



The Corporation of the City of Courtenay

# **A Blueprint for Courtenay**

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

February 17, 2016

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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

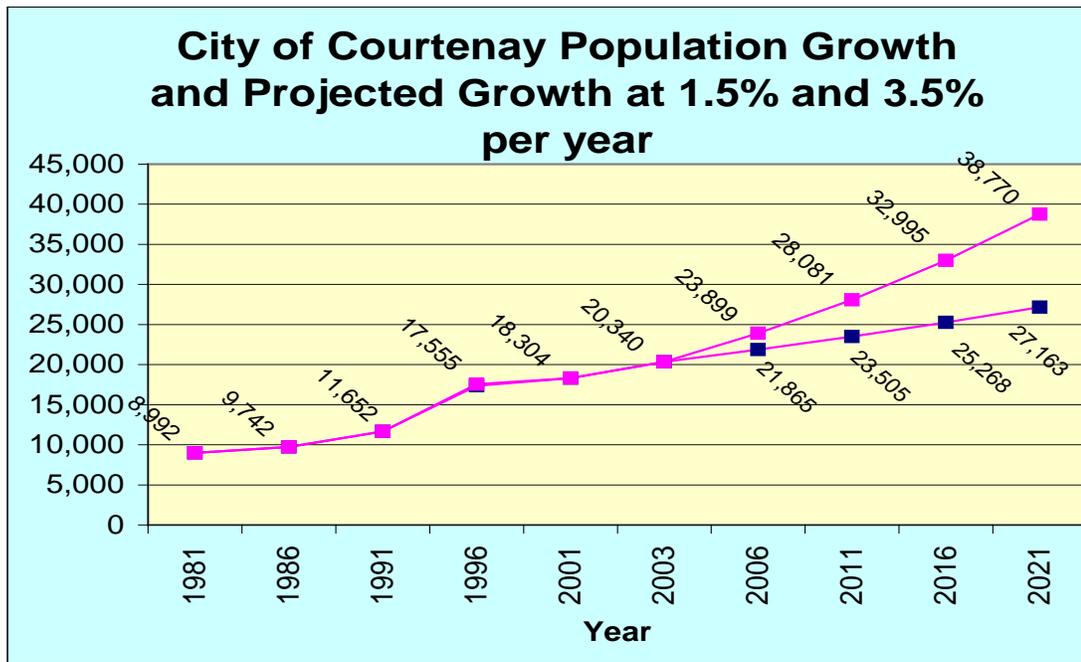
The City of Courtenay was incorporated in 1915 with a population of 700 and has grown to include an area of 3,270.97 hectares (8,082.71 acres) as of March 18, 2013 with a population of 24,099 (2011 Census Canada). It is the largest municipality of the Comox Valley.

Incorporation:	1915
Number of Properties:	11,946 (2013)
Residential:	10,763
Non Residential:	1037
Civic:	131
Farm:	15

## 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 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 2006 population of 22,021. This gain includes the 824 people annexed into the City in 2002. *Note: The table on page 9 illustrates the building trend from 2001 – 2012.*

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.



Following the 2011 Census, the City's population was 24,099. This represents a 9.4% increase from the 2006 value of 22,021.

## 1.7 Community Changes

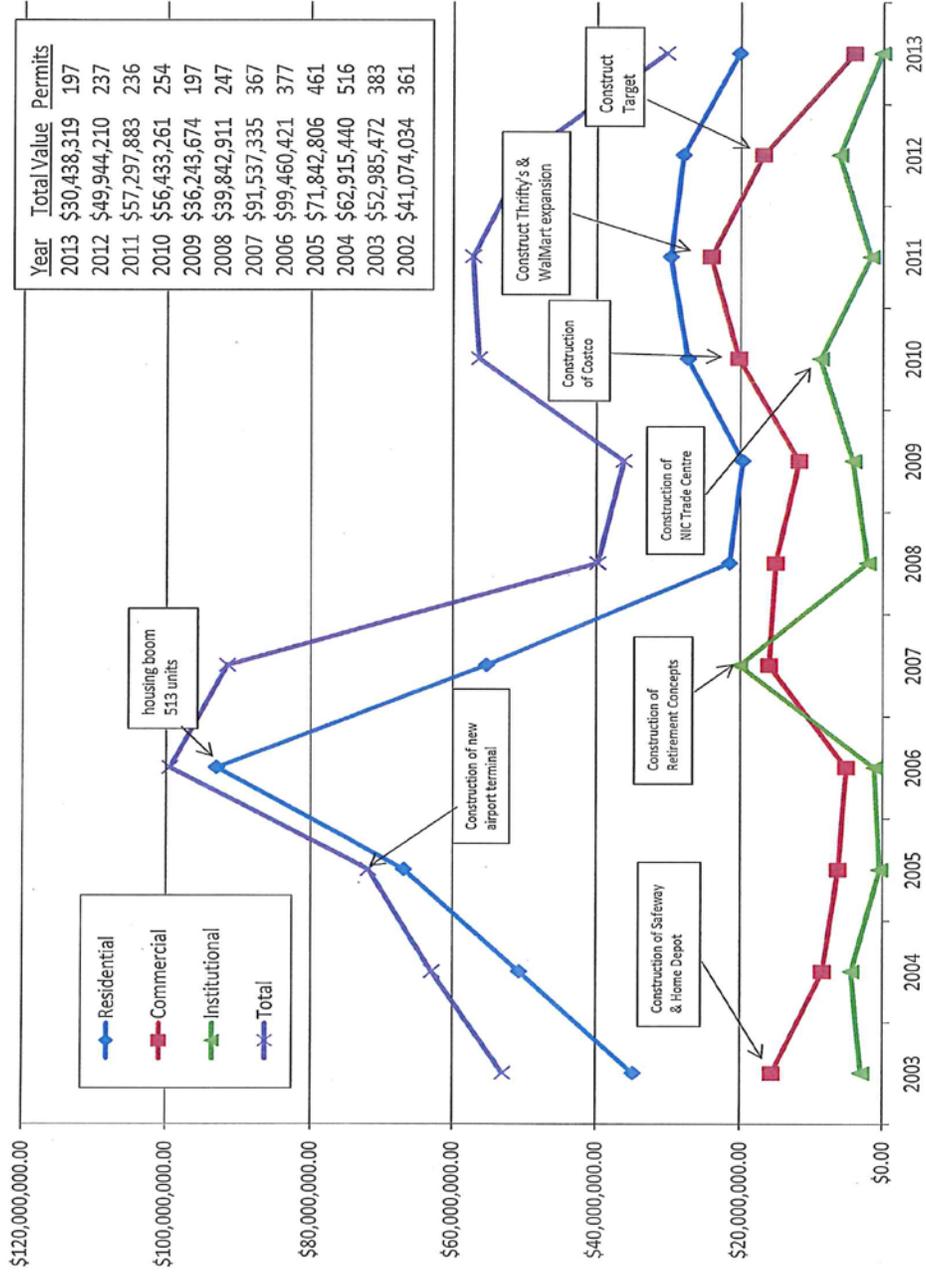
The existing OCP was adopted in 1994 and has been amended 55 times. The community has also experienced the following significant changes:

- opening of the Inland Island Highway and completion of the Comox Valley Parkway to 29<sup>th</sup> 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 17<sup>th</sup> 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.

