



The Corporation of the City of Courtenay

A Blueprint for Courtenay

*Official Community Plan
Appendix "A"
to
Bylaw No. 2387*

May 13, 2010

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Part 1

Introduction

1. INTRODUCTION

Section 1.0

1.1 The Official Community Plan – What is it?

An Official Community Plan (OCP) is a statement of the City's long term vision of the community for the future. It establishes a strategy through policies that guide Council in their decision making role. This includes economic, environmental, social and cultural policies in addition to land use patterns, servicing and transportation. It will become an important reference for residents, businesses, community organizations and other levels of government.

It sets the direction for future locations of commerce, recreation, institutional and residential uses. It will influence daily living patterns and strive to minimize travel patterns, costs and environmental impacts. The plan will strengthen the City as a viable and liveable community.

1.2 Scope of the Official Community Plan

Section 877 of the *Local Government Act* outlines content of an Official Community Plan. The *Act* outlines the framework for community goals, objectives and policies. A Community Plan must be flexible to provide adaptability to meet changes in the community. The planning horizon is 5 years in the short term and 15 to 20 years for longer term considerations.

1.3 Basis of the Official Community Plan

This Community Plan provides a great deal of respect for community values and goals. The Plan provides a community vision for Courtenay that reflects values and priorities which have been articulated by Council and the general public. The Community Plan was prepared following local consultations which included public surveys, discussions with Council, focus groups and meetings.

1.4 Interpretation

An Official Community Plan means a Community Plan as defined in Section 875 of the *Local Government Act* and adopted by Council in accordance with the requirements of the *Local Government Act*.

Any proposal for development or redevelopment shall be reviewed according to the policies embodied in the text of this bylaw. All rezoning proposals and bylaws enacted shall be consistent with the Official Community Plan.

All bylaws and works enacted shall be consistent with the Official Community Plan.

1.5 Our Community

The City of Courtenay was incorporated in 1915 with a population of 700 and has grown to include an area of 2,517 hectares (6,219 acres) with a population of 21,500 (2004 estimate). It is the largest municipality of the Comox Valley.

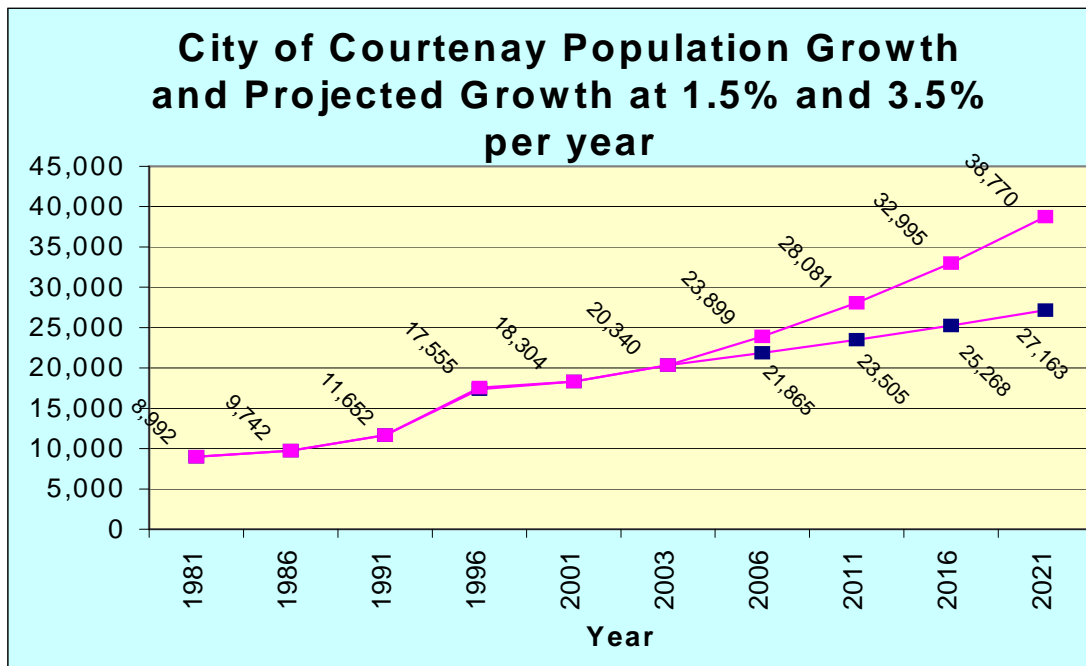
Incorporation:	1915
Number of Properties:	9,445
Residential:	8,485 (6,109 single family residences – 72%)
Non Residential:	797
Civic:	160

Percent of property tax assessments to residential property:	77%
Percent of property tax assessments to non-residential property:	23%

1.6 Population

The population for the City in 2001 was 18,304, which was a 5.5% increase from 1996. The City’s rate of growth has levelled off since 1996-97 (4.5%) and the very rapid growth of 48% experienced from 1991-96 (11,698 to 17,335). However, since 2001, the City has continued to show significant growth with a 2004 population estimate of 21,500. This gain includes the 824 people annexed into the City in 2002. This again is also reflected in building permit values which have gone from \$29 million in 2001 to \$63 million in 2004.

In the table below, a projection of 1.5% and 3.5% annual growth is illustrated. Boundary adjustments will add to the range of projected increases.



1.7 Community Changes

The existing OCP was adopted in 1994 and has been amended 55 times. The community has also experienced the following significant changes:

- opening of the Inland Island Highway and completion of the Comox Valley Parkway to 29th Street (1999);
- Westjet flights into Comox Valley from Alberta (2001) and new airport terminal (2004);

- opening of Inland Island Highway to Campbell River in September 2001;
- expansion of commercial land base with addition of Anfield Retail Centre at Cliffe Avenue and Anfield Road, Safeway Retail Centre at Cliffe Avenue and 17th Street (2003) and Home Depot on Lerwick Road (2003).
- completion of Courtenay Middle School (opened September 2001) and additions to Puntledge Elementary, Glacier View Elementary, Valley View Elementary and Lake Trail Junior Secondary. Nine schools now within City boundaries plus North Island College;
- boundary extensions of over 1000 hectares;
- completion of civic projects which included the Library and Firehall, renovation of former Post Office into Museum and ownership of Native Sons Hall. The City has also commenced the renovation of the Old Fire Hall into an Arts Gallery and to renovate City Hall and is working to complete Simms Millennium Park. All of these projects are within the downtown core of the City.

As a result of these changes, the strategy in this Plan will be to continue to provide a sense of direction for the development of a balanced community that will contribute to the well being and civic pride of the residents of the City and also for future generations.

Part 2

Vision and Strategy

2. VISION AND STRATEGY

Section 2.0

2.1 Vision

Following a community wide consultation process that included a mail-out of 9500 questionnaires and focus group sessions, a number of goals and strategies were identified. We found there was a high degree of public interest in the future of the City.

The vision for the City of Courtenay is for a City that is unique and different from other communities. It is to become the most liveable community in the province. It can be expressed as having:

- an inclusive, open and caring community
- commitment to continued excellence
- a strong downtown
- the ability to ensure a high level of aesthetic and architectural design
- a reputation as the premier regional centre for arts and culture
- balance and ability to lead growth and the provision of services
- a role to be the centre of commerce for the Comox Valley
- an expanding parks, natural areas and greenways system
- a strategy to lead in environmental protection
- commitment to serve youth and seniors
- support for a viable agricultural economy and ensure the protection of agricultural lands

The goals that provide the foundation for this vision include:

1. THE DOWNTOWN

Preserve and protect downtown Courtenay as an integral part of the community's social and cultural life, its identity and its economy.

Strategy

- Utilize urban design strategies – such as fostering a cultural precinct there – contained in the arts and cultural policy as one way to strengthen downtown.
- Define the downtown as a high quality environment which is distinguished by its organized and varied facades with superior detailing and signage using stone, brick and timbers in construction. Build on the standard set by the Library and Sid Williams Theatre and Council approved City Hall renovations to promote architectural interest and community pride.

- Encourage residential development downtown.
- Encourage higher density development and housing in the downtown as a way to build in a market for its businesses. Utilize 5th Street as the model for other downtown streets.
- Maintain a pedestrian orientation in downtown and integrated transportation planning (i.e., taking all modes of movement into account).
 - Develop a transit terminal downtown, where multiple modes of transportation can converge.
 - Develop more bicycle paths in the downtown area (e.g. along Puntledge River)
 - Develop friendly streets and sidewalks.

2. CULTURE, HERITAGE AND THE ARTS

Enhance Courtenay's reputation as the premier regional centre for arts and culture.

Strategy

- Adopt and implement the recently-prepared Arts and Culture Policy, which offers a series of specific actions for the City to take. (see Section 4.8)
- Demonstrate how your community values, preserves and manages, for the benefit of the community, its cultural heritage and its built and natural, historical and national heritage.

3. ENSURING THE HIGHEST LEVELS OF AESTHETIC DESIGN

Ensure a high level of aesthetic design in Courtenay.

Strategy

- Define or redefine Courtenay's visual identity
 - Establish a clear idea of what image Courtenay wants visitors to take home with them.
 - Buildings should express a feeling of civic pride.
- Ensure all development happens with care, in accord with locally-prepared standards.
 - Require blank walls of large building to be detailed or landscaped.
 - Use the Library, Sid Williams Theatre, Arts Gallery and renovated City Hall as examples we wish to meet.
- Utilize infrastructure to create a greater sense of place (e.g. bicycle and pedestrian ways, widen sidewalks and landscaping required in all developments).
- Develop a softer entrance into the City from the south.
 - Re-work 29th Street, Cliffe Avenue, Cumberland Road, Island Highway, Lerwick Road and Ryan Road with more tree planting and boulevard widening and work with the Ministry of Transportation on this strategy.

4. BALANCED GROWTH

Move toward greater balance of development between the east and the west sides of Courtenay, and maintain downtown as the core of the community.

Strategy

- Define areas where new commercial will be considered.
- Move to identify lands on which “big box” commercial development is acceptable.
- Create neighbourhoods that provide different housing types close to recreation, educational and daily destinations.

5. A SYSTEM OF GREENWAYS TO SERVE RECREATIONAL NEEDS

Work to have Courtenay recognized as a community that’s friendly to walkers and bicycle riders.

Plan to maintain and protect existing wildlife corridors to preserve wildlife habitat within the City.

Strategy

- Strengthen development standards for sidewalks and other aspects of a pedestrian environment to address mobility impairments.
- Work with School District 71 to encourage more walking and biking to school, through proper siting and planning of new facilities, provision of necessary facilities on school sites, and through educational efforts.
- Work with community groups in planning and developing pedestrian trails and wildlife corridors.
- Demonstrate how the landscape in your community has been enhanced to create environments that generate civic pride, facilitate enjoyable recreational experiences and improve the quality of life within your community.

6. PARKS AND PUBLICLY ACCESSIBLE NATURAL OPEN SPACE

Identify and protect key areas that have the potential for future use as parks or open space.

Strategy

- Designate and protect key areas that could become future parks or open space.
- Review access to areas to ensure the integrity of natural amenities is not negatively impacted.
- Identify areas where future storm and sanitary sewer development could be harmful to the natural environment, and take precautionary measures.
- Continue the development of the Courtenay Riverway Concept along all river frontages in the City.

- Encourage full access to area amenities through sensitive design and engineering to meet the accessibility needs for all citizens.

7. GUIDELINES FOR SUSTAINABLE DEVELOPMENT

Design with nature, employing energy-conservation principles, emphasizing sustainability, enhancing the natural beauty, and protecting wildlife habitat; and support agriculture as an industry in the Valley.

Strategy

- Consider the long-term impacts of all land use decisions. Selecting the correct location for density is important as this will create the right balance to ensure new growth enhances the community and supports existing and new services.
- Review and update the tree management bylaw to protect wildlife habitat and undertake a tree-planting program.
- Adopt measures to reduce creation of impermeable ground surfaces.
- Enact performance-based bylaws to protect watersheds and riparian habitat areas, and to consider alternative stormwater management practises.
- Ensure decision making considers maintaining air and water quality using best available science.
- Create more walkways and provide links between green spaces without negatively impacting the integrity of existing natural amenities and riparian areas along watercourses and estuaries.

8. THE NEED TO ADOPT “SMART GROWTH” PRINCIPLES

Adopt “Smart Growth” policies for sustainable development.

Strategy

- Set clear municipal and urban containment boundaries.
- Consult with the Regional District of Comox-Strathcona to ensure areas adjacent to and impacting Courtenay have appropriate rural densities as compared to present residential densities.
- Foster alternative means of transportation.
- Develop guidelines that would yield walkable neighbourhoods in new developments, e.g., with inter-connected streets, sidewalks on both sides of the streets, heavily planted streets.
- Through regulations and incentives, encourage developers to produce a greater housing mix as well as commercial services.

9. THE VALUE OF AGRICULTURAL LANDS

Although Courtenay itself has become an urban area, the rural context within which it exists is still important to most residents, and should be preserved.

Strategy

- Preserve Courtenay’s rural context through clearly delineated City boundaries and ALR designation.
- Support the present location of ALR boundaries in the City.

10. INDUSTRIAL DEVELOPMENT

Work toward a more diversified economy, including becoming a model energy-conserving community, with more value-added forestry, aquaculture, a stronger recreational base, service to retirees, as well as continuing existing economic activities.

Strategy

- Identify nodes of commercial activity and adhere to those as the only places for commercial development.
- Identify lands that could be zoned for light industry, and put out the message that Courtenay welcomes clean industry.
- Encourage the development of value-added industry in forestry and aquaculture.
- Support community economic development strategies that focus on locally owned and operated businesses and recognize educational and cultural/arts initiatives as having significant growth potential.

11. THE ROLE OF THE AIRPORT

Capitalize on the business the airport brings to the Comox Valley.

Strategy

- Work closely with the airport commission to ensure airport and City planning keep aligned.
- Explore other industries that can be developed locally or attracted to the region because of the airport’s projected growth.

12. BOUNDARY EXTENSION

Lay out a clear plan for the future expansion of the boundaries of the City.

Strategy

- Determine desirable growth levels for the future based on what’s financially and environmentally sustainable and use existing structures and services, in designating urban growth containment boundaries.
- Establish conceptual municipal boundaries to identify the preferred long term boundary for the City and define conditions under which extensions to these boundaries would be acceptable.

13. NEED FOR A REGIONAL APPROACH TO PLANNING

Work toward greater regional cooperation.

Strategy

- Examine developing a valley-wide vision.
- Work with neighbouring municipalities, Regional District, Comox Indian Band, federal and provincial agencies to adopt complementary policies and to resolve differences.
- Support regional planning initiatives for specific economics, social, infrastructure and environmental issues.
- Work through the Union of British Columbia Municipalities on provincial matters affecting municipalities, such as governance and the downloading of services.
- Approach Federal Government on federal related matters on new federal revenues and environmental legislation.

14. PLANNING FOR RETIREES

Recognize and enhance Courtenay's present attraction to retirees as an increasingly vital part of the character and economy, fitting within an overall balanced population mix.

Strategy

- Work closely with senior organizations as they address the needs of the senior population.
- Ensure that the community's visual image and marketing efforts strike a balance for all residents.

15. SUPPORTING SOCIAL EQUITY

Creatively employ the City's resources and influence to foster social equity.

Strategy

- Assure regular City participation in the Society Planning Society, so that social issues are in the foreground, similarly, work with the Comox Valley Accessibility Committee.
- Support the regular updating, broad dissemination and public discussion of quality of life reporting (e.g., the *Comox Valley Quality of Life Report*).
- Continue the joint efforts with Comox toward creating a youth advisory committee, and then create a civic youth strategy which recognizes key role young people play. Assure youth plan an instrumental role in the process from the start.

16. COMMUNITY PARTICIPATION

Develop a strong sense of community through social programming and through physical design and planning.

Bolster community spirit and volunteerism.

Strategy

- Work with social planning agencies and organizations and environmental groups.
- Provide more forms of recognition and reward for volunteers.
- Encourage cultural, recreational and art related events.

Part 3

Growth Management

3. GROWTH MANAGEMENT

Section 3.0

3.1 Introduction

The City has faced the issues of boundary extension, amalgamations or future municipal boundaries for many years. Boundary changes have proceeded primarily on an individual basis; however, there is a need for a coordinated and consistent approach to considering the future boundaries of the City. Adopting Growth Management Policies as outlined in this section will establish a strategy for the City in moving towards a workable and preferred boundary which will allow for the development and environmental protection in a coordinated system.

Having a clear plan for the future expansion of the City remains one of the most effective land use management tools which will lead to the integration and seamless delivery of services in a more equitable manner in the Comox Valley. Municipal boundary extensions are a necessity in order to manage the future growth of the City. It will also help to prevent suburban sprawl that has consumed rural lands on the urban fringe, protect our natural environment and it will ensure urban growth occurs within urban boundaries. Rural sprawl comes at a considerable expense to the City and impacts on the services the City provides. The uncoordinated actions of the Regional District and provincial agencies with approving authority for subdivisions, septic systems, private wells, drainage, roads and taxes provides a regulatory system which has created the urbanization of the unincorporated areas around the City. Further, the Regional District have made recent decisions through policy and land use regulations to allow continued urban sprawl in the areas adjacent to the City.

The City has maintained a position that municipal services will not be extended beyond the municipal boundaries. This is based on a principle that granting services outside the City will only perpetuate the situation where non-municipal areas will continue to abandon any effort to equalize contributions for services received.

It is clearly evident that areas on the fringe of the City that have received a municipal service such as community water, results in creating residential areas that are too dense. This has lead to environmental problems of failing septic systems and a lack of any stormwater management which impacts on the City.

In designing the City's transportation, water, sanitary sewer and storm drainage systems, the City follows good planning and engineering practices and have provided for possible service extensions for areas presently outside the municipal boundaries, where applicable.

Growth management would be greatly enhanced if provincial regulations and approvals reflected the actual cost of development outside municipal boundaries.

3.2 Goals

1. protect environmentally sensitive areas
2. support sustainable development practices
3. support efficient infrastructure development

4. ensure equitable taxation for services provided and received
5. provide for cohesive governance
6. protect urban and rural values
7. provide for managed growth

3.3 Policies

Council will:

1. establish conceptual boundaries to identify the preferred long-term boundary for the City as shown on Map #1. The preferred municipal boundary is not an urban containment boundary. Through the Local Area Plan process, areas will be identified for different types of development and land uses following inclusion into the City. This will then allow for the delineation of an Urban Containment Boundary within the municipal boundaries.
2. work cooperatively with Comox Valley municipalities and Regional District regarding the cohesive and complimentary development of land contiguous to municipal boundaries along with the development of master plans and strategies on the provision of services.
3. work to harmonize the delivery of services and the streamlining of uniform application procedures with the Comox Valley municipalities, Regional District and provincial agencies.
4. initiate process to discuss Regional Growth Management Policies “Built by the Comox Valley Municipalities and Regional District”.
5. only expand its boundaries following a review that the service improvements are within the financial means of the City.
6. not support the further densification of residential, commercial, industrial or institutional uses in the non-municipal areas within a 5 km. radius of the City’s boundaries. Support retaining large parcel sizes within this area greater than 2 hectares and preferably 8 hectares.
7. only make municipal water and/or sewer services available to areas within municipal boundaries.
8. seek ways to ensure areas on the urban fringe pay equitably for services received including police, recreation, transportation, cultural and the mitigation of environmental problems.
9. position itself as the regional commerce centre of the Comox Valley promoting new and existing industries to expand economic opportunities for growth and development within the municipal boundaries. As such, the City will oppose commercial or industrial developments on its fringes, along the Comox Valley Parkway, the Inland Island Highway or the Island Highway where it may lead to urban sprawl and undermine the existing tax base.

10. entertain satellite boundary extensions to enhance the economic base and economic development of the area while maintaining a commitment to sustainable growth and environmental protection.
11. continue to lead efforts in storm water management, water supply, garbage and sewage disposal to protect the environment.
12. support Transportation Planning Initiatives designed to match population growth to major destinations and centres of importance.
13. seek methods to continue to protect the Comox Lake Watershed.
14. recommend to the Regional District to adopt a policy of not supporting private package sewer treatment plans and amend the community sewer and water definitions within the zoning bylaw to only allow publicly operated plants as has been the case in other Regional Districts.

Part 4

Land Use Designations

4. LAND USE DESIGNATIONS

Section 4.0

4.1 DOWNTOWN

4.1.1 Introduction

Courtenay is fortunate to have an interesting and viable downtown. Presently our downtown displays many of the characteristics of a healthy downtown with many opportunities to grow and strengthen.

Although it is evident that the bulk of the commercial growth has not been downtown, it is also evident that this area of the community is resilient and continues to respond positively to the changing times. There has been a recent renewal of cultural facilities in the downtown. The Sid Williams Civic Theatre, Courtenay & District Museum and the new Courtenay Library are all within walking distance of each other. Added to this will be the renovation of the Old Fire Hall at Duncan and 6th into an Art Gallery along with the City's acquisition of the Museum on 4th Street and the Native Sons Hall on Cliffe Avenue. Lewis and Simms Millennium Parks are focal points of the community linking the downtown to the growing commercial area to the east. The City has also developed Jubilee Square as an open space and parking lot between the Sid Williams Civic Theatre and the Native Son's Hall on Cliffe Avenue. To further address parking concerns, the City developed additional parking adjacent to City Hall and purchased two properties opposite City Hall, of which one has been developed as a parking lot. The City is also undertaking a major renovation of City Hall on Cliffe Avenue to further the concept that the downtown is the institutional centre of the Comox Valley.

The City of Courtenay is committed to a healthy vibrant downtown, and will continue to ensure this area remains viable. Strengthening the partnerships between the Downtown Courtenay Business Association, Comox Valley Tourism Association, Chamber of Commerce and the Economic Development Society will remain a high City priority.

