

April 23, 2026

Planning Department
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

Re: Development Permit Application at Highland Village Shopping Centre, Phase

Dear Planning Department,

On behalf of ACI Comox Investments Ltd., Common Ground Consulting is pleased to submit this Development Permit application for Phase 3 of Highland Village Shopping Centre, located at 1966 Guthrie Road in the Town of Comox. CGC is acting as Owner's Representative and Development Manager on this project, and has been actively coordinating the Owner, the design and consulting team, and prospective tenants over the past several months in order to bring a complete, well-considered application.

The subject property is zoned E-1 Corridor Commercial and has an OCP Land Use designation of Low-Rise Mixed-Use (4-Storey). The site is an established commercial node in Comox, currently occupied by Phases 1 and 2A/2B of the Highland Village Shopping Centre. Phase 3 represents the final build-out of this commercial development and has been carefully designed to complement and complete the existing centre.

Project Description

Phase 3 proposes two new commercial buildings on the southeastern portion of the site, representing a combined gross floor area of approximately 29,238 SF (2,716 SM).

Building D – Food Store: A single-storey food store building with a partial mezzanine, totalling 26,300 SF (2,443 SM) of building area and 1,917 SF of mezzanine space. This building will serve as the anchor commercial use for Phase 3 and is designed to accommodate a grocery/food retail operator. The building features a modern commercial aesthetic incorporating aluminum composite (ACM) panels in Yew Green and Bone White, corrugated metal siding in Regent Grey, clear anodized aluminum storefront glazing, and a 6'-0" high rooftop mechanical screen consistent with the DPA guidelines requiring that rooftop mechanical and electrical equipment be screened from view.

Building E – Multi-Tenant Restaurant/Retail Drive-Thru Pad: A two-storey multi-tenant building totalling 2,938 SF (273 SM) of gross floor area, designed to accommodate restaurant and retail tenants with a drive-thru lane. Building E is finished in natural finish concrete, cultured stone, James Hardie fibre cement board, built-up wood cornices and cedar trellising, in warm earth tones including Chardonnay, Brookline Beige, and Bleeker Beige, with a natural cedar stain.

The two buildings have been designed as complementary but architecturally distinct structures. Together, they complete the Highland Village Shopping Centre as a cohesive, pedestrian-friendly commercial campus. The Owner has been in advanced discussions with prospective tenants for both buildings for several months, and the building configurations

and layouts have been developed in direct response to tenant requirements and operational needs.

Design and Consulting Team

We have assembled an experienced, multidisciplinary team engaged since the early design stages of this project. Each consultant has contributed meaningfully to a thorough and compliant application:

Architect – Urban Design Group Architects Ltd. (UDGA): Eric Ching, Principal, has led the design of both buildings from concept through to the Issued for DP drawing set dated April 14, 2026. UDGA has deep experience with commercial retail and mixed-use development in BC and has carefully crafted a design that responds to the DPA #5 Commercial: Neighbourhood and Tourist guidelines. They were also the architects for the initial phases of the development

Landscape Architect – M2 Landscape Architecture and Arboriculture Ltd.: Meredith Mitchell, Principal, and Bahareh Nassiri, Senior Landscape Architect, have prepared a landscape plan for the Phase 3 site, addressing boulevard plantings, parking lot softening, screening, and materials consistent with the DPA #5 Landscape Guidelines. The landscape plan ensures that all areas not covered by buildings, structures, driveways, or parking are landscaped with appropriate plant material and an automatic irrigation system, as required by Section 3.5.5.5 of the DPA.

Arborist – Francis Klimo: A Registered Professional Arborist was engaged early in the project to assess existing trees on and adjacent to the site. The arborist's assessment and recommendations have informed the site layout and landscape plan to ensure appropriate tree retention and protection.

Traffic Engineer – Watt Consulting Group: Watt Consulting completed a Traffic Impact Assessment for the Highland Village Phase 3 development, analyzing the impacts of the proposed food store and drive-thru pad on the surrounding road network, including the Guthrie Road/Anderton Road intersection. The study evaluated site access, internal circulation, and its findings have been incorporated into the site design.

Civil Engineer – Centras Engineering Ltd.: Gurpreet Parmar, P.Eng., has prepared a Storm Water Management Report and Site Grading Plan for the Phase 3 area. An eco-block stormwater detention tank is incorporated into the site design to manage surface water runoff in accordance with the Town's engineering standards. The civil package also addresses site servicing, including the proposed relocation of an existing fire hydrant.

Electrical Engineer – Zoom Engineering Ltd.: Jie Kang, E.I.T., has been engaged as the electrical engineer of record and has already commenced correspondence with BC Hydro to coordinate PMT location and overall electrical service requirements for the new buildings. Zoom Engineering has also prepared the site lighting plan for Phase 3, ensuring that all exterior lighting meets DPA standards.