# BUILDING PERMIT VALUES (2003 - 2013)



## **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 5<sup>th</sup> 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 29<sup>th</sup> 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 3.1**

### **3.1 Managing Growth**

#### **3.1.1 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.

Throughout adoption of the Regional Growth Strategy in March 2011, the City sought to have the concerns on urban fringe development addressed. Section 3.2, Regional Context Statement further outlines the City's position on this topic.

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 and to solve existing urban fringe development problems. 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, garbage, roads and taxes provides a regulatory system which has created the urbanization of the unincorporated areas around the City.

The City has maintained a position that municipal services will not be extended beyond the municipal boundaries except to the K'omoks First Nation Indian Reserve No. 2 lands through a servicing agreement.

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 led 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, financial 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.

#### **3.1.2 Goals**

1. provide for managed growth
2. ensure equitable taxation for services provided and received
3. support efficient infrastructure development
4. protect environmentally sensitive areas
5. support sustainable development practices

### 3.1.3 Policies

Council will:

1. in examining boundary extensions consider the following criteria:
  - continuity with existing boundary, topography, location of existing streams, parks, roads and forest land
  - proximity of existing municipal infrastructure and its capacity and elevation
  - condition of existing infrastructure in the area under consideration
  - effect of the change on any existing service areas
  - advising of any known issues within the existing area, i.e. failing septic system issues, stormwater
  - cost of servicing including any latecomer agreements, DCC's (City and CVRD), developer contributions to planned infrastructure, servicing costs and connection fees
  - subdivision opportunities and future infrastructure locations, i.e. sewage lift stations
  - advising of the phasing-in of City municipal taxes
  - frontage tax charges, when services are available to the property
  - utility user charges on tax notices only when services are connected
  - detailed servicing costs for potable water, sanitary sewer or storm drainage referencing to any grants, assist factors
  - method of payment of payment for proposed municipal services
    - payment in full prior to service connection being provided to property line
    - commuted payment by way of an annual parcel tax over and amortization period not greater than fifteen years
  - timing of the installation of municipal services
  - preparing a local area plan following the boundary extension
  - assessment/determination of potential capital works to be undertaken and to be considered in the future City budgets
2. work cooperatively with Comox Valley jurisdictions regarding the cohesive and complimentary development of land use regulation 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 jurisdictions within the Comox Valley and the provincial agencies.
4. 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 4 hectares.

5. only allow municipal water and/or sewer services to areas within municipal boundaries with the exception of the K'omoks First Nation Indian Reserve No. 2 lands through a servicing agreement.
6. 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.
7. 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, industrial or institutional developments on its fringes, and along the Comox Valley Parkway, the Inland Island Highway, the Island Highway, Comox Road, Ryan Road or Cumberland Road where it leads to urban sprawl and the undermining of the existing tax base.
8. continue to lead efforts in storm water management, erosion and sediment control, water supply, garbage and sewage disposal to protect the environment.
9. support Transportation Planning Initiatives designed to match population growth to major destinations and centres of importance.
10. seek methods to continue to protect the Comox Lake Watershed.

## **Section 3.2**

### **3.2 REGIONAL CONTEXT STATEMENT**

### **Section 3.2**

#### **3.2.1 Introduction**

On March 29, 2011, the Board of the Comox Valley Regional District adopted a Regional Growth Strategy being Bylaw No. 120, 2010.

The purpose of this document is to assist in guiding decisions on growth, change and development with the Regional District which includes the City of Courtenay.

The vision in the Regional Growth Strategy is that:

*“The Comox Valley will continue to evolve as a region of distinct, well-connected and well designed urban and rural communities. As stewards of the environment, local governments, the K’omoks First Nation, public agencies, residents, businesses and community and non-governmental organizations will work collaboratively to conserve and enhance land, water and energy resources and ensure a vibrant local economy and productive working landscapes.”*

The RGS does support the principals and policies established in the City’s OCP. The RGS is structured into five parts including:

1. Introduction
2. Context
3. Regional Policies
4. Managing Growth
5. Implementation and Monitoring

Part 2 outlines the major trends that were the basis for the RGS. The City’s OCP supports the importance of major trends and addresses those in the City’s objectives, policies and land use designations. The RGS projects a population increase of approximately 19,800 between 2010 and 2030 representing an annual growth rate of 1.6% and 500 residential units per year.

The City's population in 2011 was 24,099 representing an annual increase of 1.88% from 2006.

Part 3 describes a vision for the region along with the eight principle policy areas. Part 4 establishes a strategy for managing growth and land use activities whereas Part 5 sets out the tools and partnerships to implement the RGS.

As such, the amendments to the City's OCP recommended in this report are minor in nature and do not change the principle of managing growth and infrastructure to protect the long term financial interests of the residents of the City.

Population projections can vary significantly given the numerous factors beyond the control of the greater area. The City's OCP provides for the consideration of a range of growth and the policies are established to address changes in growth rates. Part 2 of the City's OCP, Vision and Strategy, expresses the vision for the City and the goals that provide the foundation for the vision. Growth will occur through densification and the expansion of the City's boundaries which is supported in the RGS. The rate for both development and boundary expansions will be dependent on available, suitable lands and the provision of services through Council's approval.

The RGS states the City shall develop and grow consistent with its function as the Comox Valley's largest urban area. New development should provide for a wide diversity of housing and employment opportunities and allow for the highest densities within the Comox Valley.

The City is achieving this through many of the recently approved housing and commercial projects and will continue to follow this strategy. It is also important for the OCP to anticipate and plan well into the future for growth and to coordinate this growth with the demands on all City services. It is also important to ensure future amendments to the RGS remain consistent with the fundamental principles in the City's OCP.

### **3.2.2 Goals**

The goals, objectives and policies of the RGS bylaw as contained in Section 3 are organized into the following eight sections which are outlined below for the consistency of the City's OCP.

#### **Goal 1: Housing:**

*Ensure a diversity of housing options to meet evolving demographics and needs.*

The OCP supports the development of housing options and contains policies that examine ways to increase densities and to provide a balance between new and existing developments.

These principles include:

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.

## **Goal 2: Ecosystems, Natural Areas and Parks:**

*Protect, steward and enhance the natural environment and ecological connections and systems.*

The OCP supports this goal beginning with a vision to have:

- an expanding parks, natural areas and greenways system, and
- a strategy to lead in environmental protection.

This is followed by goals and strategies to have:

- a system of Greenways to serve recreational needs
- parks and publicly accessible natural open space
- guidelines for sustainable development.

The City has and continues to put a great deal of effort into developing its parks and open space system. The OCP states the provision of parks and services as an essential contribution to the quality of life, environment and image of the City. The OCP contains extensive policy on the parks and greenways systems and environment.

The Environmental Development Permit Area section of the OCP has been recently updated on the basis of new mapping and new information.

## **Goal 3: Local Economic Development:**

*Achieve a sustainable, resilient and dynamic local economy that supports Comox Valley businesses and the region's entrepreneurial spirit.*

Courtenay has long served as the economic centre of the greater Comox Valley and this is recognized in the RGS. The OCP's vision includes the City as being the centre of commerce for the Comox Valley. This is supported by designating five principle commercial areas within the City and to support the densification of these areas. It recognizes the distinct role of the Downtown as an integral part of the community's social and cultural life, its identity and its economy. The mix of uses supported for the commercial nodes and corridors reflect the policies of the RGS.

