding: 2px;">\$142,932</span>          |

**Adaptability**

Working with the Town on the aging in place mandate, Highstreet Ventures proposes to build 22 units meeting the Adaptable standards of the BC Building Code and Town of Comox as per details discussed with the planning department.

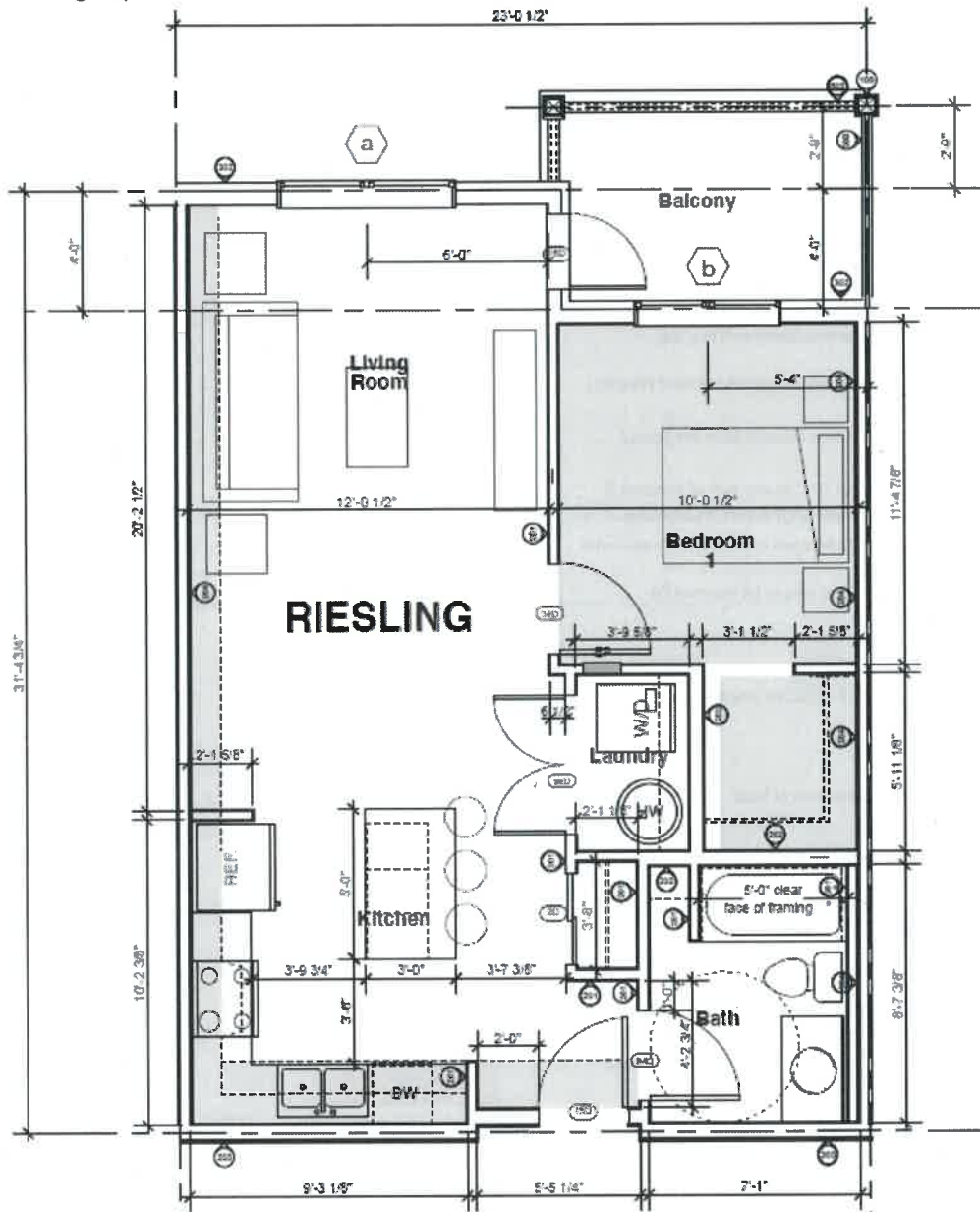


Figure 7: Adaptability Suite Layout

Highstreet is proposing to build 22 units instead of the 10% or 23 units for a variety of reasons. Since our proposed buildings are 4 storeys, for structural and service efficiency, we require the same unit layout above the unit below. As a result, there are challenges associated with providing units not in

multiples of 4 resulting in 16 units. Since the condo building has a transfer slab over the commercial space, we propose multiples of 3 in that building resulting in 6 units.

Highstreet currently owns and operates 816 units in 14 rental apartment buildings within 5 communities. Based on historical requests for adaptable units, we generally receive only 1-2 requests per community. Based on those requests we have had only one person requiring minimal accommodations for a walker move into our communities to date and this resident occupied a regular unit. Additionally, while mobility impairment affects 7.2% of Canadians, only 1% require *[full]* accommodations for a wheelchair and/or scooter.

## Sound Attenuation

Highstreet Ventures utilizes an advanced double insulation wall system in conjunction with triple-pane casement windows to ensure airtightness, sound attenuation, and thermal performance exceed standards requested by the CMHC and the Town of Comox Bylaw. As advised by Regina Bozerocka, in July 22, 2019 email, as "Highstreet intends to meet CMHC levels, no additional confirmation is required with RZ & DP application".<sup>1</sup>

## Screening of Utility Transformers

Screening of utility transformers will be provided as vinyl wraps with the pattern and imagery approved by the Town of Comox.