Parking – Compliance with Zoning Bylaw 1850 and DPA #5 Guidelines

Parking has been a central consideration in the Phase 3 site design. The parking layout, space counts, and design standards have been carefully developed in accordance with

Section 6 of Comox Zoning Bylaw 1850 (Off-Street Parking and Loading), tenant requirements and the Parking Guidelines set out in the DPA #5 Commercial: Neighbourhood and Tourist guidelines.

Parking Requirements – Phase 3:

Per Section 6.15(3) of the Zoning Bylaw (Required Off-Street Parking Spaces Outside Downtown), the applicable parking rates are as follows:

Building D (Food Store – Retail Sales, ≥ 500 m²): 1 per 20 m² of gross floor area → 2,443 SM ÷ 20 = 61 spaces required (incl. 1 accessible)

Building E: 2.5 per 100 SM based on the food services rate of the Town's referenced standard, yielding 7 spaces required (incl. 1 accessible).

Parking Provided – Phase 3:

Building D: 89 spaces (incl. 2 accessible, 15 small car, 5 EV, 14 EV-ready)

Building E: 11 spaces (incl. 1 accessible, 3 small car)

Across all three phases, the overall site now provides 255 parking spaces against a total requirement of 168 spaces, resulting in an overall parking ratio of 4.2 spaces per 1,000 SF – demonstrating a well-supplied, commercially functional site that meets the requirements of the tenants.

Waste Management and Site Services

Garbage and recycling have been thoughtfully addressed in both the site plan and architectural design. In compliance with DPA #5 Site Services Guideline 3.5.5.1(2), garbage and recycling compounds for both buildings are located in safe and convenient locations.

DPA #5 Design Guidelines – Summary of Compliance

The design of Phase 3 has been developed with close reference to the guidelines of DPA #5 Commercial: Neighbourhood and Tourist. The following is a brief summary of how key guidelines have been addressed:

Building Guidelines: Building E introduces variety in height, form, and mass through its tower element, cornice articulation, and drive-thru canopy, emphasizing a small-town pedestrian scale as encouraged by the guidelines. Building D's south elevation fronting the parking lot features storefront glazing, pedestrian entrance canopies, defined entry points, and a varied facade with multiple material breaks and a prominent signage band to provide visual interest at the pedestrian level. Architectural features are robust and weather-resistant. Rooftop mechanical units (RTUs) on both buildings are fully screened by metal-slat RTU screens as detailed on the roof plan drawings.

Integration with Existing Development: Building D and Building E are designed as a coordinated pair that completes the Highland Village Shopping Centre, reflecting the commercial character of the existing Phases 1 and 2. The Phase 3 site area and building placement are consistent with the overall site plan of the shopping centre as it has developed over multiple phases.

Pedestrian Guidelines: Pedestrian walkways are provided throughout the Phase 3 parking area and along the front of both buildings, with crosswalk markings, accessible ramps, and bollards at key pedestrian/vehicle conflict points as shown on the site plan and details (A-1.0 and A-1.1). Building E includes a covered canopy at the storefront level to provide weather protection consistent with the DPA pedestrian guideline for continuous weather protection.

Energy, Water Conservation and GHG Reduction: Landscaping has been selected with an emphasis on drought-resistant, low-maintenance plant material. The landscape plan includes an automatic irrigation system to support plant establishment. The buildings are designed with insulated metal panel systems that provide thermal performance.

Signage: Signage calculations have been prepared for both buildings and are shown on drawings A-D3.1S and A-E3.1S. For Building D, the proposed south elevation signage area of 326.6 SF slightly exceeds the permitted area of 296.4 SF based on the wall length calculation method, and the Owner respectfully requests that the Town consider this modest overage in light of the anchor tenant's identification requirements. All other elevation signage for Building D and all signage for Building E are within permitted areas.

Conclusion

Phase 3 of Highland Village Shopping Centre represents a significant and long-anticipated investment in the Town of Comox. The Owner and CGC have invested considerable time and resources over the past several months in coordinating prospective tenants, refining the design to meet tenant requirements, and assembling a thorough and professional application package. The application has been prepared with close attention to the requirements of the E-1 Corridor Commercial Zone, the DPA #5 Commercial: Neighbourhood and Tourist guidelines, and the Comox Zoning Bylaw.

We welcome the opportunity to meet with Planning staff to discuss any aspects of the application and are committed to working collaboratively with the Town toward a timely approval. Please do not hesitate to contact us with any questions or requests for additional information.

Thanks,

Kanwar Mangat,
Principal, Common Ground Consulting