## **Goal 4: Transportation:**

*Develop an accessible, efficient and affordable multi-modal transportation network, that connects Core Settlement Areas and designated Town Centres, and links the Comox Valley to neighbouring communities and regions.*

The City's OCP sets out specific goals and policies on the development of a transportation system that provides choices for different modes of travel. This system works towards reducing travel distances and congestion through the consideration of the long term impacts of all land use decisions. Selecting the correct location for land uses will ensure the right balance of new and existing growth which support the City's infrastructure.

## **Goal 5: Infrastructure:**

*Provide affordable, effective and efficient services and infrastructure that conserves land, water and energy resources.*

The vision established in the City's OCP supports the efficient development of all infrastructure following complete land use and engineering analysis. The City has identified a number of sustainable practices and policies for new development.

The City has maintained a position that municipal services will not be extended beyond the municipal boundaries and this is supported through policy in the OCP allowing for the best management of the City's infrastructure, financial health and delivery of City services. Notwithstanding this section the City will consider extending municipal services to the K'omoks First Nation Indian Reserve No. 2 lands through a servicing agreement

**Goal 6: Food Systems:**

*Support a high quality of life through the protection and enhancement of community health, safety and well-being.*

This is achieved through the established vision for the City which includes the support for a viable agricultural economy through the protection of agricultural lands. The OCP recognizes the important role of agricultural lands and supports the principle of preserving farmland and farming activities. The goals and policies promote the expansion and protection of the agricultural industry. It is also acknowledged that the BC Agricultural Land Commission regulates the use and subdivision of all lands within the ALR.

**Goal 7: Public Health and Safety:**

*Support a high quality of life through the protection and enhancement of community health, safety and well-being.*

This is supported through the City's vision statement which includes being:

- an inclusive, open and caring community
- commitment to continued excellence
- a strategy to lead in environmental protection
- committed to youth and seniors

This is further expanded upon in the OCP with a strategy to develop a system of greenways, protect and provide publicly accessible natural open space, design for sustainable development and support social equality.

**Goal 8: Climate Change:**

*Minimize regional greenhouse gas emissions and plan for adaptation.*

The City's OCP was amended in 2010 to include a section on "Planning for Climate Change". The City has developed and adopted policies consistent with provincial directions and targets and supports the climate change goals in the RGS. The City also re-wrote the Environmental Development Permit Guidelines in 2011 which recognizes and strengthens the protection of ecosystems and development with respect to changes as a result of climate change.

**3.2.3 Managing Growth**

Part 4 of the RGS establishes a strategy for managing growth. This includes 16 growth management principles which support the goals identified in Part 3. It includes identifying areas of existing development on the fringe of the City that should eventually be incorporated through boundary extensions and provided with publicly owned water and sewer services in order to address existing health and environmental issues.

The RGS also requires areas to be identified on the fringes of the City that should eventually be incorporated through boundary extension and provided with publicly owned water and sewer services in order to allow for new long term growth opportunities in a phased and orderly manner.

Traditionally urban boundaries have been extended in order to accommodate growth and urban forms of development and to provide services for failing infrastructure systems. It has also been considered to prevent urban uses and densities to continue and expand outside the City's boundaries. Boundary extensions will remain an effective tool for the management of land uses and infrastructure systems for the City. The City confirms its long term interest in extending municipal boundaries and supports the general areas for inclusion as identified as "Settlement Expansion Areas" in the RGS and the adjoining lands which would allow for logical expansion boundaries.

#### **3.2.4 Implementation**

Part 5 of the RGS addresses implementation measures, monitoring, and amendment procedures. The OCP establishes the principles and policies to be followed by Council in the implementation of the RGS and the sharing of information within the Comox Valley Regional District occurs on a regular basis. It is concluded that entering into an implementation agreement would be an unnecessary expense to the City and it would be redundant to the existing practices of the City.

# **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 6<sup>th</sup> into an Art Gallery along with the City's acquisition of the Museum on 4<sup>th</sup> 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 3<sup>rd</sup> and 4<sup>th</sup> 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, 17<sup>th</sup> 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 4<sup>th</sup> 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 5<sup>th</sup> 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 17<sup>th</sup> 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 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> 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 m<sup>2</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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	BUILDING VALUES
1995	69	54	11	9	143	57,000,000
1996	100	58	88	14	260	36,000,000
1997	147	38	33	19	237	32,500,000
1998	46	28	7	4	85	26,500,000
1999	66	6	0	4	70	22,500,000
2000	45	0	0	2	47	16,465,011
2001	70	0	0	3	73	28,874,874
2002	159	38	48	6	251	41,074,034
2003	159	18	106	6	289	52,985,472
2004	203	22	124	10	359	62,915,440
2005	215	40	185	19	459	71,842,806
2006	147	10	347	9	513	99,460,421
2007	136	38	94	0	268	91,537,335
2008	81	8	0	0	247	39,842,911
2009	38	6	39	0	190	36,243,674
2010	62	10	51	2	125	56,433,261

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 17<sup>th</sup> 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 m<sup>2</sup> to 2500 m<sup>2</sup> 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 m<sup>2</sup> in area. For new comprehensive development areas, duplex lot sizes smaller than 900 m<sup>2</sup> 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 m<sup>2</sup> 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 total of 17.9 hectares and 12 greenways
- 14 parks are west of and 5 parks are 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 7<sup>th</sup> and 8<sup>th</sup> Streets (currently owned by School District #71)
  - the area south of 21<sup>st</sup> 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 20<sup>th</sup> 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 6<sup>th</sup> 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 1<sup>st</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> Street.
5. Encourage the planting and replanting of street trees and upgrading the sidewalks along 5<sup>th</sup> 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"><li>▪ 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</li><li>▪ All areas outlined on Map #6</li></ul>
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"><li>▪ Areas with grades steeper than 30%</li></ul>

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 (3<sup>rd</sup> 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/17<sup>th</sup> Street.
6. The City supports acquisition of the School District property at Harmston Avenue between 6<sup>th</sup> and 7<sup>th</sup> 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 (29<sup>th</sup> 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. With the exception of the K'omoks First Nation Indian Reserve No. 2 lands through a servicing agreement.
4. The City not support any increase in the capacity or extension of the water system outside a municipal boundary with the exception of the K'omoks First Nation Indian Reserve No. 2 lands through a servicing agreement.
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. With the exception of the K'omoks First Nation Indian Reserve No. 2 lands through a servicing agreement 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, viewsapes, 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*

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

*Multi – Residential Development Contributions per m<sup>2</sup>  
(more than one residential dwelling unit in a building or a development)*

<b>Floor Area</b>	<b>Fee</b>
Up to 100m <sup>2</sup>	\$500
101 – 150m <sup>2</sup>	\$750
151 – 200m <sup>2</sup>	\$1,500
Greater than 200m <sup>2</sup>	\$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*

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

*Multi – Residential Development Contributions per m<sup>2</sup>*

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

<b>Floor Area/ per unit</b>	<b>Contribution</b>
Up to 100 m <sup>2</sup>	\$500
101 – 150 m <sup>2</sup>	\$750
151 – 200 m <sup>2</sup>	\$1,500
Greater than 200 m <sup>2</sup>	\$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 and Map #7 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
9. Duplex, Carriage House and Secondary Residential Development Area
10. Arden Corridor (see Arden Corridor Local Area Plan after pg. 137)

BL2550  
BL2645  
BL2756

### 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 m<sup>2</sup> 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 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.
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*

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.
2. The scale, form, height, setback, materials and character of new development should compliment neighbouring developments.
3. 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.
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. 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.
6. 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.
7. The architectural design and building materials shall be of a high standard that indicates quality, stability and permanence.
8. 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.
9. Commercial ground level business premises should be provided continuously along pedestrian oriented shopping areas within the downtown core.
10. 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.