## Parking

Highstreet manages parking in several ways. First by providing community amenities and encouraging alternate transportation like bike parking we find that often our communities are more pedestrian in nature. Additionally, we have provided:

- total parking stalls provided exceeding current bylaw standards
- a parking reduction would be available for parking based on the available bike parking stalls, but no reduction was requested to ensure there is adequate parking for the community
- almost 50% of parking stalls are below ground and not as visible as surface parking

## Traffic

A Traffic Impact Assessment (TIA) was completed to analyze existing traffic patterns, review concerns with existing infrastructure, and provide recommendations on how best to proceed with this community with minimal impact to existing traffic patterns. The TIA is provided as part of this submission and demonstrates:

- existing traffic patterns are expected to degrade naturally, and the addition of development-related traffic is expected to have minimal impact
- the development does not reduce the serviceability of the surrounding intersections beyond the level of service standards

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<sup>1</sup> Referenced from previous document: ASP-Accessibility Rationale-2019.12.17

Operations of roadway facilities are described in terms of Level of Service (LOS), which is a qualitative description of traffic flow based on factors such as speed, travel time, delay, and freedom to maneuver. Six service levels are defined, ranging from LOS A, the best operating conditions, to LOS F, the worst operating conditions. LOS E corresponds to “at or near capacity” operations. When volumes exceed capacity, it results in stop-and-go conditions, which is designated as LOS F. The delay thresholds and corresponding LOS are presented below. The typical criterion for acceptable operation is LOS D. Therefore, any movement or intersection operating at LOS E or worse may require improvement.<sup>2</sup>

Table 1: Level of Service Definitions<sup>3</sup>

Level of Service	Delay Criteria (s/veh)		Description
	Unsignalized Intersections	Signalized Intersections	
A	≤ 10	≤ 10	Represents free flow. Individual users are virtually unaffected by others in the traffic stream. Usually no conflicting traffic
B	> 10 to 15	> 10 to 20	Stable flow, but the presence of other users in the traffic stream begins to be noticeable. Occasionally some delay due to conflicting traffic
C	> 15 to 25	> 20 to 35	Stable flow, but the operation of individual users becomes significantly affected by interactions with others in the traffic stream. Delay is noticeable, but not inconveniencing.
D	> 25 to 35	> 35 to 55	Represents high-density, but stable flow. Delay is noticeable and irritating; increased likelihood of risk-taking.
<b>E</b>	<b>&gt; 35 to 50</b>	<b>&gt; 55 to 80</b>	<b>Represents operating conditions at or near the capacity level. Delay approaching tolerance levels; risk-taking behaviour is likely.</b>
<b>F</b>	<b>&gt; 50</b>	<b>&gt; 80</b>	<b>Represents forced or breakdown flow. Delay exceeds tolerance level; high likelihood of risk-taking.</b>

Notes:

Values shown are in seconds/vehicle. **BOLD** indicates unacceptable LOS.

<sup>2</sup> Traffic Impact Assessment Technical Memo, McElhanney Ltd.

<sup>3</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

## Level of Service Results

**Table 2: Existing Conditions (2019) AM Peak Hour Intersection Level of Service Results<sup>4</sup>**

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.33	0.05	-	0.41	-	-	-	0.04	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	12	-	-	-	0
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	B	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	< 5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.03	0.44	0.19	0.28	0.56	0.49	0.22	0.04	0.07	-	-	-	-
	Delay (s)	7	10	4	9	11	19	5	13	11	10	-	-	10
	Level of Service	A	A	A	A	B	B	A	B	B	B	-	-	B
	95% Q (m)	< 5	35	10	15	50	25	5	5	5	5	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.16	-	0.16	-	-	0.05	-	-	-	0.18	-	-	-
	Delay (s)	13	-	13	-	-	2	-	-	0	3	-	-	3
	Level of Service <sup>2</sup>	B	-	B	-	-	A	-	-	A	A	-	-	A
	95% Q (m)	5	-	5	-	-	< 5	-	-	0	-	-	-	-
Aspen Road / Murrelet Drive	v/c Ratio	0.15		0.06		0.01		0.01		-		-		-
	Delay (s)	13		11		1		0		-		-		3
	Level of Service	B		B		A		A		-		-		A
	95% Q (m)	5		< 5		< 5		< 5		-		-		-
Murrelet Drive / Site Access 1	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													
Murrelet Drive / Site Access 2	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													

**Notes:**

1. **BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)

2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

<sup>4</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

# HIGH STREET

RESPONSIBLY DEVELOPING SMARTER REAL ESTATE

Table 3: Existing Conditions (2019) PM Peak Hour Intersection Level of Service Results<sup>5</sup>

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>PM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.34	0.05	-	0.34	-	-	-	0.14	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	13	-	-	-	1
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	B	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.05	0.51	0.18	0.35	0.46	0.46	0.24	0.03	0.06	-	-	-	-
	Delay (s)	7	10	5	11	10	17	5	12	9	10	-	-	10
	Level of Service	A	B	A	B	A	B	A	B	A	A	-	-	A
	95% Q (m)	5	45	10	15	40	25	10	5	5	-	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.37	-	0.37	-	-	-	0.07	-	-	-	0.16	-	-
	Delay (s)	15	-	15	-	-	-	3	-	-	0	6	-	6
	Level of Service <sup>2</sup>	C	-	C	-	-	-	A	-	-	A	A	-	A
	95% Q (m)	15	-	15	-	-	-	< 5	-	-	0	-	-	-
Aspen Road / Murrelet Drive	v/c Ratio	0.12		0.02		0.01		0.02		-	-	-	-	-
	Delay (s)	13		10		1		1		-	-	-	-	2
	Level of Service	B		B		A		A		-	-	-	-	A
	95% Q (m)	5		< 5		< 5		< 5		-	-	-	-	-
Murrelet Drive / Site Access 1	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													
Murrelet Drive / Site Access 2	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													