4.1.2 Goals

The goals of the Downtown Plan are as follows:

1. To strengthen the role of the downtown as the primary business district and the centre for culture, entertainment, government and tourism;
2. To identify a series of policies and initiatives to encourage the development and re-development of the downtown;
3. To promote a mix of multi residential with commercial uses;
4. To improve the visual character of the downtown through requiring development that is innovative and promotes architectural interest and community pride;
5. To promote a pedestrian oriented environment which is safe, compact and well designed;
6. To enhance the waterfront area to take full advantage of this valuable feature;

7. To improve and create parks, greenway connections, recreation facilities and spaces for public activities and special events;
8. To preserve and protect downtown Courtenay as an integral part of the community's social and cultural life, its identity and its economy;
9. To direct major office space including government offices and services to the downtown;
10. To limit the height of all buildings to four stories; and,
11. To consider incentives through the review of the Development Cost Charges Bylaw to assist the redevelopment of the downtown.

4.1.3 Policies

1. That Council support and promote a downtown location for:

- the primary location of major offices and government facilities within the City;
- uses such as the library, courthouse, museum, performing arts centre, city hall, police station, recreation and community centres, public art gallery, health unit, school district offices, Regional District offices, churches and care facilities, banks and credit unions: civic uses will serve to reinforce the existing retail, service and office component downtown;
- future use for major destination recreation facility

and also encourages and promotes partnerships with other organizations (eg. DCBIA, Economic Development Society, Tourism Comox Valley, North Island College, etc.) to create cultural hub, educational and business district.

- pursue partnerships to develop School District property east of Harmston Avenue for destination use.

“Although both civic and institutional uses are commonly allowed in central areas, their critical importance to the continued life and vitality of town centres is often not fully appreciated until the loss is a fait accompli and its consequences are keenly felt.” (P.113 of “Rural By Design”)

2. That Council support a diversity of uses in the civic and commercial centre of Courtenay by adding the following uses to the Commercial One Zone (C-1):

- craft industry with wholesale and retail sales;
- beer/wine making facility, micro brewery and store;
- studios (artist's, performing arts, recording, etc.);
- small scale manufacturing with wholesale and retail sales, limited by size and noise/fumes restrictions.

A key to maintaining a vibrant downtown is to maintain a diversity of uses. Downtown Courtenay presently has a wide variety of retail shops such as specialty foods, bookstores, clothing, sports shops, gift shops, fitness facilities, restaurants, etc. Some larger commercial uses such as grocery stores and pharmacies are also located downtown. The recent upgrades to the Thrifty's Grocery Store and new Shopper's Drug Mart are examples of development supported for the downtown.

Downtown Courtenay has a strong office component including professional and personal services. In addition, the Province of B.C. Courthouse, School District offices, City Hall and three major financial institutions form the backbone of the office component.

The majority of respondents (92%) to the Downtown Courtenay Policy Plan Questionnaire agreed that the City should allow a greater variety of commercial uses downtown.

3. That Council support the following residential uses in the downtown:

- senior care, community care facilities and day cares;
- home occupation or live/work developments;
- apartments, condominiums and townhouses.

The provision of multi residential housing within the downtown area will support the pedestrian oriented environment, support businesses and result in a safe active downtown area. There is also a need to maintain the continuity of commercial uses at grade along with the prime shopping streets. Commercial uses at grade within selected commercial streets may be a condition of residential development.

4. Council may consider the 3rd and 4th storeys set back to ensure a pedestrian scale and allow view corridors and to minimize the impact on neighbouring residential areas such as the Old Orchard.
5. That Council supports an expanded area for the downtown to allow the downtown to expand and gain prominence. The expansion would provide opportunity for larger commercial uses to be an integral part of downtown and for development projects to occur which serve to expand and enhance the downtown. This could encompass an area bounded by the Puntledge River to the north, the railway corridor to the west, 17th Street to the south and the Courtenay River to the east. However, expansion into the Old Orchard residential area with commercial or multi residential uses would not be supported. Any expansion must be contiguous with existing uses to develop a continuous and dense downtown commercial business district.

One of the greatest challenges of the downtown business area is to provide attractive opportunities for growth and redevelopment. This is especially true for larger retail and commercial ventures that normally locate on large vacant sites with a great deal of on site parking. It is critical to the health of downtown to both retain the existing establishments and to provide realistic opportunities for larger retail uses to locate near the city centre. Retail stores should have an opportunity to locate downtown.

However, the expansion should closely relate to and strengthen the existing core to avoid isolated pockets of commercial development.

6. That Council support market uses and special events to continue the tradition of the downtown as a place for the community to gather, meet and enjoy.
 - develop a transit terminal downtown, where multiple modes of transportation can converge at Cumberland Road and the E&N Railway terminal.
 - encourage and support musical, performing arts and educational events in conjunction with activities in the Art Gallery.

Subject to discussions with the Downtown Courtenay Business Association, Council may wish to promote informal market uses by allowing stalls and vendors to operate at a specified location and time.

7. That Council promote and preserve the downtown parks and greenway system according to the following guidelines:
 - Encourage walking and cycling as an alternate to vehicular transportation;
 - Prepare a detailed study of the Riverway concept as it relates and connects to downtown. Also, investigate the future riverway greenway development between Central Builders and the Courtenay River, in partnership with Central Builders, along the future fisheries and floodplain setback. Alternately, the City could reserve a setback for a public walkway pending redevelopment of the site;
 - Continue to promote the continued upgrading of the streetscape including the provision of benches, bike racks, trees, corner bulbs, sidewalk extensions. Continue to promote the banner program to illustrate themes and events;
 - Reserve street ends and City owned properties with water frontage for park and public access. Continue to expand public ownership of pedestrian linkages when opportunities arise;
 - Pursue use and acquisition of the E&N Railway corridor for a future greenway for pedestrians and cyclists;
 - Continue to pursue development of the end of the 4th and Cliffe road allowance to create a pedestrian greenway connection between the Riverway, Filberg Centre, Museum and Sid Williams Civic Theatre and encourage related linkages and greenways;
 - Consider a partnership with the B.C. Building Corporation (Courthouse) and the Downtown Courtenay Business Association to develop the green area in front of the Courthouse as a Courthouse park;
 - Support the acquisition of Harmston Park for future community park use.

8. That Council promote the use of transit by installing bus shelters in cooperation with the Downtown Courtenay Business Association and service clubs at locations as determined by the City, B.C. Transit and the Downtown Courtenay Business Association.
9. That Council address parking issues in the downtown according to the following suggestions;
 - To develop a strategy which could include the purchase of additional parking lots to the west and to the south of downtown when required;
 - Acquire property on 5th Street and Anderton Avenue adjacent to publicly owned lands when available;
 - To give preference to pedestrian access and bicycle traffic and continue to provide convenient alternatives to vehicular access;
 - To develop a system of signage to better identify downtown parking lots and their regulations;
 - To allocate some areas of street parking and parking lots for longer term parking (ie. 4 hours maximum);
 - To assess the existing City parking lots for ease of circulation and for the potential of added landscape screening;
10. That Council support the design of a system of signs and directories for the downtown.

A clear and distinct signage system should be developed to direct vehicles to downtown Courtenay from 17th Street and Ryan Road. There should also be clear directions to civic parking lots and downtown amenities from all approaches. Some signs would be oriented to vehicular traffic and some would relate to the pedestrian.

*“Maps and directories assist pedestrians by showing the locations of businesses, cultural attractions, public facilities and historical information...
 ...They can direct traffic into the district from highways and other major roads and provide direction to other parts of town.”* (P. 4, Main Street Guidelines, National Trust for Historic Preservation)

11. That a review of signage, sidewalk widths, roadway standards including design features for such items as manhole covers, street signs, directional signs and building setbacks be considered in terms of their contribution to the downtown streetscape:
 - The sidewalk in the downtown area should be a minimum of 2.5 metres in width. The sidewalk should be measured from the inside of a one-metre boulevard strip that will contain street trees and service items such as power poles. A further 4 metre setback from the property line would allow some activities adjacent to the sidewalk such as outdoor retail displays and café tables and foundation landscaping in the area of 4th, 5th and 6th Streets, Duncan, England and Fitzgerald Avenues.

- Sidewalks along arterial roads should be a minimum of 1.8 metres in width measured from the inside of a one metre boulevard strip which will contain street trees planted at 7.5m to 10 m intervals and service items such as power poles. Such a separation from an arterial street connection is critical to promote pedestrian use. A planted median should be a mandatory part of arterial road development. The Mile of Flowers should be continuous to the downtown.
- Place a priority on continuing to replace overhead wires with underground installations.

*“Together with the architecture of the buildings, the quality of public improvements conveys the image of a business district...
...Public improvements include the street itself, sidewalks and curbs; lighting; street trees and plantings; street furniture such as benches, directories and trash containers; traffic lights, parking meters and utility poles and lines. Special features such as monuments, sculpture, fountains, parks and plazas can also provide important focal points for the public environment.”* (P.1, Main Street Guidelines, National Trust for Historic Preservation, USA)

12. That Council place a high priority of continuing to budget for street improvements such as the corner bulbing with landscaping at street intersections.
13. That Council support Development Permit Guidelines specific to the downtown.

The Development Permit Guidelines for the downtown should promote the unique characteristics of the downtown core. There may be references to the heritage characteristics of the downtown. The guidelines should provide ideas and inspiration to property owners and developers but not be a barrier to development. Emphasis will be on building height, form, massing and light, views and privacy standards resulting in enhanced civic pride.

*“Intended to be implemented with a degree of flexibility to avoid stifling creativity, while maintaining an agreed direction for achieving the overall vision of the corridor plan, these guidelines place repeated emphasis on building design (encouraging varied massing, pitched roofs, and strong entrances), site design (reducing the visual impact of parking areas with landscaping and building arrangement), signage (lower and smaller freestanding signs) and pedestrian access and amenities...
...And streets and building sites are to be laid out “to create a pedestrian realm, offering a continuous, safe and pleasant network of paths, sidewalks, bridges and crosswalks, enhanced by places to rest (eg. benches and seating areas) and socialize (plazas, squares, courtyards)”.* (P. 147-8, Rural by Design, APA)

The Guidelines will place emphasis on:

- featured store entries that will highlight street vistas, canopies and show/display windows
- varied facades

- use of materials such as brick, stone and wood with varied details, colours and materials
- appropriate use of timber, ornamental work and foundation landscaping
- co-ordinated signage with building design
- compliment out natural environment that surrounds and is part of the Downtown

4.2 COMMERCIAL

4.2.1 Introduction

The City has experienced significant commercial growth in recent years. A number of major 'name brand' companies have located in commercial sectors including Wal-Mart, Home Depot, Winners, Staples, London Drugs and Future Shop. In the coming years, it is expected there will be a continued demand for retail space which will be directed to identified commercial areas.

Outside of the Downtown area there are designated commercial areas offering a wide range of choice and selection of goods and services. The trading area of Courtenay is the greater Comox Valley area and northern parts of Vancouver Island.

The principle commercial areas include:

- Driftwood/Anfield Road
- Ryan Road/Island Highway
- Crown Isle at Ryan/Lerwick and Ryan/Anderton
- Mission Hill at Island Highway/Lerwick Road

There also is a mix of commercial areas along parts of Cliffe Avenue and Comox Road.

4.2.2 Goals

1. utilize existing services and designated lands prior to consideration of new commercial areas;
2. direct all government and major offices to locate in the downtown area;
3. encourage a high standard of development to enhance the design of the city and streetscape through the issuance of Development Permits for all commercial developments;
4. support a strong, diversified commercial base within municipal boundaries which will provide employment and service opportunities;
5. encourage infill of highway commercial services to serve automobile oriented commercial uses on major roads;
6. support the development of neighbourhood commercial services through the adoption of local area plans;
7. support tourist commercial development associated with natural amenities and environmental features such as the Courtenay River, Puntledge River or Tsolum River corridors or major destination golf courses which achieve a high level of environmental protection; and,

8. update the home occupation provisions ensuring the residential component of a neighbourhood is not compromised.

4.2.3 Policies

The City will consider commercial development in designated areas as outlined in Map #2. The designation of new or the extension of commercial zoning along major routes within the City is not supported. The City supports more intensive utilization of existing serviced land and existing commercial space prior to outward expansion. All commercial development is subject to the development permit guidelines which are detailed in Section 8 of this plan.

1. Shopping Centres

These areas function as the major shopping centres for the region. They are or can be expected to be anchored by major retailers, with a mix of smaller retailers. Driftwood Mall is an indoor shopping mall whereas the Anfield Retail Centre, Safeway Mall, Superstore Mall are an exterior access format. There is provision for shopping centres within Crown Isle and on Ryan Road opposite and beside the Superstore Mall.

Council will:

- support the provision of a wide range of retail areas, limited office, and personal service areas including restaurants.
- expand development permit guidelines to foster a better overall appearance of these commercial areas with stricter design, sign and landscaping requirements.
- support residential use close to major shopping malls and consider it appropriate in commercial areas along Cliffe Avenue, Ryan Road, Comox Road or Island Highway where an association with major amenities and public services can be demonstrated.
- implementation of a architectural theme in all developments or redevelopments including not only building form and character but also the use of exterior materials and local improvements including sidewalks, street lighting, signage, landscaping and parking arrangements.
- retail stores greater than 4500 m² should locate only in these areas.

2. Service/Highway Commercial

Service Commercial development represents the commercial areas which cater primarily to automotive oriented enterprises and frequently are on the edge of major shopping routes.

Council will:

- limit the expansion of existing commercial areas and scale of areas along the highways or collector roads.

- require particular attention to street appearance of buildings, parking areas and ground orientated signage with significant landscape treatment along public roads.
- require that all development will have a clean physical separation of their parking areas from traffic lanes through the development of sidewalks and landscape buffers.
- not support commercial uses at the intersection of the Inland Island Highway and the Comox Valley Parkway, nor along these roads.
- designate the Mission Hill area along the west side of the Island Highway as an area which predominantly caters to the automotive industry. It is expected that this will continue with limited infill and redevelopment of the existing commercial area.

3. Tourist Commercial

Council will:

- support accommodation and services for visiting tourists within the municipal boundary or at a designated resort centre such as Mount Washington
- not support tourist accommodation and related uses on the fringe of the City, on the Inland Island Highway or on roads leading to Mount Washington

4. Neighbourhood Commercial

Council recognizes the importance of having neighbourhood level commercial centres which provide a service to a local neighbourhood. A commercial centre can be considered in the development of local area plans for developing areas.

Council may also consider neighbourhood shops within neighbourhoods. This would be smaller in scale than a neighbourhood commercial development and would typically involve 1 – 2 shops.

Council will:

- Set limitations through the zoning by-law on the range of permitted uses and size of buildings which will be designed in keeping with the residential neighbourhood being serviced with a lot size of approximately 2500 sq.m.
- Support limited residential use on the second level of a commercial centre.

5. Airport/Marina Commercial

The City leases property adjacent to the Courtenay River at 20th Street, to the Courtenay Airpark Association which operates an asphalt surfaced runway for primarily private operators. The city also leases a marina to a non-profit society for pleasure craft beside the airport. These facilities have operated for many years and serve an important role to the City.

Council will:

- protect the integrity of the airpark and marina facilities at 20th Street.
- work with non-profit societies to improve and expand facilities as required.
- support expanded recreational use of the marina and surrounding areas including rowing facilities.
- support limited expansion of airport oriented commercial uses including float plane docking facilities, aircraft repair and charter service.

4.3 INDUSTRIAL

4.3.1 Introduction

The City has very little serviced industrial land and currently no lands are available to meet the requirements of larger and heavy industrial operations. An exception to this is within the Crown Isle Development which has approximately 15.8 hectares of land but it is not serviced at this time. With the expansion of the Comox Valley Airport these lands may be considered for development following the extension of services along Anderton and Ryan Roads.

Long-term growth will include the requirement to accommodate industrial expansion with an industrial park. The potential area for this will be in the area south of Fraser road following a boundary extension south of the City.

4.3.2 Goals

- require a high standard of site development to protect adjoining land uses and natural environment
- support the continuation of existing industrial areas
- develop a new industrial park where a wider range of industrial uses would be permitted
- encourage industrial development as a means of diversifying the City's economy
- work with the Economic Development Society on initiatives to expand the Industrial base and uses of the City

4.3.3 Policies

1. The City will consider Industrial use in those areas identified on Map #2.
2. The City will not support the location of major offices in the Industrial designated areas.
3. The City will not encourage any significant retail uses in the Industrial designated areas.
4. The City recognizes the concept that it is not practical to accommodate future industrial requirements within current City boundaries and that consideration will be given to a boundary extension including the Fraser Road/South Island Highway area to meet this requirement.
5. The City will ensure that access for industrial vehicles is provided to reduce any conflict between industrial and residential traffic.
6. The City will require an overall development plan addressing land use and servicing requirements for new developments prior to advancing amendments to the Zoning Bylaw.

7. The City will require all industrial development to be subject to the Development Permit Guidelines for industrial use outlined in Section 8 of this plan to ensure a high standard for landscaping, buffers, site and building design, parking and circulation.

4.4 RESIDENTIAL

4.4.1 Introduction

The City has experienced continual residential growth since the mid 1990's and with the on-going community changes outlined in section 1.7, it is expected that strong and positive population growth will continue.

The following table outlines the characteristics and types of new residential construction:

Table #1

YEAR	SINGLE FAMILY	DUPLEX (units)	MULTI FAMILY (units)	MOBILE HOME	TOTAL
1995	69	54	11	9	143
1996	100	58	88	14	260
1997	147	38	33	19	237
1998	46	28	7	4	85
1999	66	6	0	4	70
2000	45	0	0	2	47
2001	70	0	0	3	73
2002	159	38	48	6	251
2003	159	18	106	6	289
2004	203	22	124	10	359

During the late 1990's up to 2003 there was also significant infrastructure improvements throughout the City, along with expansion to the commercial base with projects including the Anfield Retail Centre at Anfield Road, Safeway Retail Centre at 17th and Cliffe Avenue and the Home Depot Centre at Lerwick and Ryan Road.

Residential growth is expected to continue as the demand for new housing will be driven by the desire of external individuals seeking a milder climate and opportunities provided in the Comox Valley.

The majority of new housing will occur through the subdivision of larger vacant lots. The recent trend has seen the majority of this development to occur in East Courtenay. With the amount of developable land in East Courtenay this trend will likely continue. Single-family housing remains the most dominant form of housing. Multi residential housing will continue to be examined within developing areas however, the Plan stresses the primary area for this form of housing be in the Downtown area. Neighbourhood multi residential development will also be emphasized in association with closeness to services including public facilities, shopping and employment, and through the adoption of Local Area Plans.

4.4.2 Goals

1. Optimize the use of existing lands in the City with a long term consideration to expand boundaries and protect adjoining lands from further development to meet the future needs of the City.

2. To encourage multi residential development in the Downtown area of the City, and in areas identified through the Local Area Planning process.
3. Support the development of housing options for seniors.
4. Ensure the provision and integration of special needs and affordable housing.
5. Encourage housing opportunities and convenient community services for individuals having special housing requirements.
6. Ensure new housing projects introduce innovative and creative design and streetscapes.
7. Preserve the integrity and character of existing residential areas with any redevelopment proposal.
8. Ensure all new development includes the provision of amenities including buffer areas along major roads, neighbourhood parks, sidewalks and trails, and public facilities.

4.4.3 Policies

The focus of this Plan remains on making the best use of residential lands within the City, with the long-term consideration to expand the current boundaries in order to protect and meet present and future needs.

The plan recognizes that examining ways to increase densities can reduce urban sprawl, support and enhance the downtown and existing commercial and residential neighbourhoods and provide balance between new and existing developments. The benefit can be to the environment, transportation system, a healthy community and fiscal responsibility in the provision of services. It is one step towards building a more sustainable community. This includes:

1. balance land uses to create a vibrant and diverse neighbourhood and community;
2. create neighbourhoods that will offer a variety of transportation choices;
3. preserve and enhance open spaces, greenways and environmentally sensitive areas;
4. encourage green buildings and infrastructure; and
5. lead in creating inclusive neighbourhoods for housing.

Densities

1. Establish Rural, Suburban, Urban Residential and Multi Residential categories.
2. The **Rural** description will be applied to lands that are removed from municipal services and would be premature for redevelopment. The lot sizes would range from 2 - 8 hectares in order to best manage these lands.
 - a) limited agricultural activities will be considered in this designation
 - b) services may be limited and may not include municipal sewer system

3. **Suburban** designation is for single residential development with lot sizes greater than 2500 sq.m. and full urban services.
4. The **Urban Residential** description is for the single and duplex residential development with a broad range of fully serviced subdivisions and the provision for a variety of lot sizes in a neighbourhood. Lot sizes may range from 650 m² to 2500 m² with consideration of smaller lots only after review and approval of an overall design concept. In this regard,

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- a) limited infill will be considered only in keeping with the character and scale of an existing neighbourhood
- b) rezoning to permit duplex development may be considered where duplex lots are dispersed throughout a development and the proposed development is compatible with the existing neighbourhood and consistent with any applicable Local Area Plan.

In existing neighbourhoods, rezoning to accommodate infill duplex development may be considered on lots greater than 900 m² in area. For new comprehensive development areas, duplex lot sizes smaller than 900 m² may be considered.

To ensure that duplex development on existing duplex zoned lots maintains and enhances the existing neighbourhood's sense of place and community, and that the duplex development in new neighbourhoods contributes positively to creating a sense of place and community, duplex development will be subject to the Development Permit Guidelines contained in Section 8.