11. 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 29<sup>th</sup> 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, 17<sup>th</sup> Street, Fitzgerald Avenue, Anderton Avenue and Cliffe Avenue, south of 8<sup>th</sup> 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 29<sup>th</sup> 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, 17<sup>th</sup> Street, 29<sup>th</sup> 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 m<sup>2</sup>, 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 29<sup>th</sup> 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) luminaires 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 29<sup>th</sup> 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 29<sup>th</sup> 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) luminaires 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.
3. 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.
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.

## **8.5 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, 17<sup>th</sup> Street, 29<sup>th</sup> 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.

BL2694 **8.7 Environmental Development Permit Area**

**\* Note: All properties within the Arden Corridor LAP area, are subject to specific Environmental Development Permit conditions outlined within the Arden Corridor LAP.**

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2. Justification
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3. Objectives
4. Exemptions
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6. Guidelines
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  - 6.2 Specific guidelines for developing near the Courtenay River and Estuary
  - 6.3 Specific guidelines for developing near raptors and Great Blue Heron nests
  - 6.4 Specific guidelines for hazardous conditions
7. Definitions

**1. Designation**

On lands designated as Environmental Development Permit Areas (EDPAs), the City of Courtenay must approve a development permit before land is subdivided or development is undertaken. For all permits, development activities will not exceed those indicated in the site plan approved in the development permit. Depending on the proposed development activities and the environmental sensitivities to the site, the permit may also contain provisions pertaining to construction methods and timing, invasive species management, re-vegetation and monitoring of environmental conditions by a qualified professional, among other conditions.

The EDPA 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 two categories of Environmental Development Permits:

Category	Authority	Application
Sensitive Ecosystems	Section 919.1 (a) Protection of the natural environment, its ecosystems and biological diversity. <i>Riparian Area Regulations</i> are complimentary provincial regulations enabled by the <i>Fish Protection Act</i> for the protection of fish and their habitats.	All land development, subdivision, construction or alteration of a building or structure that occur on lands: <ul style="list-style-type: none"> <li>▪ That contain or are adjacent to streams, rivers, creeks, ditches, ponds, lakes, springs and/or wetlands that provides fish habitat on land under local government jurisdiction. These include the Courtenay, Puntledge and Tsolum Rivers, Finlay, Morrison, Piercy, Millard and Arden Creeks, all stream estuaries, Courtenay River Estuary and all other water bodies, water courses, streams, lakes and wetlands.</li> </ul>

Sensitive Ecosystems Continued		<ul style="list-style-type: none"> <li>▪ That contain sensitive and/or rare terrestrial ecosystems such as Garry Oak ecosystems, woodlands and older forests as defined by the Sensitive Ecosystem Inventory and priority ecological areas for conservation as identified in the <i>Nature Without Borders: The Comox Valley Land Trust Regional Conservation Strategy</i> report.<sup>1</sup></li> <li>▪ That contain or are within 60 – 500 meter radius of an active or inactive raptor or Great Blue Heron nest (see Section 6.3 for more information on which buffer distances apply to which species and development contexts).</li> <li>▪ identified on Map #6.</li> </ul>
Hazard Lands	Section 919.1 (b) Protection of development from hazardous conditions <sup>2</sup> .	<p>All land development, subdivision, construction or alteration of a building or structure that is in:</p> <ul style="list-style-type: none"> <li>▪ Areas with grades steeper than 30%.</li> </ul>

## 2. Justification

The primary function of the Environmental Development Permit area designations is to ensure that decision makers have the ability to secure the necessary information and are able to establish conditions on development that minimize as much as possible development impacts on sensitive ecosystems, rare or endangered plants and animals, and fisheries and wildlife resources.

The City of Courtenay is situated in an ecologically productive and biologically diverse region of the province. Many of the natural amenities in and around Courtenay make it an area attractive for settlement. The City and region have experienced steady growth over the past decades; this growth has resulted in development pressure on the ecosystems within the City’s boundaries.

The City recognizes that the surest way to protect ecosystems, and the services they provide, is to avoid development within these areas. Given that the City must balance community growth with environmental protection, the City has provided a number of guidelines to ensure that the remaining sensitive terrestrial and aquatic ecosystems are protected, or under close review developed carefully, to ensure their protection for future generations.

*Riparian Area Regulations (RAR)* are enabled by the *Fish Protection Act* and apply to all streams, rivers, creeks, ditches, ponds, lakes, springs and wetlands connected by surface flow to a watercourse that provides fish habitat on new residential, commercial and industrial development on land under local government jurisdiction. The City accepts the RAR as a minimum standard for stream and riparian protection.

<sup>1</sup> Nature without Borders: The Comox Valley Land Trust Regional Conservation Strategy. Phase 1- Final Report: Revised and updated July 2008. Prepared by Lynda Fyfe, Regional Conservation Strategy Coordinator, Comox Valley Land Trust.

<sup>2</sup> Note that areas within identified floodplains are regulated under the City’s Floodplain Management Bylaw No. 1743.

Other sensitive ecological features, lands and values that are addressed in this EDP are isolated wetlands, shoreline waters within the Courtenay River Estuary and sensitive terrestrial ecosystems including habitats of individual organisms. For example, Section 34 of the *Wildlife Act* provides for the protection of eagles and herons, among other species, their eggs and young while the nest is occupied, and the nest at all times. Buffer areas adjacent to these sites are critical to protect the nest(s) from direct and indirect development related disturbance.

Lands deemed hazardous to development also require an EDP to ensure protection of life and property and maintain slope stability.

## **2.1 Ecological characteristics of the Environmental Development Permit Areas**

The Environmental Development Permit Areas include sensitive ecosystems and features that provide habitat for aquatic and terrestrial species, preserve biodiversity, provide ecosystem services and can serve as valuable educative and recreational functions for the community. Examples of ecosystem services to humans include: natural water storage, ground water recharge, rainwater drainage, purification and flood protection; erosion and sedimentation control; thermal regulation; and carbon sequestration. Ecosystems include native flora and fauna, their homes and the resources necessary for their survival.

In cases where public use has been secured but may compromise the ecological integrity of the site, ecosystem protection takes precedence over public use.

The Environmental Development Permit Areas were chosen using provincial Sensitive Ecosystem Inventory (SEI) and Conservation Data Centre (CDC) data, Comox Valley Conservation Strategy data, RAR and topography criteria. SEI defines sensitive ecosystems as those that are rare and threatened (Wetland, Riparian, Old Growth Forest, Terrestrial Herbaceous, Woodland, Coastal Bluff and Sparsely Vegetated) as well as those that are considered to be highly valuable for biodiversity despite being modified by human activity (Seasonally Flooded Agricultural Fields and Older Second Growth Forest). Riparian, Woodland, Wetland, Seasonally Flooded Agricultural Fields and Older Second Growth Forest ecosystems have been identified in Courtenay.

Priority ecological areas for conservation are identified by the CV Conservation Strategy in the *Nature Without Borders: The Comox Valley Land Trust Regional Conservation Strategy* report based on local data that include heron and eagle nest tree sites, Garry oak inventories, and rare species occurrence information.