Notes:

1. **BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)
2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

<sup>5</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

# HIGH STREET

RESPONSIBLY DEVELOPING SMARTER REAL ESTATE

Table 4: Opening Year (2021) Background AM Peak Hour Intersection Level of Service Results<sup>6</sup>

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	w/c Ratio <sup>(1)</sup>	-	0.33	0.05	-	0.43	-	-	-	0.05	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	12	-	-	-	0
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	B	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	-	< 5	-	-	-
Guthrie Road / Aspen Road	w/c Ratio	0.03	0.45	0.19	0.29	0.57	0.50	0.23	0.04	0.07	-	-	-	-
	Delay (s)	7	10	4	10	11	19	5	14	11	-	-	-	11
	Level of Service	A	A	A	A	B	B	A	B	B	-	-	-	B
	95% Q (m)	< 5	40	10	15	50	30	5	5	5	5	-	-	-
Aspen Road / Commercial Centre Access	w/c Ratio	0.16	-	0.16	-	-	0.05	-	-	-	0.16	-	-	-
	Delay (s)	13	-	13	-	-	2	-	-	0	-	-	-	3
	Level of Service <sup>2</sup>	B	-	B	-	-	A	-	-	A	-	-	-	A
	95% Q (m)	5	-	5	-	-	< 5	-	-	0	-	-	-	-
Aspen Road / Murrelet Drive	w/c Ratio	0.15		0.06		0.01		0.01		-		-		-
	Delay (s)	13		12		1		0		-		-		3
	Level of Service	B		B		A		A		-		-		A
	95% Q (m)	5		< 5		< 5		< 5		-		-		-
Murrelet Drive / Site Access 1	w/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Level of Service	INTERSECTION DOES NOT EXIST AT THIS TIME												
	95% Q (m)	INTERSECTION DOES NOT EXIST AT THIS TIME												
Murrelet Drive / Site Access 2	w/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Level of Service	INTERSECTION DOES NOT EXIST AT THIS TIME												
	95% Q (m)	INTERSECTION DOES NOT EXIST AT THIS TIME												

Notes:

1. **BOLD** indicates w/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)
2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

<sup>6</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

Table 5: **Opening Year (2021) Background PM Peak Hour Intersection Level of Service Results<sup>7</sup>**

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>PM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.35	0.05	-	0.35	-	-	-	0.14	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	13	-	-	-	1
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	B	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.05	0.53	0.19	0.36	0.47	0.47	0.24	0.03	0.06	-	-	-	-
	Delay (s)	7	11	5	11	10	18	5	12	10	10	10	10	10
	Level of Service	A	B	A	B	A	B	A	B	A	B	A	B	B
	95% Q (m)	5	50	10	20	40	25	10	5	5	-	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.39	-	0.39	-	-	0.07	-	-	-	0.16	-	-	-
	Delay (s)	16	-	16	-	-	3	-	-	0	6	6	6	6
	Level of Service <sup>2</sup>	C	-	C	-	-	A	-	-	A	A	A	A	A
	95% Q (m)	15	-	15	-	-	< 5	-	-	0	-	-	-	-
Aspen Road / Murrelet Drive	v/c Ratio	0.13		0.02		0.01		0.02		-	-	-	-	-
	Delay (s)	13		10		1		1		-	-	-	-	2
	Level of Service	B		B		A		A		-	-	-	-	A
	95% Q (m)	5		< 5		< 5		< 5		-	-	-	-	-
Murrelet Drive / Site Access 1	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													
Murrelet Drive / Site Access 2	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													

**Notes:**

- 1. BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)
- 2. BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

<sup>7</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

**Table 6: Opening Year (2021) Combined AM Peak Hour Intersection Level of Service Results<sup>8</sup>**

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.34	0.05	-	0.44	-	-	-	0.05	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	12	-	-	-	0
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	B	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	< 5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.03	0.46	0.19	0.32	0.58	0.53	0.25	0.04	0.06	-	-	-	-
	Delay (s)	7	10	5	11	12	20	5	14	11	11	-	-	11
	Level of Service	A	B	A	B	B	C	A	B	B	B	-	-	B
	95% Q (m)	< 5	40	10	15	55	30	10	5	5	-	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.20	-	0.20	-	-	-	0.04	-	-	-	0.19	-	-
	Delay (s)	14	-	14	-	-	-	2	-	-	0	-	-	3
	Level of Service <sup>2</sup>	B	-	B	-	-	-	A	-	-	A	-	-	A
	95% Q (m)	5	-	5	-	-	-	< 5	-	-	0	-	-	-
Aspen Road / Murrelet Drive	v/c Ratio	0.18		0.06		0.02		0.01		-		-		-
	Delay (s)	13		12		1		0		-		-		3
	Level of Service	B		B		A		A		-		-		A
	95% Q (m)	5		< 5		< 5		< 5		-		-		-
Murrelet Drive / Site Access 1	v/c Ratio	-	0.05	-	-	0.03	-	-	-	-	-	0.00	-	-
	Delay (s)	-	0	-	-	0	-	-	-	-	-	9	-	0
	Level of Service	-	A	-	-	A	-	-	-	-	-	A	-	A
	95% Q (m)	-	0	-	-	0	-	-	-	-	-	< 5	-	-
Murrelet Drive / Site Access 2	v/c Ratio	0.01		-		0.03		-		0.04		-		-
	Delay (s)	1		-		0		-		9		-		2
	Level of Service	A		-		A		-		A		-		A
	95% Q (m)	< 5		-		0		-		< 5		-		-

Notes:

1. **BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)

2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

<sup>8</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019); by McElhanney Ltd.