- c) new development will take into account:
 - neighbourhood interests
 - pedestrian linkages
 - urban standard municipal roads and services
 - proximity to services, community facilities, schools, parks and shopping
 - traffic pattern and overall site design
 - form of housing
 - d) secondary suites will be considered as part of a principal single-family residential building subject to zoning approval
 - e) panhandle lots are not supported except in isolated circumstances due to topography or physical barriers and limited to single family residential use only
 - f) home occupations will be allowed in this category subject to provisions which do not detract from the residential nature of any neighbourhood
5. The City supports the designation of **multi residential** housing in a variety of locations to avoid large concentrations of the same type of housing in one area and to help provide more diversity within neighbourhoods. In this regard,
 - a) multi residential development shall be limited in scale and size outside the downtown area
 - b) the multi residential description is subject to the following criteria:
 - contains three or more dwelling units on a property
 - sufficient amenity space for the recreational need of the development

- access to schools, parks, walkways, transit and complementary commercial/ service uses
 - adequate buffer areas from major roads and adjacent land uses
 - input from School District regarding enrolment capacity
 - includes existing mobile home parks
- c) priorities for multi-residential development will be:
- high - downtown area including along riverfront
 - medium - intensification or redevelopment of existing sites
 - low - peripheral expansion subject to Local Area Plan
6. The provision of non-profit housing as a means of increasing the supply of rental housing is strongly encouraged. Preference is for affordable and social housing to be dispersed throughout the City and not concentrated in one area.
 7. The City will review the DCC bylaw as a potential means to provide additional affordable housing by examining the application based on floor area rather than one fee for all multi-residential units.
 8. The City may consider the establishment of a housing density bonus in multi residential and mixed use areas, not to exceed 10%, where provision is made for non-profit housing, or non-market social amenity and meeting space. (e.g. meeting rooms, recreation space, etc.)
 9. All multi-residential development is subject to the applicable development permit guidelines which are detailed in Section 8 of this plan.
 10. The Plan designates the following areas for the consideration of an increase in the height of buildings up to 8 stories.
 - a. Raven Ridge – Block 71
 - b. Crown Isle – Block 72
 - c. Driftwood Mall
 - d. Properties shown on the *Schedule No. 1* attached hereto and forming part of this bylaw.

Development within these designated areas are subject to the following:

- use of comprehensive zones for each project which will define the project and only occur following Council's acceptance of a design and site layout. This would require an individual rezoning process involving a public meeting and/or public hearing for each new development.
- require improved standards for building detail and urban design. Provision of 3D renderings of a proposed development situated within actual site photos;
- specific attention to developments which provide features of community values including but not limited to viewscape, green space, walkway connections, areas for public use, and amenity contributions to cultural and recreational components of the City; and
- satisfies sustainability evaluation checklist (Section 7.10)

Crown Isle

Crown Isle is a comprehensive development consisting of a golf course, residential, commercial and light industrial uses. This project started in 1990 and is governed by the comprehensive development zone in the Zoning Bylaw.

It is timely to review the overall concept plan for this development and to maintain a degree of flexibility as originally envisioned. There is a need to review the existing provisions in the zoning of this development for existing and future residents and to bring the existing provisions in line with improvements introduced to the existing Official Community Plan and Zoning Bylaw.

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The development projected could allow for up to 2784 residential units, golf course, hotel, motel, clubhouse, 124,486 m² of commercial floor area.

Block 71

The project referred to as Raven Ridge is intended to be a rural, themed, low-density community featuring a mixture of residential, recreational and agricultural uses with significant environmental benefits. The property is described as Block '71 and D.L. 185 and consisting of 912.7 acres (369.37 ha.) The project will be traversed by an important east-west arterial road that will link the Old Island Highway via Lerwick Road to Anderton Road. This road will be bounded on both sides by wide, greened boulevards containing walking, equestrian and cycling paths. It will form the northern edge of the agricultural land reserve and will provide road access to approximately 22 farm parcels on the south side. No direct access to smaller or urban parcels is proposed from this road on the north side.

A championship quality golf course is proposed on the north side of the collector road and the westerly end of the course will be visible from the Lerwick Road approach. A village centre featuring a mixture of residential, service and commercial uses including the golf centre is proposed roughly at the middle of the site. A network of walking, cycling and equestrian paths will be developed to link all parts of the community.

A series of residential sub-neighbourhoods is proposed to be linked together by local streets, golf course and the open space network.

Significant storm water management control systems will be designed to protect and preserve fresh water ecosystems and downstream farm interests will be an important component of the plan.

4.5 AGRICULTURAL

4.5.1 Introduction

Several recent boundary extensions have resulted in the City now having some properties located within the Agricultural Land Reserve (ALR). The City recognizes the important role of these lands and supports the aim of preserving farmland and farming activities. The BC Agricultural Land Commission regulates the use and subdivision of all lands within the ALR and must grant approvals to any change in the status of these lands other than agricultural related uses.

4.5.2 Goals

1. to ensure that agricultural lands are preserved for agricultural purposes and to enhance and protect the viability of agricultural activities within the City
2. to promote the expansion of the agriculture industry in the Comox Valley
3. to direct urban development away from the ALR to minimize conflicts between farm and non-farm uses
4. encourage agriculture operations to operate in an environmentally sustainable manner

4.5.3 Policies

1. The City supports the role of the BC Agricultural Land Commission and its efforts to protect and enhance agriculture;
 2. The City supports expanding the processing of locally produced agricultural products;
 3. The City will discourage the subdivision of land within the ALR for non-agricultural uses;
 4. The City will work towards reducing conflicts between agricultural and other uses by ensuring:
 - fencing and buffering requirements for non-agricultural uses adjacent to agricultural operations;
 - appropriate access
 - increasing setbacks from ALR boundaries and intensive agricultural operations
 - use of Development Permit Area designations to protect agricultural lands
 5. The City will require all agricultural operations to meet:
 - regulations pertaining to the handling of agricultural waste control;
 - provincial environmental guidelines for agricultural operations;
1. The City considers utility corridors as appropriate within the ALR where it is proven to be the most practical option;
 2. The City supports stormwater management mechanisms that will not impact on agricultural operations; and,
 3. The City supports the protection of groundwater sources and surface water supplies.
 4. The City supports public consultation as part of the review of an ALR application for exclusion.

4.6 PARKS AND OPEN SPACE

4.6.1 Introduction

The City has a significant role in the provision of parks and recreational services for the entire Comox Valley. The City has direct ownership of 112.8 hectares of parkland including 62 parks and 12 greenways. This amounts to 5.6 hectares of parkland per 1000 people as compared to 1.97 hectares per 1000 in 1994.

The City has acquired the following parks since the late 1990's which demonstrates a commitment to achieving the goals of the 1994 OCP:

- | | |
|---|-----------|
| • Hurford Hill Nature Park | 13.6 ha. |
| • Sunrise Park (Dingwall Road) | 0.8 ha. |
| • Mission Road Park | 0.9 ha. |
| • Millard Creek Nature Park | 13.76 ha. |
| • Lerwick Nature Park | 7.64 ha. |
| • Capes Park (through boundary extension) | 2.29 ha. |

The City also acquires parkland through the dedication of parks at the time of subdivision. Since 1994, the City has acquired parks within newly developing residential areas and will continue this practice.

The provision of parks and services is an essential contributor to the quality of life, environment and image of the City. Parks and Greenways build strong neighbourhoods, provide opportunities for fitness and encourage walking and cycling. They also enhance the image of the City and can protect important habitat and wildlife corridors.

4.6.2 Parks Classification System

Community Parks

- greater than 2 hectares
- include athletic parks and sports fields and passive use parks
- desirable service radius of 1500 metres
- 12 parks with a total of 78.6 ha.
- 5 parks are west and 7 parks are east of the Courtenay River of approximately the same area

Neighbourhood Parks

- less than 2 hectares
- includes active and passive parks
- desirable service radius of 400 metres
- 19 parks with a total of 16.3 hectares
- 8 parks are west of and 11 parks are east of the Courtenay River

Special Use Parks

- greenways, buffer strips, storm retention, wildlife areas, decorative areas and special uses
- 19 parks with a in total of 17.9 hectares and 12 greenways
- 14 parks are west of and 5 parks of east of the Courtenay River

4.6.3 Goals

1. to continue to develop a strong system of community services, parks and recreation facilities which can reasonably be provided within the financial means of the municipality
2. to ensure there is no duplication with recreational services and programs provided by the City and other jurisdictions
3. to reinforce the waterfront and open space role of the Courtenay, Puntledge and Tsolum River Systems and to facilitate pedestrian access to the waterfront and increase public ownership of properties in these areas
4. to reinforce and enhance the recreational and environmental values of the natural and open space systems as a link in defining neighbourhood areas
5. to ensure that parks, both active and passive, are distributed throughout the community in an equitable manner
6. to continue to develop a strong community image through park development
7. to acquire and protect environmentally sensitive areas
8. to work with the Comox Valley Land Trust and other conservancy associations to identify and protect environmentally sensitive areas, wildlife areas, streams and riparian areas.

4.6.4 Policies

1. Council supports the preparation of a detailed Parks and Recreation Plan which will detail the development of each park and future function of parks and recreation facilities, pedestrian trails, greenways and natural areas.
2. Council supports having parks designated within neighbourhoods in a manner that provides a highly visible presence from the public street system and connected to greenway and pedestrian routes. Areas that are a high priority for acquiring for additional neighbourhood parks are:
 - Harmston Park between 7th and 8th Streets (currently owned by School District #71)
 - the area south of 21st Street, between Willemar Avenue and Piercy Avenue
 - the area between Braidwood Road and Dingwall Road
 - the E&N right-of-way north of Cumberland Road to the Puntledge River
 - within areas north and south of Mission Road, east of Lerwick Road
 - lands in the immediate vicinity of the marina/airpark at 20th Street
3. Council will require public access to and along watercourses for the enjoyment of the public and/or environmental protection when dealing with subdivision and development permit applications. Council will also seek opportunities to acquire additional lands along watercourses and maintain in public ownership of all publicly owned lands. The City will conduct a public process prior to any steps taken to dispose of City owned lands.

4. The City will consider the management and operation of any new or existing regional recreation function where the City is the most significant financial contributor and will review existing services and programs provided on a Comox Valley basis to ensure there is no duplication or competing services.
5. Lands within proposed developments identified by the City as steep slopes, floodplain, waterways, storm detention basins, Hydro right-of-way and environmentally sensitive areas may be considered as parkland but not be considered as part of the required 5% dedication for parkland where applicable at the time of application for subdivision.
6. The City will examine the possibilities of consolidating parkland dedication in order to achieve larger parcels of parkland where appropriate.
7. The option to accept cash in lieu of 5% dedication will be considered under one or more of the following circumstances:
 - no part of the parcel would complement the park or trailway system; and
 - no local park land needs are identified.
8. In areas of undeveloped lands which consist of a series of individual parcels, the preparation of local area plans will be considered prior to development.
9. Future nature parks or ecological parks will be considered for possible acquisition or support on the basis of the following criteria:
 - representative of Courtenay's natural diversity, wildlife or plant protection;
 - to protect wildlife and riparian habitat
 - ability to support a variety of outdoor recreation activities including walking, cycling, swimming, picnicking, bird and wildlife watching;
 - presence of viewpoints and vista appreciation;
 - equitable distribution of open space to all parts of the City;
 - current status in terms of ownership and zoning;
 - opportunities for acquisition, including cost of the land, willingness of the owner to sell community interest in the area and availability of funding sources; and
 - protection of donated land through park dedication and covenants.
10. The City is committed to continuing a boulevard tree planting scheme in existing areas as a means of re-establishing and reinforcing greenspace in the urban residential areas of the community. The City will, through subdivision regulations and Development Permit application, require boulevard tree planting in new residential subdivisions (based on approximately a minimum of 1 tree every linear 20 metres for residential, 1 tree every 10 metres for multi-residential, commercial industrial and institutional).
11. Park dedication and development should occur in the first few phases of a development where applicable. By providing the park early, the future residents know what park amenities they are getting.
12. The majority of the park perimeter should be open to the street. This allows for increased visual enjoyment of the park. It also provides better visual security and reduces conflicts between park users and neighbours that back onto the park.

4.6.5 Greenway Strategy

1. The City will require the integration of greenways and the inclusion of pedestrian walkways within any new subdivision and developments.
2. The City will require safe, continuous and convenient pedestrian routes that link residences to public walkways, transit, public facilities and parks and neighbourhood amenities as part of all subdivision.
3. The Greenway strategy, as outlined on Map #2 Long Range Plan, is designated to serve recreation, transportation and conservation functions by providing for connections between main destinations, parks and residential areas. The use of natural corridors such as waterways and ridges and the use of the road network, pedestrian walkways and greenway systems through the City will help achieve this objective.

The Greenways include the following:

- Riverway Concept Greenway (along Courtenay and Puntledge Rivers)
- Puntledge River Greenway (along Puntledge River)
- Morrison Creek Greenway (through Roy Morrison Nature Park)
- Tsolum River Greenway (along Tsolum River from Lewis Park to C.V. Fairgrounds)
- Mallard Creek Greenway (through Hurford Hill Nature Park to Pinegrove Park)
- C.P.R. Right-of-Way Greenway (from Puntledge River to south boundary of City)
- North Island College Greenway (through NIC to Cruickshank Avenue)
- Crown Isle Greenway through Crown Isle from Anderton Road to Lerwick Road which shall be a minimum of 15 metres wide and from Waters Place to Mission Road shall have a minimum of 10 metres
- Millard Creek Greenway (along Piercy Creek from Lake Trail Road to Millard Creek Nature Park)
- Hawk Greenway (through Hawk Glen Park to Lerwick Road Nature Park)
- Idiens Greenway (from Lerwick Road to McDonald Road to Sheraton Road)

4. The City will require pedestrian connections at the end of cul-de-sacs and other roads to provide pedestrian connectivity throughout neighbourhoods.
5. The Approving Officer shall review all subdivision applications in relation to greenway needs as expressed in this plan.
6. Native vegetation should be preserved, protected and retained within the greenway areas and replaced where feasible. Where Greenways include estuarial, foreshore and riparian habitat areas, care will be taken to respect the foreshore and habitat features and to respond to the sensitivity of these areas.
7. The City will require sidewalks to be constructed a minimum of 1.5 metres from the back of the curb where installed along all arterial roads and industrial/commercial collector roads, and residential collector roads outlined on the Road Network Map where applicable.

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8. Development of any greenway will depend on the availability of funds to develop and maintain the defined corridors with a right-of-way width of a minimum of 10 metres.
9. Dedication of buffer strips within properties prior to any rezoning of land and/or the use of covenants under Section 219 of the Land Title Act to provide for pedestrian trails and landscaped areas will be required in addition to the 5% parkland dedication requirement.
10. The City will work with other supporting agencies and interested community groups to promote and develop the Greenways Concept and to ensure co-ordination between jurisdictions.
11. Local Area Plans will be prepared for all new development areas in order to determine greenways, parks and applicable school sites. The appropriate mechanisms to acquire such lands will also be identified.
12. The City will review the parks and greenways implications before any City owned lands are sold or leased.
13. The City will incorporate a balanced approach in designing trails to include paved and natural trails and to consider safety and user compatibility for multi-use by all residents.

4.6.6 COURTENAY RIVERWAY

4.6.6.1 Introduction

The idea of rejuvenating the Puntledge and Courtenay River frontages (from the Condensory Bridge to the south boundary) was first identified in the original Official Community Plan for the City in 1981, which led to a more detailed study carried out by Lanarc Consultants Ltd. in June of 1988.

Development of the riverfront area, notably the intent of improving viewpoints and public access to the river continues to comprise a vital component of community development. Of particular importance is the desire to provide waterfront access, to create a linear recreation system, to provide access by various modes of travel and to protect environmentally sensitive waterfront features.

4.6.6.2 Goals

1. to allow for the development of the publicly held lands within the Riverway Area in an orderly and effective manner, so that capital improvements, public investments and land acquisition can be efficiently implemented.

2. to provide public access to the waterfront of the Puntledge River, Tsolum River, Courtenay River, slough, Millard Creek and estuary where the integrity of these areas is considered and designed to ensure adequate buffers and habitat protection is provided.
3. to provide a linear recreation system which links the public and private recreation resources within the Riverway area and is accessible to people with mobility impairments
4. to ensure that this recreation system is accessible for multi use.

4.6.6.3 Policies

1. Wherever possible, the walkway portion of the Riverway system will be adjacent to the foreshore of the Courtenay River, slough and estuary. Where necessary or desirable, land acquisitions or easements will be sought to accomplish this objective while considering the integrity of these areas.
2. Council will investigate the feasibility of a pedestrian/bicycle bridge crossing of the Courtenay River, to link the west bank downtown with Lewis Park and/or Simms Millennium Park (for example, a suggested pedestrian/bicycle bridge from 6th Street to the east bank).
3. Wherever possible along both banks of the Courtenay River, public access to a continuous waterfront walkway shall be ensured. This will be required by the City along with construction at the developer's expense in reviewing requests for rezoning, subdivision or development permits.
4. The Riverway system will be designed to allow access by City service vehicles.
5. Street-ends will be kept in public ownership, and used mainly for public access, services or parking. Public ownership will be maintained and increased along the waterfront areas.
6. Where developments are created along the riverfront, they shall be linked to the Riverway system by walkway and bikeway.
7. Parking will be provided periodically along the Riverway, with connection to the Riverway system.
8. Linkages will be sought to join the Riverway circulation system with the Millard Creek Park to the west of Cliffe Avenue. Where necessary or desirable, property acquisition will be considered to accommodate these linkages.
9. The existing marina and airpark development is supported and consideration will be given to expansion of land surrounding this area in order to accommodate an increase recreational and tourist use. This will include increasing facilities for rowing and kayaking.

10. The Riverway will be a 3 metre wide asphalt paved surface except for areas south of Anfield Road, in environmentally sensitive areas and north of 1st Street and in the vicinity of the Condensory Bridge where a gravel based trail will be considered. It will be designed for people with mobility impairments.

4.7 RECREATION

4.7.1 Introduction

Recreation is an important part of Courtenay and the City is the leader of the greater Comox Valley in the provision of recreation and leisure services.

The established vision for recreation is:

- a fun place where community members and staff work in partnership to promote healthy active living, volunteerism, multiculturalism, life-long learning, and well being for all.
- a public resource focused on being an integral part of the community by responding to community needs, promoting positive personal and community growth, and providing opportunities through innovative and exciting programming and facility operation.
- a leader and innovator in the development and delivery of recreational services within a vibrant, welcoming, fun, and safe environment now and in the future for individuals, families, community groups, and businesses within Courtenay and the Comox Valley.
- known as the place to be, where people feel good about themselves – where positive experiences occur and as a meeting place for the community.
- proud of its staff, dedicated to its role as a valued and excellent service provider in the community, and committed to the ideals of fostering community pride, economic development, environmental sustainability and safe communities.

4.7.2 Goals

1. People

To further the growth and development of the individual (ie. social, emotional, moral, physical, wellness, educational, mental and spiritual)

2. Community

To foster the growth and development of the community (economic, community spirit, environmental, social and quality of life)

3. Quality

To provide quality recreation services that meets the changing needs of the community with the available resources

4. Resources

To generate the resources necessary to allow us to achieve our objectives

4.8 CULTURE

4.8.1 Introduction

Arts and Culture are recognized by the City as essential ingredients of a vital community, and indeed, the City has historically provided major capital investments and ongoing operational funding in support of the Arts and Culture.

4.8.2 Goals

1. To recognize arts and culture as a fundamental ingredient for a vibrant, healthy, active and sustainable community, with many social and economic benefits.
2. To actively demonstrate support for arts and culture.
3. To show leadership in promoting arts and culture, both within and outside the community.

4.8.3 Policies

1. Consider the arts and culture in the preparation of all city policies
2. Designate specific resources for the arts and culture
3. Play a role in providing physical infrastructure for arts and culture, including buildings, public spaces, and parks
4. Support marketing efforts which include the arts and culture as a key attraction of the Comox Valley
5. Include arts and culture, including public art, in urban design and planning
6. Provide leadership in building regional arts and culture strategies, involving municipalities, the Regional District, the School District and North Island College
7. Facilitate access to the arts and culture for all citizens
8. Support youth as the next generation of artists, audience, organizers, and volunteers

4.9 HERITAGE

4.9.1 Introduction

Founded in 1915, the City of Courtenay includes a number of significant heritage buildings and neighbourhoods. Recognizing the importance of heritage development in the community, the City has long supported the Heritage Advisory Commission, the dedication of heritage buildings and worked to revitalize heritage buildings and features within Courtenay. The City continues to work with the development community to incorporate features that reflect historical architectural details and styles within commercial, residential and institutional buildings.

4.9.2 Goal

1. to preserve and promote the City's heritage.
2. to establish 5th Street as a heritage corridor

4.9.3 Policies

1. To continue to support the Heritage Advisory Commission which recommends to Council actions to promote heritage recognition and initiatives.
2. To support actions to increase the awareness of heritage features and buildings.
3. To recognize heritage features natural to the Comox Valley in the consideration of the design of new buildings and structures.
4. Council will consider designating a heritage corridor along 5th Street.
5. Encourage the planting and replanting of street trees and upgrading the sidewalks along 5th Street.

4.10 ENVIRONMENT

4.10.1 Introduction

The quality of life in Courtenay is greatly enhanced by the availability of natural open spaces, streams and rivers. It is part of the City's strategy to protect and strengthen these valuable resources.