The environmentally sensitive areas shown on Map 6 are those that have been identified. There are likely environmentally sensitive areas within the City's boundaries that are not shown on the map. The EDP map will be updated as new information is made available. If new areas are incorporated into the City, additional environmentally sensitive areas may be identified and included on the map.

## **3. Objectives**

1. To protect the areas of highest biodiversity and ecological sensitivity within Courtenay including ground and surface water, shorelines, forests, wildlife habitat features and rare and endangered ecosystems and species.
2. To regulate development on lands of natural hazard in order to avoid property loss.
3. To require mitigation, and possibly restoration to damaged or degraded ecosystems, during development.

4. To promote nature education and interpretation opportunities for the public on publically secured lands wherever such opportunities do not compromise the ecological integrity of the site.
5. To provide comprehensive environmental protection guidelines that are scientifically rigorous, clear and transparent to land developers and the greater community.

#### 4. Exemptions

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

1. A report prepared by a Registered Professional Biologist (R.P. Bio), which has been submitted and accepted by the City of Courtenay, and concludes that the land is not environmentally sensitive or the ecosystem or natural feature is no longer present due to previously approved development, and that the proposed project will have no impacts to existing groundwater or surface water conditions, subject to the Riparian Area Regulations.
2. Pre-existing protection: Where a development permit of this type has already been issued or a conservation covenant under section 219 of the *Land Title Act* is registered against title, is granted to the City or a recognized conservancy and includes provisions which protect environmentally sensitive area in a manner consistent with the current applicable EDPA guidelines, to the satisfaction of the City of Courtenay.
3. Farm use: Any Farm use as defined under the *Farm Practices Protection (Right to Farm) Act* for lands zoned for agricultural uses and/or within the Agricultural Land Reserve (ALR). Note that individual agricultural buildings are subject to the Zoning Bylaw which regulate setbacks from watercourses. Note that non-farming activities and buildings on lands that may otherwise be used, designated, or zoned for agriculture are subject to RAR.
4. Emergency procedures: to prevent, control, or reduce erosion, or other immediate threats to life and property, including:
  - a. Clearing of an obstruction from bridge, culvert, or drainage flow, repairs to bridges and safety fences;
  - b. The removal of trees deemed hazardous by a qualified arborist that threaten the immediate safety of life and/or buildings; and
  - c. An activity that is conducted under direction of the Provincial Emergency Program including emergency flood or protection works.

Any emergency works are to be undertaken in accordance with the Provincial *Water and Wildlife Acts* and the Federal *Fisheries Act*. Emergency actions by anyone other than City staff must be reported to the City of Courtenay Operational Services Department immediately.

5. Public infrastructure: including the repair, maintenance of and improvements to all existing public structures, facilities, open spaces, trails, roads, and utilities, meant to include: sanitary sewer, storm sewer, water, natural gas, cable, hydro-electric and telephone, to the satisfaction of the City of Courtenay.
6. Construction of a fence so long as no native trees are removed and the disturbance of native vegetation is restricted to 0.5m on either side of the fence.

7. Gardening and yard maintenance activities within an existing landscaped area, such as lawn mowing, tree and shrub pruning, vegetation planting and minor soil disturbance that do not alter the general contours of the land or cause erosion into adjacent watercourses.
8. The construction of a small accessory building such as pump house, gazebo, garden shed or play house if all of the following apply:
  - a. The building is not located in a Streamside Protection and Enhancement Area (SPEA), or no disturbance zone, where these boundaries have been delineated;
  - b. The building is located within an existing landscaped area;
  - c. No native trees are removed;
  - d. The total area of small accessory buildings is less than 10m<sup>2</sup>.
9. Renovations, repair and maintenance to existing buildings, structures and utilities provided the structure remains on its existing foundation and is in compliance with the *Local Government Act*.
10. Additions to existing buildings and structures that do not encroach into the present setback between the existing building and the defined ecologically sensitive feature.
11. Repair and maintenance of existing roads, driveways, paths and trails, provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation or additional impervious surfacing, including paving, asphaltting or similar surfacing.
12. The removal of invasive plants or noxious weeds on a small scale. For more information on invasive plants and noxious weeds consult with the following organizations: Coastal Invasive Plant Committee and the Invasive Plant Council of British Columbia.
13. The planting and maintenance of native species trees, shrubs or groundcovers for the purpose of enhancing the habitat values and/or soil stability provided the planting is carried out in accordance with the most recent B.C.S.L.A./ B.C.N.T.A landscape standards.
14. 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 or site inspection.
15. Ecological restoration and enhancement projects undertaken or approved by the City of Courtenay, Ministry of Environment or Department of Fisheries and Oceans.
16. Developing near ditches. An EDP will not be required for developing near ditches. Provisions regarding setbacks from both fish bearing and non-fish bearing ditches shall be adhered to at the building permit stage. Five (5) meter leave strips will be required on both sides of known fish bearing ditches. Two (2) meter leave strips will be required on both sides of non-fish bearing ditches. Where it is unknown whether the stream contains fish or not, the five meter leave strip shall apply. Educational materials will be provided to the applicant regarding best ditch management practices upon issuance of a building permit.

## 5. Applicant requirements

1. Prior to any development work on lands that contain an EDPA, including site preparation, an Environmental Impact Assessment (EIA) shall be prepared by a R.P. Bio and with input from other professionals of specific expertise where required. The applicant will undertake the review at his or her expense based on a Terms of Reference established by City of Courtenay.
2. The EIA must include the following types of information:
  - a. *Ecological Inventory and Assessment*: The intention of which is to assess both the biological conditions and physical conditions of the site. The Ecological Assessment determines a development footprint respectful of sensitive ecosystems including their buffers.
  - b. *Impact Assessment and Mitigation*: Outlines the impact, if any, of the development footprint on sensitive ecosystems and recommends mitigation measures to minimize or cause no impact.
3. The EIA shall be coordinated with the development proposal. The specifics of what information shall be included in the EIA will be confirmed in a pre-submission meeting with planning staff and will be written into a Terms of Reference (TOR) between the applicant and the City.
4. Applicants must also submit a copy of their development plans, including an implementation focused Construction Environmental Management Plan, delineating the non-disturbance areas, erosion and sediment control measures, tree protection measures within the development envelope, and other pertinent recommendations from the EIA, to direct environmental management, including monitoring, during construction.
5. Areas designated as non-disturbance zones, including individual trees, in the EIA must be identified on the property with flagging and/or protected with temporary and possibly permanent fencing during construction.
  - a. Where temporary fencing is required it should be a minimum height of 1.2m and supported by poles placed at 2.5m intervals. The fence will remain in place throughout clearing, site preparation, construction, or any other form of disturbance.
  - b. Where permanent fencing is required it shall allow for wildlife passage as well as appropriate signage in order to prevent encroachment into the protected areas. Permanent fencing specifications are to be approved by the City.
6. If the nature of a proposed project in an ecologically sensitive area changes, the qualified professional may be required to re-assess changes to the proposal with respect to its impact on the ecologically sensitive area, at the expense of the applicant.
7. Should damage occur to the identified ecologically sensitive area during construction, the City may require a professional assessment of the damage and a report on recommendations for rehabilitation to the satisfaction of the City, at the expense of the applicant.
8. The EIA is subject to appropriate City of Courtenay, Provincial and Federal agency review.
9. The Director of Planning Services may require that the EIAs be peer-reviewed by a third body qualified professional, at the expense to the applicant.