**Table 7: Opening Year (2021) Combined PM Peak Hour Intersection Level of Service Results<sup>9</sup>**

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>PM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.35	0.07	-	0.36	-	-	-	0.13	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	13	-	-	-	1
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	B	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.06	0.53	0.20	0.46	0.48	0.49	0.25	0.03	0.05	-	-	-	-
	Delay (s)	7	11	5	13	10	18	5	12	10	-	-	-	11
	Level of Service	A	B	A	B	B	B	A	B	A	-	-	-	B
	95% Q (m)	5	50	10	25	45	30	10	5	5	-	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.38	-	0.38	-	-	-	0.05	-	-	-	-	0.19	-
	Delay (s)	15	-	15	-	-	-	2	-	-	-	-	0	5
	Level of Service <sup>2</sup>	C	-	C	-	-	-	A	-	-	-	-	A	A
	95% Q (m)	15	-	15	-	-	-	< 5	-	-	-	-	0	-
Aspen Road / Murrelet Drive	v/c Ratio	-	0.16	-	-	0.03	-	0.02	-	-	0.02	-	-	-
	Delay (s)	-	13	-	-	11	-	1	-	-	1	-	-	3
	Level of Service	-	B	-	-	B	-	A	-	-	A	-	-	A
	95% Q (m)	-	5	-	-	< 5	-	< 5	-	-	< 5	-	-	-
Murrelet Drive / Site Access 1	v/c Ratio	-	0.05	-	-	0.05	-	-	-	-	-	-	0.01	-
	Delay (s)	-	0	-	-	0	-	-	-	-	-	-	9	0
	Level of Service	-	A	-	-	A	-	-	-	-	-	-	A	A
	95% Q (m)	-	0	-	-	0	-	-	-	-	-	-	< 5	-
Murrelet Drive / Site Access 2	v/c Ratio	-	0.01	-	-	0.06	-	-	-	-	0.06	-	0.06	-
	Delay (s)	-	1	-	-	0	-	-	-	-	9	-	9	3
	Level of Service	-	A	-	-	A	-	-	-	-	A	-	A	A
	95% Q (m)	-	< 5	-	-	0	-	-	-	-	< 5	-	< 5	-

Notes:

1. **BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)
2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

With the addition of development traffic, operations are expected to degrade slightly when compared to the background traffic operations in 2021, however the impact is not significant.

<sup>9</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

**Table 8: Future (2041) Background AM Peak Hour Intersection Level of Service Results<sup>10</sup>**

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.43	0.06	-	0.55	-	-	-	0.67	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	14	-	-	-	0
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	B	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	< 5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.05	0.56	0.23	0.46	0.70	0.62	0.27	0.06	0.06	-	-	-	-
	Delay (s)	8	12	5	14	15	27	6	18	14	14	14	14	14
	Level of Service	A	B	A	B	B	C	A	B	B	B	B	B	B
	95% Q (m)	5	60	15	25	85	45	10	5	10	-	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.26	-	0.26	-	-	0.07	-	-	0.23	-	-	-	-
	Delay (s)	16	-	16	-	-	2	-	-	0	-	-	3	
	Level of Service <sup>2</sup>	C	-	C	-	-	A	-	-	A	-	-	A	
	95% Q (m)	10	-	10	-	-	< 5	-	-	0	-	-	-	
Aspen Road / Murrelet Drive	v/c Ratio	0.25			0.09			0.02			0.01			-
	Delay (s)	17			13			1			1			3
	Level of Service	C			B			A			A			A
	95% Q (m)	10			< 5			< 5			< 5			-
Murrelet Drive / Site Access 1	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													
Murrelet Drive / Site Access 2	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													

**Notes:**

1. **BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)
2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

<sup>10</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

Table 9: Future (2041) Background PM Peak Hour Intersection Level of Service Results<sup>11</sup>

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>PM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.45	0.07	-	0.45	-	-	-	0.23	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	17	-	-	-	1
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	C	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.09	0.64	0.23	0.62	0.58	0.58	0.29	0.04	0.07	-	-	-	-
	Delay (s)	8	13	6	21	12	25	6	17	12	14	-	-	14
	Level of Service	A	B	A	C	B	C	A	B	B	B	-	-	B
	95% Q (m)	5	85	15	40	70	50	15	5	10	-	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.62	-	0.62	-	-	0.10	-	-	0.21	-	-	-	-
	Delay (s)	25	-	25	-	-	4	-	-	0	-	-	-	9
	Level of Service <sup>2</sup>	D	-	D	-	-	A	-	-	A	-	-	-	A
	95% Q (m)	30	-	30	-	-	5	-	-	0	-	-	-	-
Aspen Road / Murrelet Drive	v/c Ratio	0.22		0.03		0.02		0.03		-	-	-	-	-
	Delay (s)	17		11		1		1		-	-	-	-	3
	Level of Service	C		B		A		A		-	-	-	-	A
	95% Q (m)	5		< 5		< 5		< 5		-	-	-	-	-
Murrelet Drive / Site Access 1	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													
Murrelet Drive / Site Access 2	v/c Ratio	INTERSECTION DOES NOT EXIST AT THIS TIME												
	Delay (s)													
	Level of Service													
	95% Q (m)													