The watercourses within the City have areas of high quality foreshore habitat, important to wildlife (birds, waterfowl), and important rearing areas for juvenile fish. The Courtenay River is also a navigation channel, for both fishing vessel traffic and recreational use. The City wishes to maintain a healthy aquatic environment. The designation and protection of adequate riparian areas along all streams is necessary for their continued health. The width of leave strips is a function of the nature of the watercourse, and proximity of the stream. Watercourses also include wetlands, ponds, bays and side channels. By maintaining leave strips flooding can also be reduced, property protected and erosion and bank instability inhibited.

BL2460 4.10.2 Goals

1. To preserve and protect environmentally sensitive and unique natural areas, particularly areas along the rivers, streams, and shorelines.
2. To preserve and protect riparian areas.
3. To protect and enhance fish and wildlife habitats.
4. To protect the crucial hydrological functions of the area.
5. To protect residents and property from hazards which may be associated with such environmental conditions as steep slopes (greater than 30%), floodplains, unstable soils and fire hazard lands (urban/wildland interface).
6. To work with watershed and stream stewardship groups on environmental related matters.

4.10.3 Policies

1. The City shall preserve, protect and enhance the river systems and their associated wetlands and aquatic features within the City's boundaries by establishing Environmental Development Permit Area designations as follows:

Permit	Application
Protection of the natural environment, its ecosystems and biological diversity	All land development, subdivision, construction or alteration of a building or structure that is: <ul style="list-style-type: none">▪ a minimum of 30 m from the Courtenay, Puntledge and Tsolum Rivers, Finlay, Morrison, Piercy, Millard and Arden Creeks, all stream estuaries, Comox Harbour and all other water bodies, watercourses, streams, lakes and wetlands▪ All areas outlined on Map #6
Protection of riparian areas	All residential, commercial and industrial development in riparian assessment areas, as determined by the <i>Riparian Area Regulations</i>

Protection of development from hazardous conditions	All land development, subdivision, construction or alteration of a building or structure that is in: <ul style="list-style-type: none"> ▪ Areas with grades steeper than 30%
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2. No development or fill shall be allowed within the designated 200-year floodplain of the Tsolum River and development along the Puntledge and Courtenay River systems will be subject to the 200-year floodplain regulations.
3. Any development adjacent to or near a stream or wetland areas shall adhere to the requirements of the Land Development Guidelines for the Protection of Aquatic Habitat 1992 prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection. Development or constructions on waterfront lots and shoreline properties must adhere to the No Net Loss of Habitat policy of Fisheries and Oceans Canada and follow the guidelines outlined in Section 8 of this Plan.
4. The City of Courtenay will consider and participate in fire prevention procedures through the Urban/Wildland Interface program. This may include restricting the use of land in area with fire hazard risk to minimize the exposure of persons and property to injury and damage. The City will implement development permit guidelines, where applicable, to:
 - Consider minimum buffer areas of 10 metres at the urban/wildland interface
 - Consider the requirement of all roofing and siding materials to be fire resistant.
5. The Approving Officer may refuse a subdivision plan where they consider the development would adversely affect the natural environment.
6. Where any development is considered to have potential for significant environmental impact, the applicant may be required, pursuant to the *Local Government Act*, to provide professionally prepared reports as part of a development application.

4.10.4 Environmentally Sensitive Areas

Environmentally Sensitive Areas (ESA) within the City include:

- watercourses including the sea, ponds, lakes, rivers, streams, natural drainage courses and wetlands
- riparian and wildlife habitat
- any significant geographical feature

and are generally outlined on Map #6, Environmental Development Permit Areas

1. The City will protect ESA through the application of the following:
 - development permits
 - Tree Protection and Management Bylaw
 - acquisition/dedication of applicable lands
 - conservation covenants
 - joint ownership/management
 - increased buffer areas or leave strips
 - amenity provisions through zoning
2. The City will use the Comox-Strathcona Sensitive Habitat Atlas (3rd Edition 2004) and subsequent revisions as a tool to identify wetland and watercourse ESA's.

3. The City will also require the preparation of environmental reviews when considering new developments to determine the location, extent and features of a site and the necessary measures to be implemented to mitigate any environmental impact or rehabilitation opportunities.

4.10.5 Water Balance Model

The City is a member of the Water Balance Model of BC. This Model promotes a watershed-based approach that manages the natural environment and the built environment as integrated components of the same watershed. The focus is on how to design and build residential communities and industrial/commercial developments that reduce stormwater runoff volumes and function hydro-logically as though still forested. This will lead to the application of development practices which will lower the costs and maximize the benefits to landowners, while providing increased protection to the environment.

The Model assists the City to integrate land use planning with volume-based analysis of stormwater management practices. These strategies will include returning rainfall to the ground using filtration facilities, using soils and vegetation to retain stormwater, and managing rainwater for re-use within the development.

1. The City will require a minimum depth of 300 mm of topsoil or amended organic soil on all landscaped areas, lawns and groundcover, a depth of 450 mm for shrubs and 300 mm around and below the root ball of all trees of a property. This will also be required in all new subdivisions.
2. The City will implement the Water Balance Model of BC to manage the natural environment and the built environment as integrated components of the same watershed.

4.10.6 Tree Management and Protection Bylaw

1. The City has adopted a Tree Management and Protection Bylaw to preserve specific species and significant trees and tree areas. This bylaw will be reviewed and updated to continue to preserve and protect environmentally important features within the City.
2. The City will require a tree inventory assessment and an environmental impact study as part of the review of a Tree Cutting Permit for all properties over 1 hectare and within riparian areas where applicable.

4.11 COMMUNITY SERVICES

4.11.1 Introduction

The City of Courtenay has and continues to provide a high level of community services related to improving the quality of life for the area. These services include policing, fire and rescue, cultural and social program support, seniors care and educational centres.

The City is involved as a:

- direct provider of facilities and services;
- participant;
- financial supporter; and
- coordination

Moving forward, the City must balance its traditional roles with new pressures to continue to expand and increase its responsibilities for community programs within a budget that is accepted by the taxpayers of the City.

4.11.2 Schools

The City of Courtenay falls within School District #71 and within the City's boundaries there are the following schools:

Elementary:

Arden	3.31 ha.
Puntledge Park	24.99 ha. (includes Lake Trail)
Courtenay	3.54 ha.
Glacier View	2.46 ha.
Valley View	12.5 ha. (includes Mark Isfeld)
Crown Isle (undeveloped)	2 ha.

Middle:

Lake Trail	24.99 ha. (includes Puntledge Park)
Courtenay	3.77 ha.

Secondary:

Georges P. Vanier	34.69 ha.
Mark Isfeld	12.5 ha. (includes Valley View)

North Island College is also located within the City on 26 ha., providing advanced education to students though central and northern Vancouver Island.

1. The acquisition, development and construction of new school sites is the responsibility of the School District. As part of any land use and parks planning exercise, the City will liaise with the School District in identifying future population growth areas. This will facilitate early planning of required new educational facilities and necessary pedestrian links.
2. The City supports the joint use of public facilities, including playfields, and will work with the School District to expand this role in meeting the community's needs.

Allowing schools to serve as centres of a neighbourhood encourages stability and identification for an area.

3. The planning and approval of subdivisions will take into account the need to provide safe routes to and from schools, public facilities, and major destinations with the appropriate location of sidewalks, greenways, walkways and road widths.
4. The City will work with the School District on a conceptual park plan for the Roy Morrison Nature Park and the playfields at Puntledge Park Elementary School and Lake Trail Middle School.
5. The City supports the School District developing a Secondary School site on the west side of Courtenay, and elementary schools in Block 71 and south of Cumberland Road/17th Street.
6. The City supports acquisition of the School District property at Harmston Avenue between 6th and 7th Streets to be retained in its entirety as a public park.
7. The City will examine the acquisition of the School District property between Harmston Avenue and Grant Avenue.
8. The City supports the School District Board Offices being located in the Downtown District of the City.
9. The City will request the School District to review school bussing costs to ensure that City residents are taxed only for bussing services within the city's boundaries.

4.11.3 Fire and Rescue

The City currently operates one fire hall located on Cumberland Road and serves the areas from Royston to the south to Merville to the north.

1. to improve fire fighting capacity consideration will be given to the development of a firehall on the eastern side of the City. A potential site would be in the vicinity of Ryan and Lerwick Roads.
2. to have the Fire Department involved in the review of major developments to determine suitable fire fighting requirements are designed into all new projects.
3. to work with the Fire Department on new fire fighting issues such as Urban/Wildland Interface and mandatory sprinkling.

4.11.4 Police Protection

Police service is provided by the R.C.M.P., with the detachment located on Ryan Road.

1. The City supports the R.C.M.P. offices being located within the City.
2. The City will continue to work with the R.C.M.P. to apply C.P.T.E.D. (Crime Prevention Through Environmental Design) in new major developments.
3. The City supports all residents and businesses within the area served by the local RCMP detachment pay on an equal basis.

4.11.5 Comox Valley Emergency Program

The City is partner in the Comox Valley Emergency Program which provides coordinated assistance and organizational structure in dealing with emergency situations and disasters.

1. The City supports being prepared to deal with a wide array of potential and real emergencies, and supports the services provided by the Comox Valley Emergency Program.
2. The City will participate in regular training of personal training of personnel including its employees and volunteers, to ensure there is a reasonable cross section of skills and organizational structure in place to be able to manage emergency situations.
3. The City supports the public education of its residents and businesses in having a general level of awareness as to being prepared as well as how to react in an emergency situation.
4. The supports helping out neighbouring communities, responding proactively to request for assistance, the provision of mutual aide as may arise from time to time.

4.11.6 Institutional Uses

Places of worship shall locate within Commercial/Industrial Areas, major arterial roads or the Downtown District.

Part 5

Transportation

5. TRANSPORTATION

Section 5.0

5.1 Introduction

The road network for the City showing Functional Road Classifications and Traffic Control Devices for existing and future roads subject to detailed design is detailed in Map #3, Road Network Plan. This Plan is monitored on a regular basis and updated to reflect changing circumstances.

The City works closely with the Ministry of Transportation who have jurisdiction over parts of:

- Island Highway (Highway #19)
- Ryan Road
- Comox Valley Parkway (29th Street)

5.2 Goals

1. integrate land use changes with transportation planning to coordinate changes and increases to traffic patterns.
2. development of a transportation system that provides choices for different modes of travel including vehicle, transit, pedestrian, cycling and people with mobility impairments.
3. protect the integrity of the road classification system to facilitate the purpose and function of the specific road types.
4. support an integrated transportation system that works towards reducing travel distances and congestion.
5. support a transportation system that recognizes the importance of the character and overall appearance of the City.
6. provide an effective transportation system that facilitates the movement of vehicles throughout the community and the Comox Valley to major regional services such as the Little River Ferry System and the Comox Valley Airport.

5.3 Policies

1. The City's street system is based on the following hierarchy:

Provincial

- carries regional and internal traffic through the City
- maintained by Ministry of Transportation

Arterial

- similar to provincial highway in purpose
- no direct access
- truck route
- 25 – 30 metre right-of-way width
- sidewalks on both sides

Collector

- distribute and collect traffic within neighbourhood and connect to arterial
- limited direct access
- truck route
- 20 metre right-of-way width
- sidewalks on both sides

Local Road

- serves local neighbourhood
- direct access
- 20 metre right-of-way
- sidewalks on one side

Truck Routes

- truck routes are shown on the Road Network Plan
- appropriate truck routes shall be provided as part of any zoning of new industrial lands. Access to major arterial routes without direct impact on residential areas shall be a minimum requirement

2. The Road Network Plan will be co-ordinated with neighbouring municipalities and the Ministry of Transportation.
3. The City will pursue the design and construction of the next stage of the North Courtenay Connector from Highway 19A to Piercy Road as a primary link between the Comox Valley Regional Airport and Mount Washington Resort.
4. The City will continue development of a transit system throughout the City and Comox Valley. The City will continue to participate in any area-wide initiatives to enhance the current public transit system. The City supports the development of a joint public transportation facility linking public transit and the railway station.
5. The City supports accepting alternative design standards for new housing and development areas which incorporate innovative design and land use techniques, less on-street parking, and similar features if such design is incorporated as part of an acceptable comprehensively designed plan for an area in existing developed areas, traffic calming measures may be implemented following neighbourhood consultation.
6. The City will pursue the development of a continuous pedestrian system and will continue to ensure that walkways and pedestrian linkages are provided in all new developments, particularly for major destination points, and are provided by the developer at the time of subdivision.
7. The City will continue to pursue the development of a continuous, integrated bicycle network in order to promote and encourage cycling as a commuting alternative to the automobile and as a means of active recreation. The Bicycle Planning Strategy adopted in 1995 will be reviewed and updated.
8. The City supports the use of the E & N Railway property as a transportation and utility corridor and will seek acquisition of the property should the opportunity occur.

9. The City will require sidewalks to be constructed a minimum of 1.5 metres from the back of curb with street trees planted in the boulevard along all arterial and collector roads outlined on the Road Network Plan.
10. The City will require sidewalks to be constructed a minimum of 1 metre from the back of curb on local roads as defined in the applicable local area plan.
11. That whenever possible the City will pursue Federal/Provincial Funding to assist with the development of new roadways.
12. The City will require all development to provide noise attenuation by means of berms, concrete fencing or other equal measures along all arterial and collector roads outlined on the Road Network Map.

Part 6

Utility Services

6. UTILITY SERVICES

Section 6.0

6.1 Introduction

This section provides background information and policies related to water supply, sanitary sewer service, storm drainage and solid waste management. The City has an active program to update studies with respect to all services provided.

6.2 Water Supply

The existing bulk water supply for the City of Courtenay is obtained through the Regional District of Comox-Strathcona (RDCS) from the B.C. Hydro penstock in the northwest area of the City. The actual licence for the RDCS is on the Puntledge River at Powerhouse Road. The origin of the water is Comox Lake and water is withdrawn under permits with both B.C. Hydro and the Water Rights Branch of the Ministry of Environment.

Water supply is distributed to two reservoirs in Courtenay via a series of large supply mains all owned and operated by the Regional District. The Courtenay East reservoir is located off Ryan Road just north of the Crown Isle development on a height of land. The Courtenay West reservoir is located on Lake Trail Road near Marsden Road. The Courtenay West reservoir generally serves the City of Courtenay west of the Courtenay River and the Courtenay East reservoir serves all areas east of the river. As well, the Courtenay reservoir assists in balancing water supply flows to the Town of Comox which draws water from the same Regional District supply lines as the City of Courtenay. The Marsden/Camco reservoir is 2.27 million litres (0.5 million imperial gallons) and serves the area west of Arden Road.

6.2.1 Goals

1. to ensure a high level of water quality is maintained
2. to protect the watershed of Comox Lake and thereby protect the City's source of water

6.2.2 Policies

1. The City is committed to maintain a program of establishing looped mains and to replace undersized mains where required.
2. For new development, a computer evaluation of system improvements is required, concentrating on reservoir locations, water main sizing and distribution.
3. The Comox Valley Water System not be expanded beyond the current boundaries, prior to an area becoming part of a municipality.
4. The City not support any increase in the capacity or extension of the water system outside a municipal boundary.
5. The City support implementation of a water-metering program for all properties within the water system.

6.3 Sanitary Sewer Treatment

The sanitary sewer treatment facility is a secondary treatment plant owned and operated by the Regional District. The plant is currently treating sewage from both Courtenay and Comox. The plant headworks have adequate capacity except during extreme periods of rainfall and high ground water. The City has advanced a program to identify and correct any inflow/infiltration sources. The plant has been designed with the intent of expansion as it reaches its hydraulic capacity. The hydraulics of the existing plant relative to inflow and infiltration can be improved by plant expansion as required or control of inflow and infiltration by identifying and correcting the problems.

The City collects sewage within the City boundaries through a series of pipes and lift stations. The sewage is then discharged into the Regional District system lift station located on the Dyke Road near the mouth of the Courtenay River. The sewage is then pumped to the RDCS sewage treatment plant on Brent Road.

Policies

1. For major new developments, the City shall consider the downstream capacity of existing sewer mains to ensure adequate capacity.
2. Efforts shall continue to reduce infiltration which has a negative impact on the treatment facilities.
3. The Comox Valley Sewerage System will be limited to areas within municipal boundaries.
4. The City through the development of a Master Sewer Strategy will develop strategies to facilitate providing alternative trunk networks and systems to transport effluent to treatment facilities.

6.4 Storm Drainage

Storm drainage within the City is comprised of numerous pipes, detention/retention systems, open drainage and natural drainage courses. Both west Courtenay and east Courtenay generally slope towards the three rivers that flow adjacent to or through the City.

The City's storm drainage system is identified on Map #4.

Policies

1. Large scale development projects shall be evaluated to determine the impact on downstream storm water facilities. On-site storm drainage retention is to be required as a means of stabilizing flows.
2. New development in the City shall satisfy the requirements of the latest City of Courtenay Storm Sewer Study. This includes the authority to inspect and enforce the installation and maintenance of oil and grit interceptors on land zoned for all uses requiring more than 10 parking spaces.

3. The City shall continue to use existing natural drainage patterns as the primary storm drainage system. Natural watercourses shall be protected from encroaching development and enhanced and improved where necessary. The City will continue to use stormwater detention/retention as its principal means of meeting the objective of maintaining post development flows at predevelopment levels.
4. The City will continue to work towards reducing or mitigating the impacts of development on the drainage system to protect the quality of the river systems.
5. The City will implement the Water Balance Model of BC to manage the natural environment and the built environment as integrated components of the same watershed.

6.5 Solid Waste

The disposal of refuse is handled at the Pigeon Lake Landfill site which is operated by the Regional District of Comox-Strathcona. The City has and will continue to lead in efforts to reduce the amount of solid waste going to the landfill. There is mandatory garbage collection for all lands within the City.

Policy

1. The City will pursue steps to reduce solid waste through a variety of approaches including:
 - education, promotion, advertising
 - encouraging recycling
 - encouraging home composting
 - review user fees
 - supporting recycling facilities within major commercial and industrial developments
 - encouraging mandatory garbage collection for the Comox Valley

6.6 Development Cost Charges

The City has a Development Cost Charge Bylaw which requires new development to contribute to the costs of upgrading or construction of new services which are largely a result of new growth and are charged directly to the benefiting development.

Policy

1. The City will review the Development Cost Charge Bylaw on a regular basis to ensure charges are kept up-to-date and that the bylaw reflects the need to upgrade and add new municipal infrastructure.

Part 7

Implementation

7. IMPLEMENTATION

Section 7.0

7.1 Introduction

An implementation plan is the necessary tool to deliver the vision and policies contained within this Plan.

7.2 Local Area Plans

Local Area Plans will be prepared as amendment to this Plan for specific areas or neighbourhoods. They will provide a more detailed framework for considering rezoning, subdivision and development permit applications. Once approved, applicant driven amendments should not be considered for a period of three years.

Local Area Plans will be required for the following areas:

- Block 71 (Raven Forest Products Ltd.)
- West Courtenay area (west of Arden Road)
- Crown Isle
- Ryan Road/Old Island Highway corridor
- Old Orchard area, and
- areas that become part of the City through a future boundary extension

7.3 Comprehensive Development Zones (CD)

The City has introduced a number of CD Zones within the Zoning Bylaw to reflect a specific development or proposal. Where developments have not progressed to completion, it will be a requirement to undertake a review of the CD Zone as to its continual applicability. This review should occur every three years from the date of adoption of the zone.

7.4 Bylaws

The City's bylaws will be reviewed for consistency with this Plan and new bylaws may be considered to implement this Plan. This may include:

- Application Procedures Bylaw
 - review streamlining of applications
 - provide more flexibility within Development Permit Applications to consider minor variances
 - provide for public meetings as part of rezoning applications
- Bicycle Planning Strategy
- Development Cost Charge Bylaw
- Development Approval Information Procedures and Policies examining application requirements including:
 - streamside protection
 - sediment control
 - riparian habitat
- Fill, Placement and Soil Removal Bylaw
- Floodplain Management Bylaw
- Housing Study

- Social Plan
- Local Area Plans
- Parks and Recreation Plan
- Riverway Walkway
- Sign Bylaw
- Specific land use studies
- Street Tree Planting Bylaw
- Subdivision Servicing and Control Bylaw
- Tree Management and Protection Bylaw
- Zoning Bylaw

7.5 Temporary Commercial and Industrial Permits

An Official Community Plan or Zoning Bylaw may designate areas where temporary commercial and industrial uses may be allowed. Council may specify general conditions for development which can be issued for a period up to two years, renewable for another two years. Although the issuance of temporary permits occurs very seldom, Council can use this procedure where a use satisfies the requirements of the City. Public notification and a Public Hearing is required as part of the procedure to consider temporary permits.

7.6 Community Input

Council will continue to encourage public input and involvement in the future development of the City.

Council will:

- hold open house sessions on land use matters of major significance to the City
- support a review of this Plan every five years
- support the involvement of volunteer groups and neighbourhood associations
- require the preparation of a public consultation strategy for all major projects

7.7 Provision of Amenities

The Plan identifies a range of items to be considered in the review of new development in the City. For example, the provision of major roads, sidewalks, parks and open space, affordable housing, recreational and cultural facilities, and protection of environmentally significant features are potential contributions of any proposed development. These items can be negotiated as “amenities” to be incorporated as part of rezoning or comprehensive development zone approval.

The basic premise of amenity packages is that the increased value often conveyed with rezoning or comprehensive development approval, should be shared between the community and the developer.