10. All replanting shall be maintained by the property owner for a minimum of 2 years from the date of completion of the planting. Maintenance may require the removal of invasive plant species and irrigation.
11. The City may require security to ensure all required mitigation measures will be completed and furthermore continue to function properly as prescribed. The City may require securities for monitoring duties by a qualified environmental monitor. The City shall indicate what professional designation is required to oversee the monitoring work depending on the environmental values present on site and complexity of development works.
12. Where the City requires performance and/or maintenance bonding as a condition of the development permit approval, the applicant must provide a bond for up to a value of 125% of the estimated cost of any remediation and/or maintenance works. A monitoring schedule shall be estimated by the qualified environmental monitor in order to determine bonding requirements for monitoring. 100% of bonding estimation will be taken for monitoring works.
13. The City may require monitoring reports prepared by the qualified environmental monitor, at the expense of the applicant, during and after construction, the purpose of which are to confirm the required conditions of the development permit have been met. The City will establish the length of the monitoring obligations for each proposed project based upon the nature of the site disturbance, proposed mitigation and/or maintenance.
14. The bond(s) shall remain in effect until the City has been notified, in writing, by a qualified professional, and City staff are satisfied, that the conditions of the development permit have been met. However, to confirm that the remedial works, such as successful plant establishment, have been completed, the City will withhold 20% of the bond for 2 years from completion of the date of planting as maintenance securities. The maintenance bond may be held for longer periods if, throughout the 2-year period the persistent failure of the works is documented.

## **6. Guidelines**

The following guidelines are provided in order to:

- a. Assist an applicant in creating a development plan that meets the objectives of the EDP;
  - b. Assist the City in considering and approving proposed land uses; and
  - c. Provide the basis for setting conditions in development permits, though not all guidelines will necessarily apply to every permit.
1. The applicant shall consider dedication of the environmentally sensitive feature, including a watercourse and surrounding areas to the City of Courtenay for the preservation of the area, prior to development or subdivision of land containing or adjacent to an ecologically sensitive area. These lands may not be donated in lieu of 5% parkland requirement.
  2. The City may exercise discretionary power to consider possible variances to the zoning bylaw to minimize encroachment into the Environmental Development Permit Area such as setback reductions and parking requirement reductions.

3. Plan, design and construct all development to avoid encroachment on sensitive ecosystems identified in the EIA. This includes habitat values for individual species, entire ecosystem communities, as well as connectivity between habitats including wildlife travel corridors. Clustering of density is encouraged as a means for preserving sensitive ecosystems, where it is also in accordance with the Zoning Bylaw.
4. Existing, native vegetation is to be retained as much as possible on the parcel(s).
5. Development standards for stormwater source controls, erosion and sediment control, and stormwater ponds shall be in accordance with the City of Courtenay Subdivision Bylaw and where appropriate as directed by a P.Eng Geotechnical Engineer. The use of surfaces such as absorbent landscape, pervious pavement, and similar stormwater source control is encouraged.
6. Employ construction methods and timing to minimize environmental impacts. For example, clearing of land, grubbing, grading, and other activities that expose expanses of soil should be completed during the dry months of the year, usually June through September. Timing of construction should follow the recommended timing windows for species based on provincially accepted Best Management Practices. Note that Fish Habitat Management Timing windows (also known as ‘work windows’) apply to many watercourses within the City’s boundaries.
7. Erosion and sediment impacts must be managed during and after construction according to measures prescribed in provincial Best Management Practices and standards or guidelines used by the City of Courtenay.
8. Re-vegetation, landscape and/or restoration plans prepared by a qualified professional are required where environmental restoration is a condition of the development permit. Environmental restoration may be required where an area has been previously cleared of native vegetation, or is cleared during the process of development. The plan should provide for the retention of existing native vegetation within the development area(s), use native species, recommend timing for plantings, provide cost estimates for the works and recommend monitoring measures during and after said works. Bonding will be taken for any restoration works.
9. Control invasive plant species using site and species appropriate methods. For invasive plant management resources, refer to the Invasive Plant Council of BC and the Coastal Invasive Plant Committee websites for the most current provincial Best Management Practices.
10. In general, ensure that development, design and approach reflects the objectives and guidelines of current provincially accepted Best Management Practices. The City maintains a brochure of resources and a list of guidelines that reflect the spirit and intent of the City of Courtenay’s regulations and may be helpful in informing an applicant’s development proposal.
11. In the case where the actual boundaries of the sensitive areas differ from the area outlined on Map 6, the boundaries shall be determined through a detailed site assessment provided by a qualified professional during the Development Permit process. An EDP will not be required where no environmentally sensitive area is shown to exist.

## **6.1 Specific guidelines for developing near freshwater ecosystems**

1. Minimum buffers for aquatic ecosystems should generally be thirty (30) meters on either side of the watercourse. Alternate buffers may be explored where based on scientific research and professional observation, as outlined in provincial *Riparian Areas Regulation*.
2. On properties that contain streams and other waterbodies covered under the RAR, the following are mandatory minimal requirements for environmental reporting required for processing Environmental Development Permits. RAR Section 4 specifies that the following conditions must be met prior to allowing development to occur in the Riparian Assessment Area (see definition). A qualified professional must:
  - a. certify that they are qualified to conduct the assessment,
  - b. certify that the assessment methods have been followed,
  - c. provide their professional opinion that there will be no harmful alteration, destruction, or disruption (HADD) of natural features, functions and conditions that support fish life processes in the riparian assessment area,
  - d. the SPEA that are identified in the report are protected from development and there are measures identified to protect the integrity of those areas from the effects of development, and
  - e. notify Ministry of Environment (MOE) and Fisheries and Oceans Canada (DFO) of the RAR report. Senior government agencies will alert the City when a report has been received, OR the City receives confirmation from DFO that they will authorize the harmful alteration, disruption, destruction or natural features, functions and conditions that support fish life processes in the riparian area that will result from the implementation of the development proposal.
3. All other EDP guidelines apply, at the discretion of the City, including comprehensive environmental reporting and monitoring requirements.

## **6.2 Specific guidelines for developing near the Courtenay River and Estuary**

1. Developments along the estuary should dedicate or preserve and maintain a natural, vegetated buffer strip within the first 30m above the high-water mark except where access is essential for water transport or public use.

The restoration or rehabilitation of aquatic, riparian and upland areas that have been lost or degraded by previous land uses will be encouraged to maximize their value as fish and wildlife habitat. If restoration is a condition of the permit, a cost estimate must be provided to the City and securities will be taken for the restoration works.
2. The City of Courtenay will support silt and debris removal and channel restoration and/or enhancement in off-channel areas if it does not negatively impact fish and wildlife habitat and it has approval from relevant provincial and federal authorities as may be required.
3. The development of recreational greenways along the Courtenay River and estuary within the City's jurisdiction is encouraged. Public access will be chosen with respect for estuarine and riparian habitat functions.
4. A policy of net habitat gain shall be adopted for estuarine, river and adjacent uplands.
5. No placing or removal of fill or discharge of deleterious material into the Courtenay River estuary or adjacent watercourses and tributaries will be permitted.