Notes:

1. **BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)
2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

<sup>11</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

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Table 10: Future (2041) Combined AM Peak Hour Intersection Level of Service Results<sup>12</sup>

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>AM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.43	0.07	-	0.56	-	-	-	0.07	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	14	-	-	-	0
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	B	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	<5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.06	0.56	0.24	0.50	0.72	0.65	0.29	0.06	0.08	-	-	-	-
	Delay (s)	9	12	6	16	16	28	6	16	14	15	-	-	-
	Level of Service	A	B	A	B	B	C	A	B	B	B	-	-	B
	95% Q (m)	5	60	15	25	85	50	10	5	10	-	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.31	-	0.31	-	-	-	0.05	-	-	-	0.24	-	-
	Delay (s)	18	-	18	-	-	-	2	-	-	-	0	-	3
	Level of Service <sup>(2)</sup>	C	-	C	-	-	-	A	-	-	-	A	-	A
	95% Q (m)	10	-	10	-	-	-	<5	-	-	-	0	-	-
Aspen Road / Murrelet Drive	v/c Ratio	-	0.28	-	-	0.10	-	0.03	-	-	0.01	-	-	-
	Delay (s)	-	16	-	-	14	-	1	-	-	1	-	-	4
	Level of Service	-	C	-	-	B	-	A	-	-	A	-	-	A
	95% Q (m)	-	10	-	-	5	-	<5	-	-	<5	-	-	-
Murrelet Drive / Site Access 1	v/c Ratio	-	0.06	-	-	0.04	-	-	-	-	-	-	0.01	-
	Delay (s)	-	0	-	-	0	-	-	-	-	-	-	9	0
	Level of Service	-	A	-	-	A	-	-	-	-	-	-	A	A
	95% Q (m)	-	0	-	-	0	-	-	-	-	-	-	<5	-
Murrelet Drive / Site Access 2	v/c Ratio	-	0.01	-	-	0.04	-	-	-	-	0.04	-	0.04	-
	Delay (s)	-	1	-	-	0	-	-	-	-	9	-	9	2
	Level of Service	-	A	-	-	A	-	-	-	-	A	-	A	A
	95% Q (m)	-	<5	-	-	0	-	-	-	-	<5	-	<5	-

Notes:

1. **BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)

2. **BOLD** indicates LOS/delay is unacceptable (LOS E or worse)

<sup>12</sup> Highstreet Development – Traffic Impact Assessment (August 18, 2019), by McElhanney Ltd.

Table 11: Future (2041) Combined PM Peak Hour Intersection Level of Service Results<sup>13</sup>

Intersection	Attribute	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	Overall
<b>PM Peak Hour</b>														
Guthrie Road / Commercial Centre Access	v/c Ratio <sup>(1)</sup>	-	0.46	0.09	-	0.46	-	-	-	0.20	-	-	-	-
	Delay (s) <sup>(2)</sup>	-	0	0	-	0	-	-	-	16	-	-	-	1
	Level of Service <sup>(2)</sup>	-	A	A	-	A	-	-	-	C	-	-	-	A
	95% Q (m)	-	0	0	-	0	-	-	-	5	-	-	-	-
Guthrie Road / Aspen Road	v/c Ratio	0.09	0.63	0.24	0.73	0.58	0.61	0.30	0.04	0.07	-	-	-	-
	Delay (s)	8	13	6	28	12	27	6	18	13	15	-	-	15
	Level of Service	A	B	A	C	B	C	A	B	B	B	-	-	B
	95% Q (m)	5	85	15	55	70	50 <sup>(3)</sup>	15	5	10	-	-	-	-
Aspen Road / Commercial Centre Access	v/c Ratio	0.58	-	0.58	-	-	0.06	-	-	0.24	-	-	-	-
	Delay (s)	23	-	23	-	-	3	-	-	0	7	-	-	7
	Level of Service <sup>2</sup>	C	-	C	-	-	A	-	-	A	A	-	-	A
	95% Q (m)	30	-	30	-	-	< 5	-	-	0	-	-	-	-
Aspen Road / Murrelet Drive	v/c Ratio	-	0.24	-	-	0.04	-	0.03	-	0.02	-	-	-	-
	Delay (s)	-	15	-	-	12	-	1	-	1	3	-	-	3
	Level of Service	-	C	-	-	B	-	A	-	A	A	-	-	A
	95% Q (m)	-	5	-	-	< 5	-	< 5	-	< 5	-	-	-	-
Murrelet Drive / Site Access 1	v/c Ratio	-	0.07	-	-	0.07	-	-	-	-	-	-	0.01	-
	Delay (s)	-	0	-	-	0	-	-	-	-	-	-	9	0
	Level of Service	-	A	-	-	A	-	-	-	-	-	-	A	A
	95% Q (m)	-	0	-	-	0	-	-	-	-	-	-	< 5	-
Murrelet Drive / Site Access 2	v/c Ratio	-	0.01	-	-	0.07	-	-	-	0.08	-	0.08	-	-
	Delay (s)	-	2	-	-	0	-	-	-	10	-	10	-	3
	Level of Service	-	A	-	-	A	-	-	-	A	-	A	-	A
	95% Q (m)	-	< 5	-	-	0	-	-	-	< 5	-	< 5	-	-

**Notes:**

- BOLD** indicates v/c ratio is greater than 0.85 (limited capacity is available; vehicles are expected to experience significant queuing and delays)
- BOLD** indicates LOS/delay is unacceptable (LOS E or worse)
- With optimization, the NBL queue length at Guthrie Road/Aspen Road will be reduced to 40 m. Additionally, all movements are anticipated to operate at LOS C or better.