Goal

1. To ensure that the provision of community amenities is considered as part of the rezoning process.

Policies:

1. In recognition of the increased value usually conferred on land and the additional pressure on municipal services that results from an increase in density; development proposals that require rezoning are expected to include community amenities as part of the project.
2. Amenities that may be considered as amenities in applications to amend zoning or OCP designations include the following (not in any particular order):
 - extra road dedication, street works and landscaped buffer areas;
 - sidewalk and trailway improvement;
 - affordable housing units (detailed in the following Section 6);
 - park land (in the case of subdivision, in excess of 5% required under the *Local Government Act*);
 - contributions to greenbelts, open spaces, environmental corridors;
 - covenants to protect environmentally sensitive areas;
 - recreational space, equipment or facilities;
 - *community* activity centre or other facilities (ie. daycare, arts, culture, library facilities);
 - transit pull-outs, bus stop shelters;
 - cash-in-lieu contributions.
3. Site-specific conditions will suggest what amenities maybe considered with specific rezoning or comprehensive development zone approval. Criteria for determining priority among possible amenities may include:
 - specific site characteristics: natural features that are environmentally, historically or archaeologically sensitive and needing protection, viewscapes, outdoor recreational opportunities;
 - the changing needs of the community and/or surrounding neighbourhood(s);
 - the size of the proposed development and its relationship to the surrounding area;
 - the nature of proposed development;
 - projected population on site.
4. The City should only consider rezoning property following the submission of an application to amend the Zoning Bylaw consistent with the policies of this Plan and related City bylaws.
5. “Parks, Recreation, Cultural and Seniors Facilities Amenity Reserve Fund”

For residential units approved through the rezoning process the following contributions are payable at either the time of subdivision or issuance of Building Permit. These contributions shall be deposited in a “Parks, Recreation, Cultural and Seniors Facilities Amenity Reserve Fund” to be used for capital projects and upgrades:

Residential Development Contributions per lot

Lot Size	Contribution
Up to 65 m ²	\$1,000
651 – 850 m ²	\$1,500
851 – 1250 m ²	\$2,000
1251 – 2500 m ²	\$2,500
2501 – 4000 m ²	\$3,000
4001 – 1 ha	\$3,500
Greater than 1 ha	\$5,000

*Multi – Residential Development Contributions per m²
(more than one residential dwelling unit in a building or a development)*

Floor Area	Fee
Up to 100m ²	\$500
101 – 150m ²	\$750
151 – 200m ²	\$1,500
Greater than 200m ²	\$2,500

Note: for the development of Affordable Housing Projects/units which will be subject to a housing agreement with the City or agency by the City an exemption from these fees will be considered.

Commercial/Industrial

For commercial/industrial projects approved through the rezoning process outside the Designated Downtown District as defined in the Official Community Plan each rezoning shall be individually considered and negotiated giving consideration to the details of the specific rezoning. The contributions shall be deposited in a “Parks, Recreation, Cultural and Seniors Facilities Amenity Reserve Fund” to be used for capital projects and upgrades.

6. Affordable Housing Policy

Canada Mortgage and Housing Corporation (CMHC) defines affordable housing as adequate shelter that does not exceed 30% of household income; housing related costs that are less than this are considered affordable. For homeowners, CMHC uses a slightly higher gross debt service ratio of 32%, which includes the cost of servicing the mortgage, property taxes and heating costs. For tenants, housing costs include rent and the cost of utilities such as heating, electricity and water.

Applications for changes in zoning or amendments to the OCP are expected to include a contribution to non-market affordable housing. The follow section outlines the 3 options available for negotiation. Preference is given to the creation of new non-market affordable housing units within proposed developments. Failure to negotiate successfully for units or land contributions will result in a contribution to the “Affordable Housing Reserve Fund”.

a) Non-market affordable housing units

As housing prices rise, many low to moderate-income families, and young people with low home-buying power, are unable to purchase their first homes.

Housing prices have increased so much in the last five years that these people are either unable to purchase housing, or can only afford housing that is inadequate to meet their housing needs. Securing affordable dwelling units, in the form of condominiums or townhouses, is an effective way to ensure entry-level ownership is possible in this housing market. Housing agreements, phased development agreements, and/or covenants may be used to ensure the unit remains “affordable” for a set amount of time.

Developers are encouraged to consider earmarking a percentage of proposed residential units to non-market affordable housing or for inclusion in a below market rental pool.

b) Freehold title land contributions

An adequate supply of serviced land should be made available at a reasonable cost for residential development, and high quality affordable and social housing should be located in close proximity to community services and infrastructure. The intensification of residential land uses addresses issues in relation to “smart growth”, minimizing costs of transportation and provision of infrastructure, and improves accessibility of residents to important community services and supports.

Developers are encouraged to considering donating land, where appropriate, for future development as non-market housing.

c) Contributions to the “Affordable Housing Amenity Reserve Fund”

When a proposed developed is in an area not suitable for affordable housing development (i.e. not serviced by public transit or near schools) a cash-in-lieu contribution will be appropriate. The following tables shall be used to calculate appropriate levels of contributions:

Residential Development Contributions per lot

Lot Size	Contribution
Up to 650 m ²	\$1,000
651 - 850 m ²	\$1,500
851 – 1250 m ²	\$2,000
1251 – 2500 m ²	\$2,500
2501 – 4000 m ²	\$3,000
4001 – 1 ha	\$3,500
Greater than 1 ha	\$5,000

Multi – Residential Development Contributions per m²

(more than one residential dwelling unit in a building or in a development)

Floor Area/ per unit	Contribution
Up to 100 m ²	\$500
101 – 150 m ²	\$750
151 – 200 m ²	\$1,500
Greater than 200 m ²	\$2,500

7.8 Advisory Committees

The City has appointed various committees in the past to provide independent and objective reviews of land use planning matters. Special Purpose Advisory Committees are another resource for Council in the consideration of development projects.

Policy

1. That Council consider the appointment of Special Task Committees to consider specific studies, Local Area Plans and the design of major buildings and site layouts.

7.9 Consultation

Pursuant to Section 879(1) of the *Local Government Act*, the City provided a number of opportunities for consultation with citizens, organizations and authorities.

The consultations included:

- City Newsletter – Background and Surveys (4) 2000 – 2003
- Referral to Government Agencies 2000
- Neighbourhood Parks Meetings 2001
- Advisory Planning Meeting 2001
- Reservation Needs Assessment Study 2002
- Local Area Plans 2002 – 2004
- Downtown Courtenay Community Survey 2002
- Greenways History Questionnaire and Open House 2003
- Issue Identification with a series of Focus Groups, Meetings and Mail-out Survey (9500 letters) 2003
- Numerous Public Inquiries ongoing
- Public Open Houses (October - November) 2004
- Presentation of Plan to Council (October 12) 2004
- Endorsement of Plan by Council (October 27) 2004
- Circulation to government agencies for comment (November 9) 2004
- Open Houses for the public held November 22, 23, 29 and 30 2004
- Draft Plan placed on the City’s website (November) 2004

7.10 Sustainability Checklist

Introduction

The approach in considering developments is based on the City’s Vision and Strategy and Growth Management Policies contained in this Plan:

Proposed developments and the related amendments in the OCP and/or Zoning Bylaw will only be approved under special circumstances and must comply substantially to the criteria within this section and applicable Development Permit Guidelines. These criteria are established to ensure that the goals and objectives of this OCP are satisfied. Development is an essential part of the City’s future as it will create the urban environment that will influence our social well being, culture, economic strength and environmental impact.

Policies

1. The criteria in this section will be used to evaluate all proposed amendments to the Official Community Plan and Zoning Bylaw, Development Permits, Development Variance Permits, Tree Cutting Permits, Soil Removal Permits, Agricultural Land Reserve and Subdivisions.
2. Proposed developments will be considered where a development:
 - a. provides substantial benefits to the City;
 - b. will not negatively impact on the City's infrastructure, neighbourhood or environment
 - c. new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community.
 - d. Meets applicable criteria set out in the OCP.
3. All development will be evaluated and compared to the following criteria:
 1. *Land Use*
 - provides a mix of housing types and sizes
 - balance the scale and massing of buildings in relation to adjoining properties
 - complements neighbouring uses and site topography
 - provides or supports mixed used developments or neighbourhoods
 - promotes walking to daily activities and recreational opportunities
 - supports a range of incomes
 - positive impact on views and scenery
 - preservation and provision of greenspace trails and landscaping
 2. *Building Design*
 - must exhibit high standard of design, landscaping and environmental sensitivity
 - maintain a high standard of quality and appearance
 - creates articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors.
 - a project must avoid creating a strip development appearance
 - satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices)
 - use of environmentally sensitive materials which are energy sensitive or have accepted low pollution standards
 - builds and improves pedestrian amenities including handicapped accessibility
 - provision of underground parking
 - application of CPTED (Crime Prevention Through Environmental Design) principles
 3. *Transportation*
 - integration into public transit and closeness to major destinations
 - provides multi-functional street
 - priorities pedestrian and cycling opportunities on the public street system and through the site
 - location that can provide an alternative to public road
 - provision of or contribution towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area

4. *Infrastructure*

- stormwater techniques designed to reduce run-off, improve groundwater exchange and increase on-site retention
- use of renewable energy sources (i.e. solar, geothermal)
- within serveable area to City standards

5. *Character and Identity*

- image along waterfront areas and fronting road
- design quality and variety of features within project (i.e. street furniture, street lights, signs, curb treatments)
- provision of public and private amenity space
- preservation of heritage fixtures
- orientation to views, open space and street

6. *Environmental Protection and Enhancement*

- protects riparian areas and other designated environmentally sensitive areas
- provides for native species, habitat restoration/improvement
- tree lined streetscape

Part 8

Development Permit Areas

8. DEVELOPMENT PERMIT AREAS

Section 8.0

1. The Local Government Act gives Council the authority to designate areas of the City as Development Permit Areas and to implement conditions of development in the form of development guideline.

These guidelines are applicable for the:

- protection of the natural environment, its ecosystems and biological diversity
- protection of development from hazardous conditions
- protection of farming
- revitalization of an area in which a commercial use is permitted
- establishment of objectives for the form and character of intensive residential development
- establishment of objectives for the form and character of commercial, industrial or multi residential development

In general, where land is within a development permit area, an owner must obtain a development permit prior to:

- subdivision
- construction of, addition to or alteration of a building or structure, land or parking area
- land in an environmentally sensitive area is altered
- land subject to hazardous conditions is altered

Applicants are required to provide a statement indicating how their proposal complies with the guidelines contained within this section. Where some element of the design does not comply with a guideline, a justification stating the divergence and the reason shall be made.

Where land is included within more than one development permit area designation, one development permit is required, however, the application will be subject to meeting the guidelines of all applicable development permit areas.

2. The following are the designated Development Permit Areas within the City. Development Permits are required for all development within these areas illustrated on Map #5 or described within the specific Development Permit Areas listed below:
 1. Downtown
 2. Commercial
 3. Shopping Centres
 4. Industrial
 5. Multi Residential
 6. Intensive Residential
 7. Environmental
 8. Old Orchard & Area

BL2550

BL2479

3. Exemptions

A Development Permit is not required:

- Where a subdivision or strata plan including a phased strata plan is consistent with a development permit issued for a development on a property;

- Where an addition or alteration to an existing building is less than 25% of the existing floor area to a maximum of 200 m² or where a change in the exterior design of a building on any one side involves an area of less than 25%, as determined by the City of Courtenay;
- For the replacement of windows;
- For painting the exterior of a building;
- For the construction of a fence;
- For the replacement of a roof;
- To change the copy of an existing sign provided the existing sign structure conforms to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto;
- For any new sign(s) on an existing building face or business premise provided the new sign(s) has a sign area that is equal to or less than the existing sign(s) on the building face or business premise and conforms to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto.

4. Guidelines for ALL Development

The guidelines in this section apply to all development requiring a development permit under Section 919.1(1) (a-f) of the *Local Government Act* and subject to section 920 of the *Local Government Act*.

1. Construction, at a time of year and using construction methods that minimize the impacts on the development permit area, shall be encouraged. All development proposals subject to a development permit shall use the Stream Stewardship, 1993 and Land Development Guidelines, 1992 publications by DFO and MELP and the Environmental Requirements and Best Management Practices for the Review of Land Development Proposals, March 2001 publication by MELP, Comox Strathcona Sensitive Habitat Atlas, or any subsequent editions where applicable.
2. All development is to be undertaken and completed in such a manner as to prevent the released of sediment to any watercourse, storm sewer or overland. The City of Courtenay will require an erosion and sediment control plan, complete with recommendations for the implementation, including actions to be taken prior to land clearing and site preparation and the proposed timing of development activities to reduce the risk of erosion where applicable.
3. The City of Courtenay shall require an applicant to supply a drainage plan, complete with recommendations for implementation that address water quality, water quantity and erosion control that are satisfactory to the City, where applicable, so as to minimize impacts on fish habitat and to comply with the City's stormwater management policies and plans and the City's Water Balance Model.
4. On parcels where development (including tree an vegetation removal) is proposed for an area with a slope of 30% or greater, the City of Courtenay may require the applicant to supply a report, prepared by a professional geotechnical engineer, indicating that slope stability will not be jeopardized and soil erosion and site mitigation measures can be implemented, to the satisfaction of the City of Courtenay.

5. The City of Courtenay may require the applicant to supply an assessment, prepared by a qualified professional consultant, which assess the environmental impact of the proposed development and prescribes appropriate recommendations for mitigation, remediation and protection of habitat, to the satisfaction of the City of Courtenay.
6. Existing, native vegetation within the Development Permit Area is to be retained as much as possible to minimize disruption to habitat and to protect against erosion and slope failure. If the area has been previously cleared of native vegetation, or is cleared during the process of development, the City of Courtenay may require the applicant to supply a re-vegetation plan prepared by a qualified consultant to the satisfaction of the City of Courtenay. The re-vegetation plan may be included as a condition of the Development Permit. Areas of undisturbed bedrock exposed to the surface or natural sparsely vegetated areas may not require planting.
7. Vegetation species used in replanting, restoration and enhancement shall be selected to suit the soil, light and groundwater conditions of the site, should be native to the City, and be selected for erosion control and/or fish and habitat wildlife habitat values as needed.
8. All replanting shall be maintained by the property owner for a minimum of 5 years from the date of completion of the planting. Unhealthy, dying or dead stock will be replaced at the owner's expense within that time in the next regular planting season.
9. Security will be taken as a condition of issuance of a development permit to ensure that the conditions of the permit and these DPA guidelines are met. For example, security will be required, and applied against, landscaping, erosion control works, site grading, phased clearing, barrier fence installing, habitat restoration works, post-development success of re-vegetation and restoration works, or any other requirements of a development permit.
10. Prior to the development or subdivision of land containing or adjacent to a watercourse, consideration shall be given to dedication of the watercourse and surrounding area to the Crown or Municipality for the preservation of the area and protection of wildlife corridors.
11. The City will work with the principles of Crime Prevention Through Environmental Design (CPTED) in the consideration or designing buildings and landscaping.

The City shall require any of the impact studies listed below for specific situations identified in order to evaluate an application:

- environmental impact study
- geotechnical study
- traffic impact study
- storm water management study
- biological assessment
- local infrastructure
- tree assessment study

12. All municipal boulevards fronting a property shall be landscaped, irrigated and maintained by the adjacent development/property owner.
13. Architectural submissions are to be prepared in accordance with the *Architects Act of BC* and Landscaped Bylaw submissions are to be prepared in accordance with the most recent B.C.S.C.A/B.C.N.T.A. standard generally completed by a Landscape Architect.

8.1 Downtown Development Permit Area

1. Category

The Downtown Development Permit Area is designated pursuant to Sections 9.19.1(i) and (f) of the *Local Government Act* for the form and character of commercial, industrial or multi-residential development.

2. Justification

The Downtown Area is an integral part of the City's identity and economy. The objective of this designation is to ensure an innovative and creative design and attractive street appearance. All designs will be assessed to compare the submitted design with these guidelines.

3. Guidelines

Development permits will be considered in accordance with the following:

A. Form and Character

14. The design of buildings shall reflect the heritage of the City of Courtenay and the use of materials such as stone, brick, ornamental work and wood with varied details and columns is required.
15. The scale, form, height, setback, materials and character of new development should compliment neighbouring developments.
16. The perimeter of buildings shall relate to a pedestrian scale. This may be expressed by detailing of the façade, window size, awnings and roof canopies. Visual interest will be created by providing variations in height and massing. Awnings, lighting fixtures and other structures shall be architecturally integrated with the design of the buildings. Large expanses of any one material are not acceptable without architectural detailing to create visual interest.
17. To support the pedestrian environment, continuous weather protection should be provided over pedestrian areas at all exterior building walls.
18. Buildings shall maintain and enhance existing views. Buildings located on corner lots, lots adjacent to a residential property, and lots next to public open spaces should be stepped down toward the flanking street, adjacent building, or public open space.
19. Stepped or varied building massing, articulated building walls and roof lines and sloped roofs shall be incorporated to develop building form and character where residential space is proposed over commercial, the fourth floor shall be stepped back to enhance light penetration to the street, views and appearance of building.
20. The architectural design and building materials shall be of a high standard that indicates quality, stability and permanence.

21. Any wall of a building which is visible from the street shall be finished to the same standard as the front of the building to provide an attractive appearance.
22. Commercial ground level business premises should be provided continuously along pedestrian oriented shopping areas within the downtown core.
23. Buildings should be designed so that their form does not restrict sun penetrations to public and pedestrian areas. A building height impact assessment to identify impacts and suggest possible mitigation measures may be required.
24. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.

B. Signage

1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto.
2. The size, colours, design and placement of signs and their supporting structures and surrounding framework shall be carefully coordinated with architectural elements of the building face, other signs on the parcel and landscaping.
3. Exposed wood and flat stone are strongly encouraged as sign materials and raised or recessed letters or symbols are strongly encouraged to give relief to signs.
4. Multi-tenant buildings shall provide combined tenant signage.
5. The use of indirect lighting methods to illuminate signage is required.
6. The illumination of all signs shall conform to the City of Courtenay Dark Skies Policy.
7. All freestanding signs on 29th Street, Cliffe Avenue, Crown Isle Boulevard, Island Highway, Kilpatrick Street, Lerwick and Ryan Road shall be ground oriented and no freestanding signs adjacent to any City street shall be supported by a single support.

C. Siting, Landscaping and Screening

1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted with the development permit application.
3. A continuous perimeter landscaping buffer area of at least 4.5 metres shall be provided along the inside of all property lines adjacent to Cumberland Road, 17th Street, Fitzgerald Avenue, Anderton Avenue and Cliffe Avenue, south of 8th Street and adjacent to a residential or institutional zoned property and 3.0 metres on all other roads

4. Parking and outdoor storage shall not be permitted in the required landscape setback.
5. Garbage and recycling containers shall be screened with landscaping and fencing and gated to a minimum height of 2 metres. Similarly, utilities, service kiosks, meters, elevator housing, exhaust elements, satellite dishes, etc. shall be screened with landscaping and fencing.
6. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged matching the materials used for the principle building.
7. Developments shall include installation of street trees and sidewalks along all adjacent streets as well as foundation landscaping around any building face where applicable. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Distinct paved surfaces, benches and ornamental street lights are encouraged throughout the site. Outdoor patios or amenity areas for employees are encouraged.
8. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.
9. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property.
 - (a) shrubs – 450 mm
 - (b) groundcover & grass – 300 mm
 - (c) trees – 300 mm around and below the root ball
10. Street furniture such as benches, lamps and refuse containers shall be incorporated in the landscape design. These shall be required to be consistent, similar, or identical in character to the architectural character of the development and identified by type and source in the application.
11. Open spaces acting as sites of public assembly shall incorporate special landscape features such as fountains, landscaping or monuments as focal elements.
12. All landscaped areas shall be serviced by an underground irrigation system.

D. Lighting

1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.
2. All new, replacement and upgraded exterior lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.

E. Parking

1. Parking areas shall be screened from adjacent properties and from direct views of parked vehicles from the street. The screening should consist of landscaping and fencing. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.
2. To separate parking, service or storage areas, and internal roadways from adjacent properties, a landscaped buffer area of at least 2.0 metres in width and 2.0 metres in height shall be provided along the inside of all affected property lines.
3. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.
4. Underground parking is encouraged. The exterior façade of parking structures should be architecturally integrated and provide continuity of commercial uses at street level.
5. Pedestrian sidewalks connecting building entrances to and through parking areas and sidewalks of the adjacent streets shall be provided.
6. Bicycle parking facilities shall be provided at grade near the primary building entrances.

8.2 Commercial Development Permit Area

1. Category

The Commercial Development Permit Area is designated pursuant to Sections 9.19.1(i) and (f) of the *Local Government Act* for the form and character of commercial development.

2. Justification

The Commercial Areas represents significant areas with high visibility throughout the City. It is the objective of the designation to ensure a high quality of architectural design with aesthetically-pleasing landscaping.

3. Guidelines

Development permits will be considered in accordance with the following:

A. Form and Character

1. The scale, form, height, setback, materials and character of new development shall be compatible with neighbouring developments.
2. The perimeter of buildings shall relate to a pedestrian scale. This may be expressed by detailing of the façade, window size, awnings and roof canopies. Create visual interest by providing variations in height and massing. Awnings, lighting fixtures and other structures shall be architecturally integrated with the design of the buildings. Large expanses of any one material are not acceptable without architectural detail to create visual interest and to avoid a monotonous appearance.
3. All roof top, mechanical equipment shall be screened from view or screened to blend in with the roof and elevator penthousing and shall be incorporated into the overall architectural treatment of the building.
4. To support the pedestrian environment, continuous weather protection should be provided over pedestrian areas at all exterior building walls.
5. Buildings shall maintain and enhance existing views.
6. Buildings located on corner lots, lots adjacent to a residential property or next to public open spaces shall be stepped down toward the flanking street, adjacent building, or public open space.
7. Stepped or varied building massing, articulated building walls and roof lines and sloped roofs shall be incorporated to develop building form and character.
8. The architectural design and building materials shall be of a high standard that indicates quality, stability and permanence.
9. Any wall of a building which is visible from the street shall be finished to the same standard as the front of the building to provide an attractive appearance.