6. Development should not detract from shoreline scenic and aesthetic qualities that are derived from natural or cultural features, such as shoreforms, natural vegetative cover, scenic vistas, diverse landscapes, historic structures, and rural and wilderness-like shores. These and other valuable features should be conserved or enhanced by development and utilized as appropriate for open space, fish and wildlife habitat, public access or recreation purposes.
7. Coastal development should consult the *Green Shores Coastal Development Rating System* for more detailed guidelines.
8. Note that the Courtenay River is subject to RAR. See section 6.1.
9. All other EDP guidelines apply at the discretion of the City, including comprehensive environmental reporting and monitoring requirements.

### 6.3 Specific guidelines for developing near Raptor and Great Blue Heron Nests

1. Maintain a naturally vegetated “no disturbance” buffer of the following distances<sup>3</sup>, as measured as a radius from the base of the nest tree, for the following development contexts and species:

Species	Development context	Buffer
Bald eagle and other raptors	Urban	60 meters
Bald eagle	Rural	100 meters
Bald eagle	Undeveloped	200 meters
Other raptors	Rural	200 meters
Other raptors	Undeveloped	500 meters
Great blue heron	Urban	60 meters
Great blue heron	Rural	200 meters
Great blue heron	Undeveloped	300 meters

2. The distance may be reduced if the applicant supplies at their own expense a report from a R.P. Bio with experience in assessments for the species in question acceptable to the City that provides detailed recommendations for protecting the function of the nest tree and related perch trees, and which compares these site-specific recommendations to the latest BC Environment Best Management Practices for the species (Develop With Care). The recommendations of the R.P. Bio. will form part of the development permit.
3. When nests are occupied, the following breeding season ‘quiet’ buffers shall apply in which no development activities may take place: 100m for raptors and 200m for Great blue heron nests. A report from a R.P. Bio with experience in raptor assessments may be submitted that states that development activities within these distances will not affect the viability of the nest while it is occupied.
4. Suitable perching trees shall be identified and efforts shall be made to protect them. The protection of perching trees may be a condition of the development permit.
5. Where no suitable perching trees are present, consideration shall be given to pruning mature trees in order to make them more attractive to raptors.

<sup>3</sup> These recommended buffer distances are taken directly from the Ministry of Environment Best Management Practices Series document on “Best Management Practices for Raptor Conservation during Urban and Rural Land Development in British Columbia” (March 31, 2005). Consult this document for more information.

6. These regulations do not negate the need for compliance with any federal or provincial statutes and regulations governing the management of Bald Eagles or Great Blue Herons, nests or nest trees (i.e. Federal Migratory Bird Convention Act and the Provincial Wildlife Act).
7. All other EDP guidelines apply, at the discretion of the City, including comprehensive environmental reporting and monitoring requirements.
8. In cases where the City has received written documentation obtained from a representative of the Wildlife Tree Stewardship Program (WITS), the Ministry of Environment or a R.P. Bio that a previously identified nest no longer exists, an EDP is not required to protect that value. If other identified environmental values are on site, an EDP will still be required.

#### **6.4 Specific guidelines for Hazardous Conditions:**

1. 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.
2. The City's Floodplain Management Bylaw No. 1743 shall apply.
3. All other EDP guidelines apply to hazardous lands, at the discretion of the City, including comprehensive environmental reporting and monitoring requirements.

#### **7.0 Definitions**

The following definitions apply to Section 8 of this bylaw.

**Biodiversity:** the variability among living organisms of terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are a part; this includes diversity within species, between species and of ecosystems.

**Blue-listed:** any native species, subspecies, or plant community that is considered to be vulnerable (of Special Concern) in British Columbia. These species are of concern because of characteristics that make them particularly sensitive to human activities or natural events. Blue-listed species are at risk but are not Extirpated, Endangered or Threatened.

**Critical habitat:** habitat used by species at risk or habitat critical to sustaining local populations of a species, because of its rareness, productivity, and sensitivity. This includes high value spawning/rearing or nesting habitat.

**Development:** For the guidelines contained within this section, development means any activity referred to in Section 902(1) of the *Local Government Act* and includes the following;

- a. removal, alteration, disruption, or destruction of vegetation;
- b. removal, deposit disturbance of soils;
- c. construction, erection, or alteration of buildings and structures;
- d. creation of non-structural impervious or semi-pervious surfaces;
- e. preparation for or construction of roads, trails, docks and bridges;
- f. provision and maintenance of sewer and water services;
- g. development of drainage systems;

- h. development of utility corridors;
- i. flood protection works; and
- j. subdivision.

**Drip line:** the area in which the small roots of a tree are located that take up water. The drip line, or root protection zone, should be calculated by multiplying the diameter of the tree at breast height by 18.

**Ecosystem:** the dynamic and interrelated complex of plant and animal communities and their non-living environment. All parts of an ecosystem, including physical, chemical, and biological components, are interconnected; that is, they affect and are affected by all other parts.

**Fish bearing:** a watercourse in which fish are present or potentially present if introduced barriers or obstructions could be removed or made passable for fish.

**Habitat:** the natural home of a plant or animal within an ecosystem, which provides food and shelter and other elements critical to an organism's health and survival.

**Hazard tree:** any potential tree failure due to a structural defect that may result in property damage or personal injury.

**High Water Mark (HWM):** the visible high water mark of any lake, stream, wetland or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river stream, or other body of water a character distinct from that of the banks, both in vegetation and in the nature of the soil itself.

Typical features may include, a natural line or "mark" impressed on the bank or shore, indicated by erosion, shelving, changes in soil characteristics, destruction of terrestrial vegetation, or other distinctive physical characteristics. The area below the high water mark includes the active floodplain.

**Invasive species:** plants, animals, and micro-organisms that colonize and take over the habitats of native species. Most invasive species are also alien (non-native) to the area and can become dominant because the natural controls (e.g., predators, disease) that kept their populations in check in their native environment do not occur in their new location.

**Landscaped Area:** an area significantly altered by human activity where there is the continuous maintenance of no vegetation, cultivated vegetation and/or landscape materials, including but not limited to stones, boulders, cobbles, pavers and decorative concrete.

**Large woody debris (LWD):** any large piece of relatively stable woody material having a diameter >10 cm and length >3 m that intrudes into a stream channel.

**Native:** a species that occurs naturally in the area and is not introduced.

**Natural features, functions and conditions that support fish life processes:** include but are not limited to the following:

- a. Streams and their active floodplains;
- b. The multi-canopied forest and ground cover adjacent to streams that:
  - i. Moderates water temperatures;
  - ii. Provides a source of food, nutrients, and organic matter to streams;

- iii. Establishes root matrices that stabilize soils and stream banks, thereby minimizing erosion;
- iv. Buffers streams from sedimentation and pollution in surface runoff;
- c. Large woody debris that falls into water bodies or the riparian area including logs, snags, and root wads;
- d. Natural sources of stream-bed substrates; and
- e. Permeable surfaces that permit infiltration to moderate water volume, timing and velocity and maintain sustained water flows in streams, especially during low-flow periods.

**Noxious weeds:** invasive species of plant that has been designated by local, provincial, or national authorities as one that is injurious to agricultural and/or horticultural crops, natural habitats and/or ecosystems, and/or humans or livestock.

**Qualified professional:** a professional engineer, geoscientist, architect, biologist, planner or other professional licensed to practice in British Columbia, with experience relevant to the applicable matter.