Compared to the 2021 conditions, the background traffic operations in 2041 are expected to degrade at the study intersections. However, all intersections are expected to continue to operate at an acceptable LOS. With the operations in 2041, however the impact is not significant.

Additionally, through the deliberate design of a walkable, human-scale oriented community with grocers, public transit, parks, and schools within walking or cycling distance, with provisions for over 200

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bike parking stalls, as requested by the Town of Comox parking calculator, this community is strongly positioned to encourage a pedestrian lifestyle.

## Our Values

Highstreet is a Kelowna based real estate development company that primarily develops, builds, sells, and operates condo quality apartments. We are passionate about developing smarter real estate that makes a real impact by providing top-rated soundproofing, quality finishes, energy efficiency, and environmental sustainability enabling our properties to stand alone in the marketplace. With massive investment in solar energy and green building initiatives in our communities, our vision is to own and operate 1000 net-zero homes by the end of 2024. We aim to lead the real estate industry to an affordable zero carbon, net positive future.

### Taking the High Road

We're aiming to pave the way for an affordable zero carbon, net positive future and are dedicated to doing the right thing.

- H** HUMILITY grants us insight from others
- I** INQUISITIVE & learning continuously
- G** GUIDED by always doing what is right
- H** HONEST, open and timely with communication
- R** RESPONSIBLE & accountable for our actions & decisions
- D** DETERMINED & dedicated team

Should you wish to know more about our company, we invite you to visit our website at [highstreetventures.ca](http://highstreetventures.ca) or contact us directly.

## Appendix: Zoning Amendment

Current Zoning: C4.1 Core Commercial

Proposed Zoning: Comprehensive Development Plan

Proposed Use: Mixed Use – Commercial Residential

Proposed Density:

**FAR:**

West Lot – 1.10

East Lot – 0.90

**Density:**

*Proposed Maximum Density – 120 Dwellings/Hectare*

Proposed Development Density:

West Lot – 118 Dwellings/Hectare

East Lot – 73 Dwellings/Hectare

Total/Average Lot Density: 112 Dwellings/Hectare

Proposed Setbacks:

Side Yard (West) – 6.00m

Rear Yard (North) – 3.00m

Primary Frontage (South) – 3.00m

Secondary Frontage (East) – 3.00m

Proposed Height:

Proposed Maximum Height 14m to the main roof

Bldg A- 13.64 m

Bldg B- 13.19 m

Bldg C- 13.34 m

Bldg D- 13.64 m

Building Massing:

1 storey height reduction at corners to reduce the overall mass in response to feedback by community members.

Screening:

The following will be screened in accordance with Section 8:

1. Garbage compounds
2. Off-street parking
3. Above ground utility boxes and transformers will receive a vinyl wrap
4. Screening will be provided between the property and abutting Residential properties

Development Permit Area: DPA #4 – Mixed Use

DPA #4 Policies:

- a. **Unless otherwise noted Land designated Mixed Use: Commercial-Residential as shown on Map 1 - Land Use Designations is intended to accommodate development consisting of two or more different land use types on the same site.**
  - *Highstreet has satisfied this requirement through provision of 736m<sup>2</sup> of ground floor commercial space on the easternmost building. It was noted that residential units are more in demand for this neighbourhood than commercial units as there are some existing commercial vacancies nearby.*
  
- b. **Land designated Mixed Use: Commercial-Residential on Map 1 - Land Use Designations is included in Development Permit Area #4 – Mixed Use: Commercial-Residential (DPA #4). The objectives and guidelines for DPA #4 are specified in Part 3 and the map showing areas designated in DPA #4 is contained in Part 5. In these areas, the owner or authorized agent must first obtain a development permit prior to the issuance of a building permit; subdivision of land; alteration of land, including vegetation; or construction of, addition to or alteration of a building or structure pursuant to Section 489 of the Local Government Act unless exempted in this OCP under Section 488(4) of the LGA.**
  - *Highstreet will satisfy this requirement through a Development Permit Application prior to the application for Subdivision and Building Permit.*
  
- c. **In mixed use developments, parking for residential uses should be separated from parking for commercial or institutional uses.**
  - *Highstreet will satisfy this requirement through specific allocation of above ground parking spaces for the commercial component of the site, as needed to satisfy the Town of Comox parking requirements.*
  
- d. **Commercial uses in mixed use developments must respect the scale and privacy of adjacent residential uses.**
  - *Highstreet will satisfy this requirement by providing only 1-storey of street level commercial space to alleviate the massing of larger commercial buildings and aid the transition from commercial to residential use on adjacent lands.*
  
- e. **Use the principles of massing, setbacks and design character for mixed use developments to encourage building forms that minimize the domination of street frontage, foster diversity and fit within the context of the neighbourhood.**
  - *Setbacks and massing have been reviewed to ensure the proposed buildings integrate effectively with both the existing and planned neighbourhood context. Landscaping and colour/material palette have been used to minimize the mass in conjunction with reducing the mass at the building corners and contributes to the over-all building character.*