10. Buildings should be designed so that their form does not restrict sun penetrations to public and pedestrian areas. Consider building orientation and stepped massing.
11. Where more than one building is to be constructed on a site, the buildings shall share common architectural features.
12. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.

B. Signage

1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto.
2. The size, colours, design and placement of signs and their supporting structures and surrounding framework shall be carefully coordinated with architectural elements of the building face, other signs on the parcel and landscaping.
3. Exposed wood and flat stone are strongly encouraged as sign materials and raised or recessed letters or symbols are strongly encouraged to give relief to signs.
4. Multi-tenant buildings shall provide combined tenant signage.
5. The use of indirect lighting methods to illuminate signage is required.
6. The illumination of all signs shall conform to the City of Courtenay Dark Skies Policy.
7. All freestanding signs on 29th Street, Cliffe Avenue, Crown Isle Boulevard, Island Highway, Kilpatrick Street, Lerwick Road and Ryan Road shall be ground oriented and no freestanding signs adjacent to any City street shall be supported by a single support.

C. Siting, Landscaping and Screening

1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping shall be submitted with the development permit application.
3. A continuous perimeter landscaped buffer area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to Cumberland Road, Cliffe Avenue, 17th Street, 29th Street, Island Highway, Mission Road, Ryan Road and Lerwick Road. A continuous perimeter landscaped buffer area of at least 4.5 metres in width shall be provided along the inside of all property lines adjacent to all other roads, except at approved access points. All boulevard areas shall be landscaped and consistent with the onsite landscaping plans. Foundation landscaping along the face of buildings is encouraged. Landscaping shall be incorporated within all setback areas.

- Where a building is greater than 4500 m², a continuous perimeter landscaped area of at least 15 metres in width shall be provided along the inside of the adjacent property line.
4. Parking and outdoor storage shall not be permitted in the required landscape setback.
 5. To separate parking, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 metres in width and 2.0 metres in height, shall be provided along the inside of all property lines.
 6. A minimum 7.5 metre continuous landscape buffer shall be provided along all adjacent residential and institutional property boundaries.
 7. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaping buffer area of at least 10 metres in width shall be provided along the inside of the property line.
 8. Loading areas, garbage and recycling containers shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, solid decorative fence or a combination thereof.
 9. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged.
 10. Developments shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Distinct paved surfaces, benches and ornamental street lights are encouraged throughout the site. Outdoor patios or amenity areas for employees are encouraged.
 11. Sidewalks of an appropriate width shall be provided along the full length of the building along any façade featuring a customer entrance, and along any façade abutting a parking area. Planting beds for foundation landscaping, shall be incorporated, where appropriate into the design of the sidewalk along the façade of the buildings.
 12. All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable, low maintenance surface materials such as pavers, bricks, or concrete to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.
 13. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.
 14. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Stream Stewardship, 1993 guidelines and “Land Development Guidelines for the Protection of Aquatic Habitat 1992” prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.

15. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.
16. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City's stormwater management policies and plans and the City's Water Balance Model.
17. Setbacks areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.
18. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.
19. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.
20. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - shrubs – 450 mm
 - groundcover & grass – 300 mm
 - trees – 300 mm around and below the root ball
21. All landscape areas shall be serviced by an underground irrigation system.

D. Lighting

1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.

E. Parking

1. Parking areas shall be screened from adjacent properties and from direct views of parked vehicles from the street. The screening should consist of landscaping and fencing. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.
2. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.

3. The exterior façade of parking structures should be architecturally integrated and provide continuity with commercial uses at street level.
4. Pedestrian sidewalks connecting building entrances to and through parking areas and sidewalks of the adjacent streets shall be provided.
5. Bicycle parking facilities shall be provided at grade near the primary building entrances.

8.3 Shopping Centre Development Permit Area

1. Category

The Shopping Centre Development Permit Area is designated pursuant to Sections 9.19.1(i) and (f) of the *Local Government Act* for the form and character of shopping centre development.

2. Justification

To implement specific design criteria for the structures and parking facilities associated with high-volume retail or retail warehouse shopping developments. Large retail developments depend on high visibility from major public roads. As a result and given the scale of these projects, their design and landscaping determines much of the character and attractiveness of the project itself and the streetscapes in the City.

3. Guidelines

Development permits will be considered in accordance with the following:

A. Form and Character

1. The perimeter of buildings shall relate to a pedestrian scale. This may be expressed by detailing of the façade, windows and spandrel glass, awnings or roof canopies. Large expanses of any one material are not acceptable without architectural detailing such as pilaster, textured building materials or the introduction of colour variation to create visual interest. Awnings, lighting fixtures and other structures shall be architecturally integrated with the design of the buildings.
2. To support the pedestrian environment, continuous weather protection should be provided over pedestrian focal points, at exterior building walls where appropriate.
3. All roof top, mechanical equipment shall be screened from view or screened to blend in with the roof and elevator penthousing and shall be incorporated into the overall architectural treatment of the building.
4. Stepped or varied building massing, articulated building walls and roof lines and sloped roofs shall be incorporated to develop building form and character.
5. The architectural design and building materials shall be of a high standard that indicates quality, stability and permanence.
6. Any wall of a building fronting on a street shall incorporate display windows or spandrel glass, entry areas, awning or canopies, or other similar features along not less than 40% of their horizontal length.
7. Side facades facing a street and front facades of all buildings greater than 30 metres in length shall incorporate wall plane projections or recesses extending at least 20% of the length of the façade.

8. Side facades facing a street and front facades of all buildings shall incorporate display windows, entry areas, awnings, foundation landscaping, or other similar features along not less than 40% of their horizontal length.
9. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.

B. Signage

1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto.
2. The size, colours, design and placement of signs and their supporting structures and surrounding framework shall be carefully coordinated with architectural elements of the building face, other signs on the parcel and landscaping.
3. Exposed wood and flat stone are strongly encouraged as sign materials and raised or recessed letters or symbols are strongly encouraged to give relief to signs.
4. Multi-tenant buildings shall provide combined tenant signage.
5. The use of indirect lighting methods to illuminate signage is required.
6. The illumination of all signs shall conform to the City of Courtenay Dark Skies Policy.
7. All freestanding signs on 29th Street, Cliffe Avenue, Crown Isle Boulevard, Island Highway, Kilpatrick Street, Lerwick Road, and Ryan Road shall be ground oriented and no freestanding signs adjacent to any City street shall be supported by a single support.

C. Siting, Landscaping and Screening

1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted with the development permit application.
3. A continuous perimeter landscaped area of at least 10 metres in width shall be provided along the inside of all property lines adjacent to all streets and 7.5 metres along all other property lines. Landscaping shall be incorporated within all setback areas. Where a building is greater than 4500 sq.m. a continuous perimeter landscaped area of at least 15 metres in width shall be provided along the inside of the adjacent property lines.
4. Parking and outdoor storage shall not be permitted in the required landscape setback.

5. Loading areas, garbage and recycling containers and storage areas shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, a solid decorative fence or a combination thereof.
6. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged.
7. Developments shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Foundation landscaping along the face of the building is encouraged. Distinct paved surfaces, benches and ornamental street lights are encouraged throughout the site. Outdoor patios or amenities areas for employees are encouraged.
8. Continuous internal pedestrian walkways, no less than 1.8 metres in width, shall be provided from the public sidewalk or right-of-way to the principal customer entrance of all principal buildings on the site. At a minimum, walkways shall connect focal points of pedestrian activity such as, but not limited to, transit stops, street crossings, building and store entry points, and shall feature adjoining landscaped areas that include trees, shrubs, benches, flower beds, ground covers, or other such material.
9. Sidewalks of an appropriate width shall be provided along the full length of the building along any façade featuring a customer entrance, and along any façade abutting a parking area. Planting beds for foundation landscaping, shall be incorporated, where appropriate into the design of the sidewalk along the façade of the buildings.
10. All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable, low maintenance surface materials such as pavers, bricks, or concrete to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.
11. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Stream Stewardship, 1993 guidelines and “Land Development Guidelines for the Protection of Aquatic Habitat 1992” prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.
12. The City shall require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.
13. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City’s stormwater management policies and plans and the City’s Water Balance Model.
14. Setback areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.

15. A biophysical assessment of the site prepared by a professional biologist shall be required, where applicable, outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.
16. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.
17. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.
18. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - shrubs – 450 mm
 - groundcover & grass – 300 mm
 - trees – 300 mm around and below the root ball
19. All landscaped areas shall be serviced by an underground irrigation system.

D. Lighting

1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.

E. Parking

1. Parking areas shall be screened from adjacent properties and from direct view of large expanses of parked vehicles from the street. The screening may be achieved by landscaping and fencing where appropriate.
2. Parking areas shall include landscaped areas, defined by concrete curbs with landscaping, to provide visual breaks between clusters of approximately ten stalls, where practicable, given parking lot circulation and other site constraints. The termination of parking aisles shall be landscaped.
3. Parking lots shall be broken down into smaller parking areas evenly dispersed throughout the development integrated with planted landscaped areas. Tree planting is required throughout all parking areas where practicable given parking lot circulation and other site constraints.
4. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.

5. The site plan must demonstrate the capacity for the safe and efficient movement of people and traffic.
6. Bicycle parking facilities shall be provided at grade near the primary building entrances of all buildings.

8.4 Industrial

1. Category

The Industrial Development Permit Area is designated pursuant to Section 919.1(F) of the Local Government Act for the form and character of industrial development.

2. Justification

This designation is intended to ensure development occurs that is integrated and sensitive to adjoining land use features and environmental presents an attractive streetscape and building appearance.

3. Guidelines

Development permits will be

A. Form and Character

1. All buildings, structures and expansions or additions thereto, shall be architecturally coordinated and shall give consideration to the relationship between building and open areas, circulation systems, visual impact and design compatibility with the surrounding properties. In particular, it is recommended that the visibility of blank unarticulated walls and flat roofs be discouraged.
2. Acute noise sources shall be located as far from residential uses as possible. Buildings located on corner lots, lots adjacent to residential or institutional properties, or next to public open spaces should be stepped down toward the blanking street, adjacent building, or public open space.
3. Any fencing will have to be appropriately screened with landscaping from adjoining properties of a different zone or use, or from a transit corridor.

B. Signage

1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto.
2. The size, location and design of freestanding signage shall be architecturally integrated with the overall design of the buildings and landscaping. The design of fascia signs containing individual business signage shall be integrated into the design of the building.
3. Exposed wood and flat stone are strongly encouraged as sign materials and raised or recessed letters or symbols are strongly encourage to give relief to signs.
4. Multi-tenant buildings shall provide combined tenant signage.
5. The use of indirect lighting methods to illuminate signage is required.
6. The illumination of all signs shall conform to the City of Courtenay Dark Skies Policy.

7. All freestanding signs on 29th Street, Cliffe Avenue, Crown Isle Boulevard, Island Highway, Kilpatrick Street, Lerwick Road and Ryan Road shall be ground oriented and no freestanding signs adjacent to any City street shall be supported by a single support.

C. Siting, Landscaping and Screening

1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted with the development permit application.
3. A continuous perimeter of landscaped area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to 29th Street, Mission Road, Ryan Road, Lerwick Road, Atlas Road, Anderton Road, Comox Road and Cumberland Road. A continuous perimeter landscaped area of at least 6.0 metres in width shall be provided along the width of all property lines adjacent to all other roads. Landscaping shall be incorporated within all setback areas. Where a building is greater than 4500 sq.m, a continuous perimeter landscaped area of at least 15 metres shall be provided along the inside of the adjacent property lines.
4. Parking and outdoor storage shall not be permitted in the required landscape setback.
5. To separate parking, services or storage areas from adjacent properties, a landscaped buffer area of at least 3.0 metres in width and 2.0 metres in height, shall be provided along the inside of all property lines.
6. A minimum 7.5 metre continuous landscape buffer area shall be provided along all adjacent residential or institutional property boundaries and 3 metres adjacent all other uses.
7. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaped buffer area of at least 10 metres in width shall be provided along the inside of the property line.
8. On light industrial lots which back onto the residential buffer zones, light industrial buildings shall be placed parallel to the buffer in order to increase the screening effect of the buffer. Where this results in long, blank walls, additional planting, building articulation, or other means shall be used to break up the monotony of the surfaces.
9. Loading areas, garbage and recycling containers and storage areas shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, a solid decorative fence or a combination thereof.
10. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged.

11. Developments shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Distinct paved surfaces, benches and ornamental street lights are encouraged throughout the site. Outdoor patios or amenities areas for employees are encouraged.
12. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Streamside Stewardship 1993 guidelines and the “Land Development Guidelines for the Protection of Aquatic Habitat 1992” prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.
13. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.
14. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City’s stormwater management policies and plans and the City’s Water Balance Model.
15. Setback areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.
16. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.
17. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.
18. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.
19. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - shrubs – 450 mm
 - groundcover & grass – 300 mm
 - trees – 300 mm around and below the root ball
20. All landscaped areas shall be serviced by an underground irrigation system.

D. Lighting

1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.

E. Parking

1. Parking areas shall be screened from adjacent properties and from direct view of large expanses or parked vehicles from the street. The screening may be achieved by landscaping and fencing where appropriate.
2. Parking areas shall include landscaped areas, defined by concrete curbs with landscaping, to provide visual breaks between clusters of approximately ten stalls, where practicable, given parking lot circulation and other site constraints. The termination of parking aisles shall be landscaped.
8. Parking lots shall be broken down into smaller parking areas evenly dispersed throughout the development integrated with planted landscape areas. Tree planting is required throughout all parking areas where practicable given parking lot circulation and other site constraints.
9. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.
10. The site plan must demonstrate the capacity for the safe and efficient movement of people and traffic.
11. Bicycle parking facilities shall be provided at grade near the primary building entrances of all buildings.

8.5 Multi Residential

1. Category

The Multi Residential Development permit Area is designated pursuant to Section 919.1(f) of the Local Government Act for the form and character of the multi residential development.

2. Justification

This designation is intended to control the visual impact of multi residential projects to improve overall architectural design, site layout, landscaping and the relationship with adjacent areas and it will also create more liveable residential development that will contribute in a positive way to the urban form and strong sense of community and neighbourhood.

It is to ensure a high standard of liveability for the occupants and community. All proposals will be evaluated within the concept of the Multi-Residential policies within Part 4 of the Official Community Plan.

3. Guidelines

Development permits will be considered in accordance with the following:

A. Form and Character

1. The design of buildings shall reflect the heritage of the City of Courtenay and the use of materials such as stone, brick, ornamental work and wood with varied details and columns is required. All designs will be assessed to compare the submitted design with these guidelines.
2. All multi residential projects shall front or appear to front onto abutting roadways. This may be achieved through appropriate treatment of the building exteriors and through the provision of pedestrian entranceways and walkways directly to the street.
3. Buildings located on corner lots, lots adjacent to a single residential building, and lots next to public open spaces shall be stepped down toward the flanking street, adjacent building, or public open spaces.
4. The design and introduction of a new building type to a residential neighbourhood shall provide harmony and lend continuity to the neighbourhood and should not create excessive disruption of the visual character of the neighbourhood.
5. The design of a new project or an addition to an existing project shall be based on a comprehensive design concept and shall give adequate attention to the general architectural style, detailing, scale, materials, character of fenestration, character and materials of roofs, treatment of entrances, gradation of heights, relationship of indoor and outdoor spaces, design and placement of play areas, access parking arrangement and circulation, and landscape character and design. Plans submitted with Development Permit applications shall illustrate the aforementioned points.
6. No more than four townhouse units shall be linked in a row unless warranted by special design treatment.

7. Where townhouse units have attached garages or carports, the units shall be wide enough to allow the creation of attractive entrances to the individual units between garages. Where lane access is available, parking entrances shall be limited to lane access.
8. Where individual townhouse or multi-family units have vehicular access via public street, combined driveway access points are required.
9. The design and siting of buildings and individual units shall take advantage of views, natural amenities and adjacent open spaces and shall provide the maximum of units with good sun exposure to enhance the liveability of units.
10. Stepped or alternating massing shall be used in the design of buildings in order to break up the volume of the building(s) and to avoid a box like appearance.
11. Sloped roofs shall be encouraged to harmonize with surrounding residential areas.
12. Building shall ensure visual privacy between units and also between private amenity spaces such as balconies or patios.
13. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.

B. Signage

1. The size, location and design of free standing signage shall be architecturally integrated with the overall design of the buildings and landscaping and shall not exceed a height of 2 metres.

C. Siting, Landscaping & Screening

1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted with the development permit application.
3. Recreation and play areas shall be provided within each project and shall be sensitive to the needs of the all age groups likely to reside in the development.
4. Care will be taken in developments intended for family living to ensure that the fundamental needs of family living are not compromised. This includes adequate storage, places for outdoor play, attention to sound and sight separation, and safe convenient parking.
5. A continuous landscaped buffer area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to Cumberland Road, 17th Street, 29th Street, Island Highway, Cliffe Avenue, Ryan Road and Lerwick Road. A perimeter landscaped buffer area of at least 4.5 metres in width shall be provided along the inside of all property lines adjacent to all other roads and at approved access points.

6. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaped buffer area of at least 10 metres in width shall be provided along the inside of the property line.
7. Buildings shall be sited to ensure the privacy of residences and adjoining properties, retain view amenities, and minimize the impact of noise or other off-site effects. Noise attenuation fencing will be required adjacent to arterial and collector roads.
8. Buildings shall be sited to retain existing tree stands and terrain as much as possible. Protective barriers, such as snow fencing, shall be installed around all existing plantings which will be retained at the drip line for the duration of construction. No material or temporary soil deposits may be stored within these areas.
9. Buildings shall be sited to ensure the privacy of residences and adjoining properties, retain view amenities, and minimize the impact of noise or other off-site effects, noise attenuation fencing or buffering will be required adjacent to arterial and collector roads.
10. Grading requirements of a development shall be resolved within the property boundary. Cut and fills shall be minimized and blended into the existing terrain. Stepped retaining walls shall be used where possible. Stepped foundation walls and floor levels for buildings shall be used on sloped sites. Slopes shall be determined to promote opportunity for re-planting.
11. Buildings shall locate refuse containers, utility services, etc. to minimize visibility and they shall be screened by landscaping and fencing to a minimum height of 2 metres. In general, chain link fencing shall be used only when screened by landscaping. Similarly, utilities, meters, exhaust elements, satellite dishes, etc., shall be screened by landscaping, fencing or roof elements.
12. To separate internal roads, parking, service or storage areas from adjacent properties, a landscaped buffer area of at least 30 metres in width.
13. Development shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments.
14. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.
15. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Streamside Stewardship, 1993 guidelines and the "Land Development Guidelines for the Protection of Aquatic Habitat 1992" prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.
16. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.

17. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City's stormwater management policies and plans and the City's Water Balance Model.
18. Setbacks areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.
19. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.
20. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.
21. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - shrubs – 450 mm
 - groundcover & grass – 300 mm
 - trees – 300 mm around and below the root ball
22. All landscape areas shall be serviced by an underground irrigation system.

D. Lighting

1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures

E. Parking

1. Large surface parking areas should be broken down into smaller parking lots evenly dispersed throughout the development and integrated with planted landscaped areas. Visitor parking spaces shall be clearly identified within each development. Tree Planting is required in parking areas.
2. Parking areas shall be screened from adjacent properties and from direct views of parking vehicles from the street. The screening should consist of landscaping and fencing.
3. Outdoor parking and loading areas should be located to the sides and rear of buildings. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.

4. Direct and functional pedestrian pathways to connect building entrances to parking areas and sidewalks of the abutting streets shall be provided. Installation of features such as distinct paving, special landscaping with trees and benches, and overhead weather protection on exterior building walls where appropriate is required.

F. Mobile Home Park Residential

In case of Mobile Home Park Residential development, all guidelines above (A to E) shall apply except those that refer specifically to building character. The guidelines below shall apply only to Mobile Home Park Residential areas:

1. The design of the overall project shall be based on a comprehensive concept and shall give adequate attention to the attractive layout of the mobile home spaces, landscape character and design, location and screening of parking areas, design and placement of recreation areas, and design of vehicular and pedestrian circulation.
2. Formalized pedestrian access shall be provided throughout the project to connect internal streets and parking areas with all community facilities provided for residents and to the public walkway system.
3. A street tree planting plan for internal streets shall provide for 6 cm calliper staked streets trees spaced at approximately 15 metre intervals.
4. A comprehensive design shall provide an attractive setting for the recreation area including circulation, access and landscaping.
5. The buffer area shall remain in its natural state, or the existing vegetation shall be enhanced or replaced to provide attractive landscaping to surround the mobile home park.
6. Screen planting in the buffer area between the mobile home park and residential areas shall be sufficient to maintain the privacy of the adjacent properties.

BL2481 G. 2485 Idiens Way

1. Justification

The intent of the Multi Residential Design Guidelines is to achieve high aesthetic quality while respecting adjacent uses and contributing to a healthy community and a description of expectations for potential developers.

2. Guidelines

Development permits shall be considered in accordance with the following:

A. *Mass and Size*

Building sizes should convey a sense of human scale.

The term “human scale” generally refers to the use of human-proportioned architectural features and site design elements that are clearly oriented to human activity. A building has a good human scale if its details, elements and materials allow people to feel comfortable using and approaching it.

1. In order to minimize the perceived size of the building, step down its height toward the neighbouring structures. Height of buildings on the perimeter of the property, adjacent to residential development on St. Andrews Way shall be limited to two (2) storeys.
2. In order to break up the perceived mass of structure, the building shall be divided into modules. A combination of two and three storey buildings, containing single and two storey units, is encouraged.

Incorporate features that convey a human scale.

1. Provide a porch, or similar element, that will define a primary entrance for each residence that is oriented to the public realm.
2. Incorporate a central courtyard that organizes architectural elements while providing a common open area for residents.

The site shall be developed with several buildings, rather than a single structure in order to reduce the perceived size of the project.

1. The site between the buildings shall contribute to the overall open space of the site.

B. *Building Roof and Form*

Building design elements, details and massing shall create a well proportioned and unified building form and exhibit an overall architectural concept.

1. The buildings shall be divided into modules. A combination of two and three storey buildings is required.
2. Design interest shall be created by avoiding the development of massive, uniform structures that lack articulation.

Roof top decks may be incorporated into the design to allow for access to the outside when outdoor balconies are not provided.

1. Roof top decks shall be located away from adjacent residential.

C. Pedestrian Systems

Site development shall encourage pedestrian activity and interaction.

1. Provide variety in setback, height, colour, texture of materials and building size and form to enhance the pedestrian experience.

Provide amenities that encourage pedestrian activity within and through the development.

1. Sidewalks, paths and bike lanes which are separated from traffic are encouraged.
2. Coordinate with public bicycles and pedestrian pathways.

D. Respect for Adjacent Sites

Building placement shall respect adjacent properties.

1. Locate buildings on the site to minimize disruption of the privacy and outdoor activities of residents in adjacent buildings.
2. Maximize side and rear yard setbacks abutting neighbouring residential uses.

Buildings shall be designed for maximum privacy of neighbours.

1. Limit the number of windows overlooking the neighbours.
2. Design and organize windows to provide privacy for both residents and neighbours.
3. Place balconies towards the interior of the development or the street, away from abutting residential properties.

E. Open Space

Provide the maximum possible open space.

1. Provide a minimum of 50% open space on the site.

Create “places” with distinct identities within the project.

1. Provide open space that is planned and designed as an amenity. This may occur as a courtyard or plaza.
2. Include open spaces with special amenities that encourage use, such as benches and sitting areas.
3. Where diversity in building setbacks is a part of the context, a varied setback may also help to create open space.
4. Locate open space in sunny areas whenever possible.
5. Ensure open spaces offer accessibility, security and encourage social interaction among residents.

The spaces between the buildings shall contribute to the overall positive open space of the area.

1. Buildings shall be positioned on the site in a manner that minimizes the apparent mass and size and maximizes open space.

F. Landscaping

In addition to the landscaping guidelines outlined in section 8.5©, ensure effective screening from roadways and maximize privacy between abutting residential properties.

1. Locate buildings in a way to preserve the maximum number of trees.
2. Minimize the removal of significant trees.
3. Replace trees that are removed with new trees.
4. Emphasize naturalizing or native landscape materials.

Maximize the use of landscaping treatments to create a distinctive development.

1. Enhance entry ways and pedestrian circulation pathways with landscaping treatments.
2. Landscaping, including living plant material, special pavements, trellises, screen walls, planters, site furniture and similar features shall be appropriately incorporated into the design to enhance the project.
3. Landscape open areas to create distinctions between the various outdoor spaces.
4. Permeable landscape treatments shall be incorporated into the design when appropriate.
5. Must meet BC Water Balance Model with soil depths of 300 mm for lawns and 450 mm for all planting beds.

G. Site Development

Ensure post-development flows are equivalent to pre-development flows.

Incorporate permeable surfaces in site development when appropriate

Employ innovative technologies in site development when appropriate.

H. Automobile Circulation and Parking

Clearly identify automobile circulation patterns, both internal and external, and ensure such circulation does not interfere with pedestrian pathways.

Clearly identify and distinguish separate entrances to the property for both automobiles and pedestrians.

1. Use landscaping and lighting accents to identify entrances.

Minimize the visual impact of parking.

1. Limit the amount of, and effectively screen, any surface parking; underground or under-building parking is preferred.

I. Architectural Character

All facades shall be given equal design consideration.

1. Development shall provide a refined façade to address both the adjacent streets and the neighbouring properties.

Design shall express or distinguish each individual residential unit within the building.

1. Employ window patterns, building articulation and other treatments to break up the building mass and provide interest.
2. Provide porches or covered entries.

Building exteriors shall be constructed of durable and maintainable materials that are attractive even when viewed up close. Materials that have texture, pattern, or lend themselves to a high quality of detailing are encouraged.

1. Materials suitable in the Comox Valley context may include clear or painted wood siding, shingles, brick and or stone.

J. Innovative Design

Provide housing diversity.

Encourage sense of community and social interaction within the development through design and provision of amenities.

Employ innovative technologies, when appropriate, for stormwater management, water conservation and site development.

8.5.1 Multi Residential Buildings Above 3 Storeys

1. Justification

Buildings over 3 storeys are a focal point in the City and will need to be designed to have a positive impact on riverfront and mountain views.

The coordination of building design, landscaping and servicing will be achieved to develop a special character and quality for the City. In the case of this type of development, all the guidelines of Section 8.5 apply in addition to the following:

A. Form and Character

1. Plans submitted for development permits must illustrate a general architectural style detailing, scale, materials, treatment of entrances, gradation of building heights, indoor/outdoor space relationships, recreational area design, and parking layout. In particular, the following design aspects must be addressed:
 - Stepped or alternate massing to break up the volume of a building to avoid a boxlike appearance;
 - Articulated walls detailed with varied cladding material, windows and doors, and patio features to create visual interest;
 - Sloped and varied roof lines
 - Screened rooftop mechanical equipment incorporated into overall architectural treatment of buildings
2. All development shall maximize sun penetration to pedestrian levels and to neighbouring public and private spaces to provide for outdoor activity areas.
3. Buildings shall be designed and sited to ensure view corridors, view opportunities and solar access are maintained.

B. Compatibility with Surrounding Land Uses

1. Attention should be paid to overall architectural style and detailing, scale, and quality of finishing materials to achieve a harmonious integration with the neighbourhood. The choice of building materials shall contribute towards an appearance of solid, quality construction and long term durability. Buildings shall include design features such as stepping back the buildings mass from the street or surrounding land use and providing pitched roofs with varied roof lines.

8.6 Intensive Residential Development Permit Area

1. Category

The Intensive Residential Development Permit Area is designated pursuant to Sections 9.19.1(e) of the *Local Government Act* for the form and character of intensive residential development.

BL2615 2. Justification

This Development Permit designation is intended to ensure a high standard of design for intensive residential developments and to guide the integration of new housing into existing neighbourhoods.

3. Guidelines

Development permits will be considered in accordance with the following:

A. *Form and Character*

1. The orientation, scale, form, height and materials proposed for a residence should reflect heritage theme characteristics. The following shall be considered in developing the plans:
 - roofs should have substantial slope and articulated lines and designed to reduce the bulk of a residence on upper floors.
 - principle entrance to a residence should be defined by porches, canopies or recessed and facing the street.
 - design components that can make up the required architecture components includes consideration of multiple gables, dormers, bay windows, decorative shingles, wood trim, porches and verandas.
 - exterior finishes should have a common theme.
 - the design and finishing around windows and exterior doors should visually enrich the building elevation. Significant recessing of windows and doors, wood trim boards, or equivalent treatments is strongly encouraged. Nail-on metal windows set flush with adjacent cladding (such as stucco) without trim or adequate equivalent detailing, for example, is strongly discouraged. Generally, treatment around all windows and doors should be of a consistent or coordinated design.
2. Stepped or alternating massing should be considered in order to avoid a box like appearance.
3. Building design including the placement of windows, balconies and doors shall ensure visual privacy between residences.

B. *Siting, Landscaping and Screening*

1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.
2. A landscaping plan for the front and side yards drawn to scale and showing the type, size and location of proposed landscaping shall be submitted as part of the Development Permit application and the landscaping shall be completed within 6 months of occupancy of the residence.

3. Residential dwelling units shall be situated to ensure the privacy of residences and adjoining properties and to retain existing significant trees when applicable.
4. Consideration shall be given to shared driveways and pedestrian access to the street from each residence.
5. Developments shall include installation of street trees and sidewalks along all adjacent streets and sidewalks shall be a minimum of 1.5 metres from the curb of an adjacent street. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Distinct paved surfaces, benches and ornamental streetlights are encouraged throughout the site. Outdoor patios or amenities areas for employees are encouraged.
6. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - shrubs – 450 mm
 - groundcover & grass – 300 mm
 - trees – 300 mm around and below the root ball
7. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.
8. Setbacks areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.
9. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.
10. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.

C. Parking

1. Should be located at the side or rear and setback from the front face of the principle building.
2. Where lane access is provided, parking off the lane shall be considered.
3. The area between a parking space or driveway and the property line shall be fully landscaped.
4. Parking and driveways shall not occupy more than 50% of the front yard area.

BL2460 8.7 Environmental Development Permit Area

1. Definitions

The following definitions apply to Section 15 of this bylaw only:

assessment report: means a report prepared to assess the potential impact of a proposed development in a riparian assessment area and which is certified for the purposes of this regulation by a qualified environmental professional.

qualified environmental professional: means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if

- a) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,
- b) the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal,
- c) the individual is acting within that individual's area of expertise

riparian area high water mark: means, as determined by a qualified environmental professional, the visible high water mark of a stream where the presence and action of the after are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the stream a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself, and includes the active floodplain.

riparian assessment area:

- a) for a stream, the 30 metre strip on both sides of the stream, measured from the riparian area high water mark,
- b) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the riparian area high water mark to a point that is 30 metres beyond the top of the ravine bank, and
- c) for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the riparian area high water mark to a point that is 10 metres beyond the top of the ravine bank.

ravine: means a narrow, steep-sided valley that is commonly eroded by running water and has a slope grade greater than 3:1

stream: includes any of the following that provides fish habitat:

- a) a watercourse, whether it contains water or not,
- b) a pond, lake, river, creek or brook,
- c) a ditch, spring or wetland that is connected by surface flow to something referred to in point a or b.

2. Categories

The Environmental Development Permit Area is designated pursuant to Section 919.1(a) and (b) of the *Local Government Act* and the provincial *Riparian Areas Regulations*. The City of Courtenay has three categories of Environmental Development Permits:

Permit	Application
Protection of the natural environment, its ecosystems and biological diversity	All land development, subdivision, construction or alteration of a building or structure that is: <ul style="list-style-type: none"> ▪ a minimum of 30 m from the Courtenay, Puntledge and Tsolum Rivers, Finlay, Morrison, Piercy, Millard and Arden Creeks, all stream estuaries, Comox Harbour and all other water bodies, watercourses, streams, lakes and wetlands ▪ All areas outlined on Map #6
Protection of riparian areas	All residential, commercial and industrial development in riparian assessment areas, as determined by the <i>Riparian Area Regulations</i>
Protection of development from hazardous conditions	All land development, subdivision, construction or alteration of a building or structure that is in: <ul style="list-style-type: none"> ▪ Areas with grades steeper than 30%

3. Justification

The Environmental Development Permit Areas represent resources that provide habitat areas for aquatic and wildlife species and can serve as a valuable open space and recreation function for the community.

Stream systems that flow through the urban portion of the community serve a productive fish, bird and wildlife habitat role. They also act as natural water storage, drainage and purifying systems. Riparian areas need to remain in a largely undisturbed state in order to protect habitat, prevent flooding, control erosion and reduce sedimentation and recharge ground water.

4. Exemptions

For all categories of Environmental Development Permit, the following activities are exempt from requiring permit:

1. Fence building, growing, rearing, producing and harvesting of agricultural products in accordance with recognized standards of the *Farm Practices Protection (Right to Farm) Act* on lands upon which Section 2(2) of the *Act* applies.
2. Emergency procedures to prevent, control, or reduce erosion, or other immediate threats to life and property, including:
 - Emergency flood or protection works;
 - Clearing of an obstruction from bridge, culvert, or drainage flow; repairs to bridges and safety fences; and
 - The removal of hazardous trees.

Any emergency works are to be undertaken in accordance with the Provincial *Water and Wildlife Acts* and the Federal *Fisheries Act*.

3. An application for subdivision where the following criteria can be met:
 - Minimum lot sizes can be met exclusive of the development permit area; and
 - No development activities including grading, clearing, trenching, or installation of pipes, relating to the creation of all parcels will occur within the development permit area

4. Renovations to existing buildings and structures that are situated within the defined development permit area provided the footprint of the building is not expanded.

In addition, Environmental Development Permits for protection of the natural environment, its ecosystems and biological diversity or protection of development from hazardous conditions are exempt from requiring a permit for the following activities:
5. Development or alteration of land proposed to occur outside the designated development permit areas as shown on Map #6, as determined by a BC Land Surveyor or by the City of Courtenay.
6. Construction of a trail on lands identified on Map #6 are subject to the following:
 - a. The trail provides the most direct route of feasible passage through the development permit area;
 - b. Sensitive habitat will not be impacted by the presence of the trail;
 - c. The ground is stable (i.e. erodible stream banks or other erosion prone areas should be avoided);
 - d. No vehicles are permitted;
 - e. The trail is a maximum 3 metres in width;
 - f. No trees, which are greater than 5 metres in height and/or 20 centimetres in diameter should be removed. Limbing, pruning and topping of trees should be done instead.
7. The planting of native species trees, shrubs or groundcovers for the purpose of enhancing the habitat values and/or soil stability within the Environmental Development Permit Area provided the planting is carried out in accordance with the guidelines provided the following resources, or any subsequent editions:
 - Stream Stewardship, 1993. Department of Fisheries and Oceans and Ministry of Environment.
 - Land Development Guidelines, 1992. Department of Fisheries and Oceans and Ministry of Environment.
 - Environmental Objectives, Best Management Practices and Requirements for Land Developments, February 2000. Ministry of Environment.
8. The removal of invasive plants or noxious weeds on a small scale within the development permit area including, but not limited to: knotweed, English ivy, yellow flag, Scotch broom, Himalayan blackberry, morning glory, and purple loosestrife, provided that erosion protection measures to avoid sediment or debris being discharged into a watercourse are taken. Replanting of the development permit area is to occur immediately.
9. Works approved by the City of Courtenay, Department of Fisheries and Oceans, and/or the Ministry of Environment with respect to the installation of public utilities, sewer and water lines, trail construction, stream enhancement, and fish and wildlife habitat restoration.
10. Additions to existing buildings and structures that do not decrease the present setback between the existing building and the defined Development permit area.

5. Guidelines

All categories of Environmental Development Permits shall be reviewed in accordance with the following:

1. Land use and development should not unnecessarily encroach into the Environmental Development Permit Area. In order to ensure that no encroachment occurs at the time of construction, permanent or temporary fencing measures may be required to be installed along the boundaries of the Environmental Development Permit Area prior to any development activities.
2. The City of Courtenay will work with the applicant to consider possible variances to the zoning bylaw to minimize encroachment into the Environmental Development Permit Area.
3. If the development or alteration of land is proposed within the Environmental Development Permit Area, the location of development or land/vegetation altering activity shall be encouraged to be located where it will cause the least impact to the environmental values and the site specific natural features, functions and conditions that support fish, wildlife and unique ecosystems within the Environmental Development Permit Area.
4. Construction, at a time of year and using construction methods that minimize the impacts on the Environmental Development Permit Area, is encouraged. All development proposals shall use the following resources, or any subsequent editions:
 - Stream Stewardship, 1993. Department of Fisheries and Oceans and Ministry of Environment
 - Land Development Guidelines, 1992. Department of Fisheries and Oceans and Ministry of Environment
 - Environmental Requirements and Best Management Practices for the Review of Land Development Proposals, March 2001. Ministry of Environment.
 - Comox Strathcona Sensitive Habitat Atlas.
5. All development is to be undertaken and completed in such a manner as to prevent the release of sediment to any watercourse, storm sewer or overland. The City of Courtenay will require an erosion and sediment control plan, complete with recommendations for the implementation, including actions to be taken prior to land clearing and site preparation and the proposed timing of development activities to reduce the risk of erosion.
6. The City of Courtenay will require an applicant to supply a drainage plan, complete with recommendations for implementation that address water quality, water quantity and erosion control that are satisfactory to the City, so as to minimize impacts on fish habitat and to comply with the City's stormwater management policies and plans and the City's Water Balance Model.
7. The City of Courtenay may require the applicant to supply an assessment, prepared by a qualified professional consultant, which assesses the environmental impact of the proposed development and prescribes appropriate recommendations for mitigation, remediation and protection of habitat, to the satisfaction of the City of Courtenay.
8. Existing native vegetation within the Environmental Development Permit Area is to be retained as much as possible to minimize disruption to habitat and to protect against erosion and slope failure. If the area has been previously cleared of native vegetation, or is cleared during the process of development, the City of Courtenay may require the applicant to supply a re-vegetation plan prepared by a qualified consultant to the satisfaction of the City of Courtenay.

The re-vegetation plan may be included as a condition of the Environmental Development Permit. Areas of undisturbed bedrock exposed to the surface or natural sparsely vegetated areas may not require replanting.

9. To ensure long-term health, existing trees and shrubs that are retained shall be clearly marked prior to development, and temporary fencing installed at the *drip line* to protect during clearing, grading and other development activities.
10. Vegetation species used in replanting, restoration and enhancement shall be selected to suit the soil, light and groundwater conditions of the site, should be native to the City, and be selected for erosion control and/or fish and habitat wildlife habitat values as needed.
11. All replanting shall be maintained by the property owner for a minimum of 5 years from the date of completion of the planting. Unhealthy, dying or dead stock will be replaced at the owner's expense within that time in the next regular planting season.
12. Security will be taken as a condition of issuance of an Environmental Development Permit to ensure that the conditions of the permit and the guidelines are met. For example, security may be required, and applied against, erosion control works, post-development success of re-vegetation and restoration works, and any other requirements of a development permit.
13. Prior to development or subdivision of land containing or adjacent to a watercourse, consideration shall be given to dedication of the watercourse and surrounding area to the Crown or City of Courtenay for the preservation of the area.

In addition, Environmental Development Permits for the protection of development from hazardous conditions shall be reviewed in accordance with the following:

14. On parcels where development (including tree and vegetation removal) is proposed for an area with a slope of 30% or greater, the City of Courtenay may require the applicant to supply a report, prepared by a professional geotechnical engineer, indicating that slope stability will not be jeopardized and soil erosion and site mitigation measures can be implemented, to the satisfaction of the City of Courtenay.

In addition, Environmental Development Permits for the protection of riparian areas shall be reviewed in accordance with the following:

15. The City of Courtenay must receive notification from the Ministry of Environment that Fisheries and Oceans Canada and the Ministry have been:
 - a. Notified of the development proposal, and
 - b. Provided with a copy of an assessment report prepared by a qualified environmental professional that
 - i. Certifies that he or she is qualified to carry out the assessment,
 - ii. Certifies that the assessment methods have been followed, and
 - iii. Provides their professional opinion that:
 - If the development proposal is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian area, or

- If the streamside protection and enhancement areas identified in the report are protected from the development and the measures identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian area

BL2550 8.8 Old Orchard and Area Development Permit Area

1. Category

The Old Orchard and Area Development Permit Area is designated pursuant to Sections:

9.19.1(a) of the *Local Government Act* for the protections of the natural environment, its ecosystems and biological diversity;

9.19.2(b) of the *Local Government Act* for the protection of development from hazardous conditions;

9.19.1(e) of the *Local Government Act* for the form and character of intensive residential development.

9.19.1(f) of the *Local Government Act* for the form and character of commercial, industrial or multi-family residential development.

2. Justification

This development permit area designation is intended to regulate the visual impact of new developments and significant renovations to ensure that redevelopment of this neighbourhood respects historic patterns of development and contributes positively to the heritage character and strong sense of neighbourhood.

3. Guidelines

These guidelines are intended to encourage architects and designers to work creatively in formulating residential proposals which will reflect the strong local identity of the local neighbourhood.

Some areas of the neighbourhood are in transition or have a large component of older housing stock; proposed designs will be evaluated in the context of the range of high-quality designs found in the area, rather than exclusively in the immediate vicinity of the property.

Development permits will be considered in accordance with the Old Orchard Local Area Plan Design Guidelines and the following guidelines:

A. Form and Character

1. The Orientation, scale, form, height and materials proposed for a building or structure must reflect the heritage theme characteristics outlined for the Old Orchard and area.
2. Roofs should have articulated lines and designed to reduce the bulk of a residence on upper floors. Roofs with slopes greater than 6:12 are preferred.
3. The principal entrance to a residence should be at the front of the house and be defined by porches, dormers, port cochere, canopies or be recessed.
4. Design components that can make up the required architecture components includes consideration of multiple gables, dormers, bay windows, decorative shingles, wood trim, porches and verandas.
5. Exterior finishes should be durable and have a common theme. Materials including wood, fibre cement siding, brick or stone masonry and limited amounts of stucco are appropriate. Stucco should be limited to no more than 60 percent of exterior cladding. Vinyl and metal siding are not permitted.
6. The design and finishing around windows and exterior doors should visually enrich the building elevation. Windows and doors should be articulated with trim.

Nail-on metal windows set flush with adjacent cladding (such as stucco) without trim or adequate equivalent detailing is strongly discouraged. Generally, treatment around all windows and doors should be of a consistent and coordinated design.

7. Buildings should reflect the preferred heritage character by:
 - Respecting the rhythm and scale of the existing streetscape.
 - Visually breaking the larger massing into smaller individual components.
 - Articulate the front facades to create, a sense of scale, neighbourliness, and architectural interest.
8. Stepped or alternating massing should be considered in order to avoid a box like appearance.
9. Building design including the placement of windows, balconies and doors shall ensure visual privacy between residences.