*Additional architectural features including raised roof overhangs and material transitions break up the expanse of the walls and add character with a nod towards west coast architecture.*

- f. Integrate local-orientated commercial development into the neighbourhood through the encouragement of pedestrian level architectural details and overall human scale.
  - *Pedestrian level architectural details, including prominent front entrances along street frontages, street level balcony decks, and access to pedestrian thoroughfares have been included to ensure human scale is preserved. Additionally, reduction in height to the building corners and a simplified and separate colour palette on the top floor provides a visual reduction to the overall building mass.*
  
- g. At 2310 Guthrie Road (Lot A District Lot 170 Comox District Plan VIP84899) the preferred types of commercial uses are neighbourhood-oriented retail and services. Development of this site must not include any commercial motor vehicle access from Tracker Place.
  - *N/A*
  
- h. Redevelopment of mixed-use sites along Anderton Road shall avoid large building setbacks from Anderton Road or parking areas between Anderton Road and any new development.
  - *N/A*
  
- i. The mixed-use designation on 685 Lazo Road (Lot 1, District Lot 191, Comox District, Plan VIP83187) is intended to accommodate:
  - 1. Small scale tourist accommodation such as bed and breakfast or cabins and restaurants; and/or
  - 2. ii. Residential: Ground Oriented Infill in the form of subdivision with a minimum parcel size and frontage consistent with those of the surrounding area, (excluding Hutton Road to the east) for one single detached dwelling per parcel with or without a secondary suite serviced by a waste disposal system located on the same parcel. On a parcel greater than 1,500 square metres, a single detached dwelling with a coach house or a secondary suite can be accommodated.
  - *N/A*
  
- j. Sound attenuation through building construction measures may be sought for portions of a dwelling unit facing an arterial or a major collector road.
  - *Highstreet Ventures utilizes an advanced double insulation wall system in conjunction with the triple-pane airtight casement windows to ensure airtightness, sound attenuation, and thermal performance exceed standards requested by the CMHC and Town of Comox Bylaw. As advised by the Town of Comox in July 22, 2019 email, "Highstreet intends to meet CMHC levels, no additional confirmation is required with RZ & DP application".*

DPA #4 Guidelines:

Site Services:

- a. All on-site services should be underground;
  - *Confirmed*
- b. Where collection of solid waste from a development is proposed to be centralized, garbage and recycling compounds should be in safe, convenient locations and not within a front or exterior side yard; and
  - *Confirmed. Emterra environmental has verbally acknowledged that the proposed waste bins and their locations are acceptable. We are in the process of completing the revision and receiving formal Emterra acceptance. The Town of Comox will also be providing independent confirmation with Emterra to ensure serviceability.*
- c. All developments should provide full services along front and exterior side lot lines in accordance with the Town's Subdivision and Development Servicing Bylaw, which may include provision and/or upgrading of sidewalks, curbs, gutter, pavement, wiring and street lighting.
  - *Highstreet will provide a sidewalk along Murrelet, as well as traffic attenuation measures as deemed required by the Traffic Impact Assessment.*

Building Guidelines:

- a. Buildings should continuously occupy the street frontage in order to provide animation to the street. Short distances between storefronts and generous provision of windows are encouraged. Along a street frontage blank walls without windows should not be provided;
  - *The site plan has been designed to ensure buildings are continuous along street frontage, with living room and storefront windows, balconies, and main entrances along the street to provide character and animation.*
- b. Frontages should be varied in architectural treatment at least every 30 metres to provide the variety and interest required. This is to avoid long, dominating facades, canopies and other architectural features that impose an inhuman or uncomfortable scale on the pedestrian realm;
  - *The proposed buildings vary in architectural treatment along street frontages, making use of vertical board & batten, horizontal lap, and panel siding. Use of multiple colours and varying material palettes provides differentiation alongside the length of the building, and additional depth is added to the façade through the provision of balconies and variation in the roof character. The longest run of continuous material is less than 14m.*

A clear visual separation of commercial versus residential uses should be provided, either vertically or horizontally;

  - *The provided ground-floor commercial space has been differentiated from the above residential space through use of large glass storefront windows and vertical aluminum siding in place of the engineered wood fibre façade, the lack of balconies, and a strong horizontal delineation through the addition of an overhead brow, providing shade and shelter to the*

commercial spaces. This can be seen in the below colour elevation, shown in more detail in the application.



Figure 8: Building D – West Elevation

- c. Special architectural features that are considered important in establishing character or variety may, with Council approval, exceed the zoning height limit. Any height variance should take into consideration the height of other buildings on the street;
  - *Highstreet will be looking to establish a 14m height limit as part of the project's rezoning, therefore no variances will be required.*
- d. A variety in height, form, mass and setbacks should be used to emphasize the small-town scale and pedestrian orientation of Comox. Use of balconies, bay windows, and the occasional tower and dormer windows are encouraged to add interest to the street scene;
  - *Highstreet will utilise variation in colour, variation in roof lines, and differing setbacks along the frontage to provide variety. Larger window trims on the 1<sup>st</sup> floor and ground-floor balconies will increase the pedestrian orientation along the street front.*
- e. Canopies should also vary from frontage to frontage. Long canopies of the same design can harm the desired diversity and scale and should be avoided;
  - *Differentiation in canopy design has been provided between buildings with commercial and residential ground floors.*
- f. Where practical, individual storefronts should be no greater than 10.5 metres and preferably narrower;
  - *Storefronts have been provided between 8.5m & 10.2m in width.*
- g. Buildings over 1 storey should be massed to reduce the appearance of the height and increase ground floor weight through terracing or tapering of building mass and roof lines;