B. Siting, Landscaping and Screening

10. A landscaping plan, drawn to scale and showing the type, size and location of proposed landscaping, shall be submitted as part of the Development Permit application and the landscaping shall be completed within 1 year of occupancy of the residence.
11. The maintenance and planting of fruit and nut trees are encouraged to reflect the neighbourhood's heritage as much of the area was an orchard prior to becoming a residential subdivision.
12. Landscaping and screening elements should incorporate water conserving landscape principles.
13. Residential dwelling units shall be situated to ensure the privacy of residences and adjoining properties and to retain existing significant trees when feasible.
14. Consideration shall be given to shared driveways and pedestrian access to the street from each residence.
15. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - Shrubs – 450 mm
 - Groundcover & grass – 300 mm
 - Trees – 300 mm around and below the root ball

C. Parking and Garages

16. All properties which abut a lane should access the property from the lane and all parking should be in the rear yard.
17. On all properties that do not abut a lane, access should be provided from the street via a driveway beside the principal building. Garages are encouraged to be located beside or to the rear of units, and should be recessed behind the front façade.

18. To reduce the amount of impervious surfaces on a lot, driveways and parking areas are encouraged to be surfaced with a permeable paving material such as grassed cellular paving, porous pavers, or a comparable alternative satisfactory to the City.
19. Garages incorporated into the building structure should not be placed at the front of the building and should not project beyond the front elevation. Garage doors should incorporate windows.
20. For corner sites with no lane access, garages are encouraged to be in the rear yard with access via a driveway from the flanking street subject to the approval of the city Engineer. Garage entrances are encouraged to be faced away from the street where possible.
21. Detached parking garages located near the rear property line are encouraged to allow for permeable surfaces and landscape areas in rear yards.
22. The area between a parking space or driveway and the property line shall be fully landscaped.
23. Parking and driveways shall not occupy more than 50% of the front yard area.

D. Natural Environment and Hazardous Conditions

24. Buildings and structures must be located on the portions of the site that are not environmentally sensitive.
25. The City may require that works be constructed to protect vegetation where there is a desire to preserve significant or landmark trees or where concern may be created by the development of the land.
26. In order to provide for the protection of and access to natural features and to promote pedestrian rather than vehicular access in as many areas as possible, public trails must be continued, created and secured. The City may require or accept the grant of public trails as a condition of subdivision or development permit.
27. In areas where slopes are in excess of 30 percent, the City may require that tree preservation areas be established to control erosion and/or protect banks.
28. In order to ensure adequate protection from erosion, soil instability the City may regulate all land clearing, land grading, irrigation works, landscaping, and may require hazard lands to remain free of development.

E. Duplex

Duplexes are to follow the guidelines outlined above in addition to the following guidelines:

29. A duplex development should fit into the immediate surroundings of its location and not appear visually out of character to the adjacent homes. To minimize the impact of a duplex avoid wide, flat faces that dominate the street by articulating and staggering front facades to create depth and architectural interest.
30. To promote variety in design, duplex developments with front to back configurations or up and down layouts should be considered as an alternative to the common side by side duplex development.
31. Duplexes should relate to the façade characteristics of single family homes.

32. Varying the layout and staggering duplex units is encouraged to create architectural diversity.
33. On corner lots, all street facing elevations should have an equal level of quality of design and detailing. It is encouraged that an entrance to one unit is from the primary street and the entrance to the second unit on the flanking street.
34. To reduce the amount of impervious surfaces on a lot, driveways should be minimized in width and shared between units wherever possible.

F. Multi Residential, Commercial and Industrial

Multi residential, commercial and industrial buildings are to follow the guidelines outlined above, and other applicable Development Permit Area Guidelines, in addition to the following guidelines:

35. Multi residential, commercial, and industrial buildings in this neighbourhood must complement the residential heritage character of the area that is reflected in the traditional elements of the predominant architectural styles found in the character residences of the Old Orchard and Area.
36. Variety, continuity, and pedestrian interest should be expressed in the design of buildings, especially at the ground level. Monolithic structures and long expanses of straight walls must be avoided. The use of dormers, bay windows, balconies and other forms of building articulation are encouraged.
37. Multi residential, commercial and industrial buildings must be designed in context with surrounding low density residential buildings. Massing should step down as the building nears street frontages and adjacent properties.
38. Windows which are divided into smaller paned sections by wood or metal muntins or transoms are supported. Large expanses of glass are not encouraged.
39. Signage shall be consistent and enhance the neighbourhood's heritage character.
40. Mechanical equipment shall be appropriately screened and buffered to reduce any negative visual and acoustical impacts.

BL2615 8.9 Duplex Development Permit Area

1. Category

The Duplex Development Permit area applies to all duplex development on any property within the City of Courtenay with the exception of those properties that are included within the Old Orchard and Area Development Permit Area.

The Duplex Development Permit area is designated pursuant to the following Sections:

9.19.1(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biodiversity;

9.19.2(b) of the *Local Government Act* for the protection of development from hazardous conditions;

9.19.2(e) of the *Local Government Act* for the form and character of intensive residential development.

2. Justification

This development permit area designation is intended to ensure that within existing neighbourhoods, the form and character of new duplex development or conversions of existing single residential development to duplexes maintains and enhances the neighbourhood's sense of place and community, and that duplex development in new neighbourhoods contributes positively to creating a sense of place and community.

This designation is also intended to ensure that duplex development incorporates design elements which create visual interest and variety, respects natural topography, is sensitive to impacts on neighbouring properties, and considers preservation or enhancement of trees and vegetation.

The following guidelines apply only to duplex dwellings.

3. Guidelines

These guidelines are intended to encourage architects and designers to work creatively in formulating duplex proposals which will fit well into and enhance existing and new neighbourhoods.

Development Permits will be considered in accordance with the following guidelines.

A. *Form and Character*

1. The Orientation, scale, form, height and materials proposed for a duplex shall reflect the positive characteristics of the surrounding neighbourhood.
2. Roofs should have articulated lines and designed to reduce the appearance of bulk of the residence on upper floors. Roof slopes with greater than 6:12 pitch are preferred, however, proposals for lower pitch rooflines with significant articulation and design interest may be considered.
3. The principal entrances to a duplex should be at the front of the building and should be defined by porches, dormers, port cochere, canopies or be recessed.
4. On corner lots, all street facing elevations should have an equal level of quality and design detailing. It is encouraged that an entrance to one unit is from the primary street and the entrance to the second unit on the flanking street.

5. Design components that can make up the required architecture components include: multiple gables, dormers, bay windows, decorative shingles, wood trim, porches and verandas.
6. Exterior finishes should be durable and have a common theme. Materials including wood, fibre cement siding, brick or stone masonry and limited amounts of stucco are appropriate. Although use of vinyl is strongly discouraged, where residences in an existing neighbourhood are predominantly vinyl-clad, vinyl may be used. Metal siding is not permitted.
7. Buildings should reflect and enhance the character of the neighbourhood by:
 - Respecting the rhythm and scale of the existing streetscape
 - Visually breaking the larger massing into smaller individual components
 - Articulating the front facades to create a sense of scale, neighbourliness and architectural interest.
8. Stepped or alternating massing should be considered in order to avoid a box-like appearance.
9. Building design including the placement of windows, balconies and doors shall ensure visual privacy between residences.
10. A duplex development should fit into the immediate surroundings of its location and not appear visually out of character with adjacent homes or surrounding neighbourhood. To minimize the impact of a duplex, avoid wide, flat faces that dominate the street by articulating and staggering front facades to create depth and architectural interest.
11. To Promote variety in design, duplex developments with front to back configurations or up and down layouts should be considered as an alternative to side by side duplex development.
12. Duplexes shall reflect the façade characteristics of single family homes.
13. Mirror image duplexes are discouraged. Varying the layout and staggering duplex units is encouraged to create architectural diversity.

B. Siting, Landscaping and Screening

1. Duplexes should be situated to ensure the privacy of residences on adjoining properties and to retain existing significant trees where feasible.

C. Parking and Garages

1. Where feasible, all properties which abut a lane should access the property from the lane and all parking should be in the rear yard.
2. For corner sites with no lane access, garages are encouraged to be in the rear yard with access via a driveway from the flanking street subject to approval from the City Engineer.
3. Garage entrances are encouraged to be faced away from the street where possible.

4. To reduce the amount of impervious surfaces on a lot, driveways and parking areas are encouraged to be surfaced with permeable paving material such as grassed cellular paving, porous pavers, or a comparable alternative satisfactory to the City. The width of driveways should be minimized and shared between units wherever possible.
5. Garages incorporated into the building structure should not project beyond the front elevation. Garage doors shall incorporate windows.
6. Detached parking garages located near the rear property line are encouraged.
7. Parking and driveways shall not occupy more than 50% of the area of the front yard or, where the site has a flanking side street, not more than 50% of the area flanking side yard.

D. Natural Environment and Hazardous Conditions

1. Buildings and structures must be located on the portions of the site that are not environmentally sensitive.
2. The City may require that works be constructed to protect vegetation where there is a desire to preserve significant or landmark trees or where concern may be created by the development of the land.
3. In areas where slopes are in excess of 30%, the City may require that tree preservation areas be established to control erosion and/or protect banks.
4. In order to ensure adequate protection from erosion and soil instability, the City may regulate all land clearing, land grading, irrigation works, landscaping and may require hazard lands to remain free of development.

Part 9

Local Area Plans

9. LOCAL AREA PLANS

Section 9.0

Introduction

The purpose of local area plans is to provide guidance on future land use for a specific study area. The Local Area Plans are consistent with the goals and policies of the Official Community Plan but do provide more detailed plans and policies for future development of a neighbourhood.

The following Local Area Plans are attached hereto and form part of this Official Community Plan:

1. Mission Road
2. South Lerwick
3. Sandwick/Headquarters Road
4. Old Orchard and Area Local Area Plan
5. South Courtenay Local Area Plan

9.1 Mission Road Area

9.1.1 Introduction

The Mission Road area that is incorporated in this study covers approximately 40 hectares (100 acres) of the City and originally involved 18 properties. The most striking features of the Mission Road area are the existing dense tree cover, the secluded rural atmosphere, and the views to the north from north of Lerwick Road.

The Development Plan and Guidelines were created to:

- guide the orderly development of this area;
- promote the preservation of the natural environment and the rural character, in particular the existing stands of trees;
- explore appropriate housing types and densities; and
- synthesize the wishes of the property owners

The timing of the development is dependent firstly on the availability of servicing connections and secondly on the demand for housing in the Comox Valley. Properties identified with the prefix:

- “A” are able to connect to existing services south-west of the Mission Area;
- “B” must develop the sewer connection north-east on Mission Road, north-west on Lerwick Road, then south-west to connect to Muir Road; and
- “C” must either obtain approval for a pumping station or tie into the future Crown Isle system which will connect to the north-east.

9.1.2 A Single Family Neighbourhood

The Mission Area Development Plan precedes development pressures and proposes a framework for future development. Beyond road layout and parks allocations, it incorporates qualities inherent in a good single family neighbourhood.

The Mission Area Development Plan proposes a single family neighbourhood incorporating the following qualities:

- streets that interconnect and cul de sacs with walkway connections to promote the concept of neighbourhood and to provide future residents opportunities to walk around the block
- a rational and simple street layout to promote a sense of the interconnectedness of the neighbourhood and for clear visual mapping
- neighbourhood parks for the visual relief of green space
- buffer zones as tree protection areas to create transitions between busy streets and backyard fences
- a linear park along the north side of lots fronting onto Mission Road and along Lerwick Road as a tree protection area and for pedestrian connections
- a rigorous enforcement of the tree protection bylaw to promote the sense of an established neighbourhood and privacy
- single family lot sizes of approximately 9000 sq.ft. (no allowances for duplex lots)

- lot width dimensions to vary within a prescribed range to promote diversity of house plans and discourage excessive repetition
- rear property lines that line up to discourage backyards bordering on more than three neighbours, to discourage visual clutter and promote privacy for future residents
- lots that are staggered across the street from each other to promote views between houses and to promote a sense of privacy

Individual property owners may wish additional assurances that the houses will achieve a certain level of design sophistication or, for instance, that the same house design does not occur side by side. As owners and developers they may register a building scheme on their property under the Land Title Act. Development of lots would then be subject to design guidelines which could regulate such items as building shapes and volume, location of driveways and garages, exterior finish materials, fencing, lot grading and retaining wall locations, etc.

9.1.3 Park Lands

We propose two types of park: linear parks and neighbourhood parks.

Linear parks will be approximately 10 metres (33 feet) wide flanking Lerwick Road and along back of lots to the east of Lerwick Road. The design and location of the sidewalk will be coordinated with the location of existing trees as located on a survey plan or landscape plan, required before subdivision approval.

Neighbourhood parks will initially be passive open space and a tree preservation area. Eventually they could be developed with some playground equipment, benches, grassed areas, etc.

Also a viewpoint type of park could be acquired. The land north of Lerwick Road falls off to the north and north-east affording views of the water, islands, and the mainland.

- “Where sites can be acquired with high viewpoint potential, such acquisition is to be facilitated, with development limited to potential picnicking and some vehicular parking”

Parks lands acquisition will be accomplished in the following manner:

- 5% of the land being proposed for subdivision will be provided as parks lands in locations determined by the City, as per the subdivision bylaw. The typical 1.9 hectare (4.69 acre) property yields approximately 950 sq.m. (10,200 sq.ft.) of parks lands to be provided to the City without compensation;
- Cash in lieu of parks lands may be required for properties which are considered undesirable for parks. The City reserves the right to require cash in lieu of parks lands and will use the cash directly to enlarge other designated neighbourhood parks.
- Where a cul de sac rather than a through street is proposed, a walkway not less than 3 metres (9.8 feet) wide should be provided at the end of the cul de sac for pedestrian access. This access would be a tree preservation area with a pathway designed to the satisfaction of the City;
- Any additional parks lands will be acquired through negotiation with the property owner affected.

9.1.4 Tree Preservation

The most striking natural amenity of the Mission Road study area is its natural tree cover. The protection of the tree cover is regulated under the Tree Management and Protection Bylaw No 1733. It applies to all trees measuring 20 cm. (7.8” in diameter or more at breast height, and all Garry Oaks of all sizes, on all properties located within the Mission Road Area study boundaries. To further promote the protection of this natural amenity, prior to subdivision approval, all sites will be required to be surveyed and all trees affected by Bylaw No. 1733 will be identified on a landscape plan. The subdivision layout can then be adjusted to promote the retention of as many trees as possible by shifting road locations and property lines, if required. The parks lands and areas of tree preservation will be identified and protected by barriers to ensure that they will be turned over to the City in their natural state.

Prior to any tree cutting or removal, the owner must apply for a Tree Cutting or Removal Permit. The owner may be required by the City of Courtenay to plant replacement trees for those permitted to be cut or removed. In lieu of a “Tree Cutting and Replacement Plan” the owner will submit a landscape plan which will illustrate:

- types, locations, and grades of existing trees and tree retention zones and identification of those proposed to be cut or removed;
- site drainage, grading, locations of u/g services;
- locations of streets, curbs, gutters, sidewalks;
- location of street trees as per Bylaw No. 1709 c/w plant list;
- location of barriers to protect trees to be retained;
- a description of type of barrier, including installation method proposed for tree retention areas.

The reason for requiring a landscape plan in lieu of a Tree Cutting and Replacement Plan is to ensure proper coordination during construction and to ensure retained trees will be adequately protected. The tree preservation areas are of considerable value to the City with high replacement cost and, therefore, proper protection during construction is important.

9.1.5 Street Names

Street names are a simple way to further the identification and concept of neighbourhood. We propose that property owners choose from one of a chosen category of potential street names. Please refer to examples below.

CATEGORY A		CATEGORY B	
Walbran	Klaskish	Laurel	Huckleberry
Nitnat	Quatsino	Salal	Alder
Klanawa	Caycuse	Cottonwood	Fir
Clayoquot	Toquart	Madrone	Yew
Bedwell	Songhees	Juniper	Spruce
Muchalat	Nimpkish	Elderberry	Willow
Nootka	Maquilla	Cypress	Ash
Tashish	Maple		

9.2 South Lerwick Local Area

9.2.1 Introduction

South Lerwick is contiguous with the Valley View neighbourhood and the southern border of Crown Isle neighbourhood. In 2002, much of the study area became part of the City of Courtenay through a boundary extension. The South Lerwick Area now forms the south-eastern boundary of the City of Courtenay, adjacent to the Town of Comox, divided by McDonald Road. The proposed land uses and densities are illustrated on Map #2.

We are studying an area that includes:

- areas of established single-family residential in Valley View neighbourhood
- areas of newly developed single-family residential in the Highlands and along Hawk Drive
- about 120 acres (48 ha.) of very low density or undeveloped parcels
- existing agricultural uses
- small pockets of multi-family residential including townhouses and new senior's patio homes
- about 48 acres (19.3 has) that is institutional/community use. Glacier View Lodge, an existing intermediate care facility, has an approved master plan that proposes the expansion of the lodge and construction of seniors residential units for congregate care.
- 20 acres of park that the City of Courtenay has recently purchased (referred to as "Lerwick Forest"). These former provincial Crown lands had been used as a demonstration forest.

9.2.2 Purpose of the Plan

1. To identify acceptable land use changes.
2. To provide guidelines and options for future developments and subdivisions.
3. To provide direction for investments by the City of Courtenay with respect to parks & greenways, sidewalks, roads and services.
4. To address neighbourhood issues and opportunities identified by residents and other community members during the planning process.
5. To involve residents in identifying the unique features of their neighbourhood and expressing their wishes for its future.
6. To strengthen the sense of community and neighbourhood quality.

9.2.3 Issues & Opportunities

The City of Courtenay invited the community to a public open house to discuss issues and opportunities within the South Lerwick Neighbourhood. Letters have also been sent to all property owners within the study area seeking their input. The following policies are the outcome of our study and neighbourhood consultation.

9.2.4 Housing

Policies:

1. To provide a variety of opportunities for redevelopment with a strong emphasis on single-family residential development.
2. To provide opportunities for large lot single family development and to allow comfortable and continued coexistence of rural residential with new developments.
3. To allow for limited multi-family developments such as patio homes north of Lerwick Road Park between Sheraton and Lerwick Roads
4. To provide opportunities for “density bonusing” or increased number of units in exchange for greater amount of parks and open space.
5. The recommendations are summarized in the proposed changes to the Official Community Plan and the Zoning Bylaw. Generally, this area will have a strong single-family presence and illustrate a transition from traditional single-family lots to a more rural residential lifestyle.

9.2.5 Institutions & Community Facilities

Policies:

1. Support the Glacier View Lodge master plan for seniors-oriented institutional and community facilities
2. Limited support for institutional uses such as churches. Locate these uses adjacent to residential arterial routes to allow for appropriate traffic flows and access to major intersections on Lerwick and McDonald Roads

9.2.6 Parks, Recreation & Open Space

The South Lerwick neighbourhood strongly values local walking trails and natural area parks.

Policies:

1. To emphasize connectivity through the provision of walking trails throughout the neighbourhood
2. To require pedestrian connections at the end of cul-de-sacs and other roads to allow excellent pedestrian connectivity throughout neighbourhoods.
3. To require safe, convenient pedestrian routes that link residences to public walkways, transit and public facilities and neighbourhood amenities as part of all subdivisions.
4. To use and maintain the former Lerwick Crown lands as a community park and a natural forested area
5. To provide parks and greenway acquisition for neighbourhood use within the South Lerwick neighbourhood through subdivision
6. To reserve undeveloped road right-of-ways as future pedestrian greenways.

7. To preserve existing trees through the application of the City of Courtenay's Tree Management and Protection Bylaw.

9.2.7 Transportation

Policies:

1. To provide a safe and hierarchical road network system
2. To provide a residential collector road to Back Road via MacDonald Road but not through the neighbourhood or Glacier View parcels
3. To provide a safe and convenient bike path network
4. To provide safe and convenient pedestrian sidewalks and crossing locations
5. To allow for present and future transit network
6. To redesign the Lerwick corridor to allow for more generous pedestrian, bicycle and landscaping buffers. Introduce a right-of-way width of 30 metres for Lerwick Road within the Plan area.
7. To develop a detailed streetscape design so that appropriate fencing, screening and landscaping is installed between residences and Lerwick Road. We recommend that we require, through the subdivision process, a continuous fence along Lerwick Road constructed out of a combination of stone pillars and wood panels or a durable alternative such as concrete fencing. The fence must be installed in conjunction with landscaping to ensure an attractive streetscape.
8. To provide a landscaped boulevard area between the sidewalks and curb of Lerwick Road
9. To develop Sheraton Road as a pedestrian walkway from Hawk Drive to McDonald Road

Part 10

Planning For Climate Change

10. PLANNING FOR CLIMATE CHANGE

Section 10.0

10.1 Climate Change

10.1.1 Policies

1. The City of Courtenay will be supporting the “British Columbia Climate Action Charter” by developing specific strategies to achieve the following goals: being carbon neutral in respect of municipal facilities; measuring and reporting on Courtenay’s operational and community-wide Greenhouse Gas (GHG) emissions profile; and creating complete, compact, more energy efficient communities.
2. The City of Courtenay supports the Provincial Government initiatives to enact legislation to provide local governments with the necessary tools to better address climate change and energy efficiency issues.
3. The City of Courtney will continue to incorporate climate change, its potential impacts, and mitigation measures when reviewing new development applications and undertaking long-term planning initiatives.
4. The City of Courtenay will engage the community by raising awareness respecting climate change and promote community wide emission reductions and carbon neutral initiatives.