- *At the request of the Town of Comox, building corners have been dropped 1 storey below the main roof height. Colours have been graded such that more grounding earth tones are provided along the ground floor, whereas white is provided for the top floor will help reduce the impression of the building mass. A "brow" feature has been added at the transition from the third to the fourth floor that protrudes out the same extent as the decks to provide further delineation to the fourth floor and reduced the overall look of the height of the building.*
- h. **Building design should reflect a residential character. Sloping rooflines and extensive use of gables and dormers are encouraged;**
  - *Rooflines have been optimized for the use of solar photovoltaics, making use of a flat roof for the main roof that makes up the majority. Architectural roof features utilizing lap siding, cedar coloured soffit, and knee braces pay tribute to modern "West Coast style" residential architecture.*
- i. **Overall building character should convey permanence, provide visual interest at the pedestrian level, and avoid monotonous or overbearing character. The use of large, robust, unique architectural details to provide key visual focal points, offsets otherwise uniform exterior treatments. Alternatively, the provision of rich detail as exemplified in the use of wood planks, cement board planks, brick and stone provide the desired character when combined with robust trim features;**
  - *Rich detail has been provided through use of cedar colour soffit, natural wood posts and braces at entryways, and variation along the length of the building, drawing attention to building entryways and other key focal points.*
- j. **Exterior trim and architectural features should be robust and weather resistant;**
  - *The buildings will utilize a cement-board or durable engineered wood siding, coupled with a rainscreen system to ensure durability and sustainability are at the core of façade design.*
- k. **Where a building is adjacent to a street, its principal elevation should be orientated to the street and designed in such a manner as to promote a lively, energetic, pedestrian-oriented, streetscape including:**
  1. **the provision of a strongly articulated, primary pedestrian entrance to each ground floor unit accentuated by:**
    - i. **door design, trim, and hardware; and**
    - ii. **a direct pedestrian pathway to the street.**
  - *Highstreet relocated the primary building entrance to the street frontage and has provided a pedestrian pathway from the front entrance to the street. The prominent front entranceway is accentuated by large timbers and differentiation in siding colour.*

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2. differentiation of the ground level from higher stories and between buildings through variation in articulation; exterior material texture, and architectural details such as trim and window treatment; and
  - *Differentiation between ground floor and upper floors has been provided through variation in siding colour and texture and larger trim on the ground floor.*
3. provision of a primary visual focal point; Within a development, other building elevations which are visible from adjacent streets should be treated similarly excluding the pedestrian entrance requirement;
  - *The front entryway has been provided with bright natural sloped wooden posts and variation in texture to create a primary visual focal point. This has been shown below and can be seen in more detail in the application.*



Figure 9: Typical Entrance

- I. Designs should encourage crime prevention by using passive security design elements including:
  1. Providing adequate pedestrian level lighting for sidewalks, pathways and parking areas to promote safe evening use;
    - *All on-site sidewalks, pathways, and parking areas will be well-lit.*
  2. Buildings should be designed and sited to facilitate a high degree of visual surveillance of adjacent streets and onsite, outdoor common areas from unit windows;
    - *Balconies and unit windows have been provided adjacent to adjacent roadways and onsite outdoor common areas.*
  3. Exterior unit entrances/exits should be designed and sited to facilitate a high degree of visual surveillance from unit windows, adjacent streets and internal roads; and
    - *Windows for suites have been orientated to face streets and parking lots. Exterior lighting on decks general site lighting, common area and parking security cameras on site will provide additional safety.*

4. The location of habitable rooms with windows that face streets, sidewalks, and associated open space to promote informal surveillance through a high level of visual oversight;
  - *Bedrooms and living rooms have been provided facing the outdoors to provide fresh air and natural light to living spaces as well as informal surveillance for adjacent streets and sidewalks.*

- m. Outdoor, including rooftop, mechanical and electrical equipment, including heat pumps, should be screened from the view of onsite building windows, balconies, decks, adjacent streets, adjacent properties, and other prominent public viewpoints.
  - *The only outdoor equipment proposed is a rooftop make-up-air unit, which will be setback from roof edges such that it is concealed from the pedestrian level.*

## Integration with Existing Development

- a. Building orientation, scale, form, height and setbacks should, where practical, reflect characteristics consistent with the surrounding context;
  - *Highstreet has proposed a significant setback between the proposed development and abutting neighbours to the West on addition to a substantial landscape buffer. Additional effort has been made to work with the surrounding context, including stepping the building corners one storey below the roofline and orienting the building between the street and the parking to increase residential street presence and screen parking from neighbouring residents.*
- b. Building character should be compatible with surrounding development;
  - *Building colours and materials have been chosen to maintain continuity with abutting commercial buildings as well as pay tribute to modern West Coast Style architecture, combining rich colours with natural timber accents.*
- c. All exterior building, exterior corridor, and site lighting fixtures (including those in parking areas but excluding dwelling unit balcony and patio lighting) should:
  1. produce illumination levels in accordance with common engineering practices and standards;
    - *Will meet criteria.*
  2. be of a metal halide type or provide a similar light spectrum;
    - *Will meet criteria.*
  3. minimize illumination of adjacent properties;
    - *Will meet criteria.*
  4. consist of full cut off/flat lens pole lighting or fully shielded wall lighting;
    - *Will meet criteria.*