**Raptor:** predatory birds that include eagles, hawks, falcons, and owls.

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

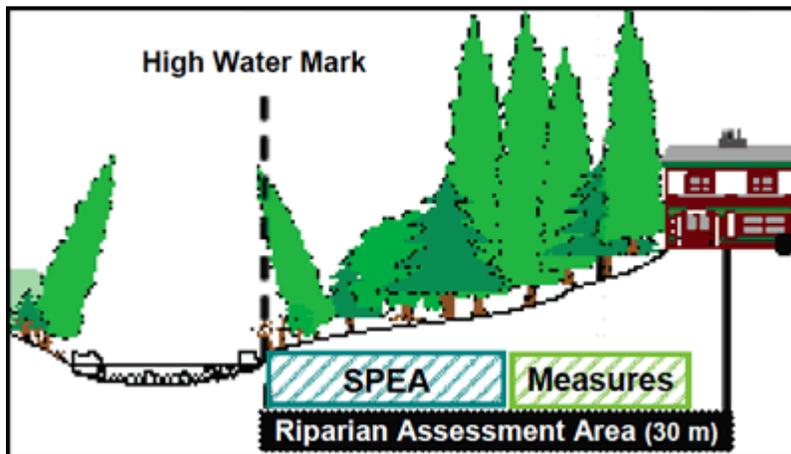
**Red-listed:** any indigenous species, subspecies, or plant community that is Extirpated, Endangered, or Threatened in British Columbia.

**Registered Professional biologist:** is registered in B.C. under the *College of Applied Biology Act*, and acting under the college's code of ethics and subject to disciplinary action by the college, and who, through demonstrated suitable education, experience, accreditation and knowledge relevant to the particular matter, may be reasonably relied on to provide sound advice within their area of expertise.

**Riparian areas:** the moist, nutrient-rich lands adjacent to water bodies. Riparian areas are transitional zones between aquatic and terrestrial ecosystems and often exhibit vegetation characteristics of both.

**Riparian Area Regulation (RAR):** a set of regulations created by the BC Ministry of Environment which is used throughout B.C. to evaluate land development in riparian areas. This regulation involves a consistent process whereby the BC Ministry of Environment (MoE), Fisheries and Oceans Canada (DFO) and municipalities such as the City of Courtenay can work together to consider projects. Decisions and recommendations about developments and land use changes are made by these groups based on their respective policies.

The RAR involves a **Riparian Assessment Area** of 30 metres measured from the High Water Mark. It also outlines the requirements and methods for determining specific regulatory setbacks within these Assessment Areas, called **Streamside Protection and Enhancement Area (SPEA)** setbacks. SPEAs are also referred to as 'leavestrips' or 'buffers'. See Figure 1.



**Figure 1: Relative boundaries of High Water Mark, Riparian Assessment Area (RAA), Streamside Protection and Enhancement Area (SPEA) and area where development mitigation measures will be required. Riparian Leavestrips (also known as buffers) will be located within the RAA. Note, in some instances the SPEA may be the entire width of the RAA.**

**Sensitive Ecosystem:** one that is rare, fragile and relatively unmodified. In BC there are nine of these ecosystems defined by Environment Canada and the BC Ministry of Environment: Riparian, Wetland, Old Forest, Terrestrial Herbaceous, Sparsely Vegetated, Woodland and Coastal Bluff. Seasonally Flooded Agricultural Fields and Older Second Growth Forests are also considered valuable for biodiversity despite being modified by human activity.

**Snag:** a standing, partly or completely dead tree, often missing a top or most of the smaller branches.

**Species at risk:** a species that has been defined as at risk (of extirpation) by either the federal or provincial government due to its vulnerable, threatened or endangered status.

**Streamside Protection and Enhancement Area (SPEA):** The area adjacent to a stream that links aquatic to terrestrial ecosystems and includes both the riparian area and the adjacent upland area that exerts an influence on the stream, the width of which is determined in accordance with the RAR. SPEA setbacks must be determined by Qualified Professionals.

**Top of ravine bank:** The first significant break in a ravine slope where the grade beyond the break is flatter than 3:1 (33%) for a minimum distance of 15 metres measured perpendicularly from the break, and the break does not include a bench within the ravine that could reasonably be developed. Any slope change greater than 3:1 must result in a greater than 1 metre elevation gain between the points where the slope is less than 3:1.

**Water balance model:** a decision support tool that integrates land use planning and engineering design considerations to achieve water sustainability objectives.

**Watercourse:** a creek, pond, lake, river, stream, or brook, whether usually containing water or not and any spring or wetland that is integral to a watercourse.

**Wetland:** land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support vegetation that is typically adapted to saturated soil conditions. Types of wetlands include swamps, marshes, bogs, fens, vernal pools, and salt water marshes.

## 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.

## BL2645 8.9 Duplex, Carriage House and Secondary Residential Development Permit Area

### 1. Category

The Duplex, Carriage House and Secondary Residential Development Permit area applies to all duplex, carriage house and secondary residential 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, Carriage House and Secondary Residential 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/carriage house/secondary residential development or conversions of existing single residential development to duplexes (or adding a carriage house or a secondary residential unit) maintains and enhances the neighbourhood's sense of place and community, and that the development of new neighbourhoods contributes positively to creating a sense of place and community.

This designation is also intended to ensure that duplex, carriage house and secondary residential 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, carriage house and secondary residential development (as appropriate).

### 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; and designing carriage houses/secondary residential units which contribute positively to the existing or new single home development.

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, carriage house or secondary residential unit 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. Duplex, carriage house and secondary residential 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 and carriage homes should be situated to ensure the privacy of residences on adjoining properties and to retain existing significant trees where feasible.
2. Carriage houses shall be situated to the rear of the property where appropriate and in keeping with the existing neighbourhood design.

### *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/carriage houses 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 and associated carriage houses are encouraged to be located near the rear property line, subject to zoning bylaw siting requirements.
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
6. Arden Corridor 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.

<b>CATEGORY A</b>		<b>CATEGORY B</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**

### 10.1 Introduction

The potential threat associated with global changing climatic conditions has global, regional and local implications for ecosystems, infrastructure and people. While climate change science is complex and the outcomes hard to predict, the scientific community (represented by the International Panel on Climate Change (IPCC)) is in consensus on a number of points:

- That some degree of climate change is occurring;
- That greenhouse gases (GHGs) contribute to climate change by trapping in solar radiation;
- That human-related activities increase the release of GHGs through the combustion of carbon-based materials into carbon dioxide. Methane is another powerful GHG that is produced from decomposing waste; and
- That climatic change will continue to occur if action to reduce GHGs is not taken immediately.

Unchecked, climate change is expected to have significant impacts on ecosystem integrity, water supply, fluctuations in temperature and food supply in the Comox Valley. Communities around the world are investing in development models that lower GHG emissions through the strategic location of land uses, reduced automobile use, enhanced water and energy efficiency and by protecting and restoring ecosystems.

Recognizing the required collective effort and important role local governments can play in mitigating climate change, the provincial government has mandated that all B.C. local governments include GHG reduction targets, actions and policies in their Official Community Plans to set the framework for such low carbon community development models. This legislation is referred to as the *Local Government (Green Communities) Statutes Amendment Act (Bill 27, 2008)*.

The City of Courtenay adopted a number of overarching climate change policies on May 10, 2010:

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 Courtenay 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.*

This section of the OCP proposes a comprehensive and complimentary set of actions to lead us to reach a number of defined objectives. Because the nature of the problem is multi-factoral, so too are the strategies proposed. Therefore, achievement of our goals will occur when these actions occur in concert with one another.

While GHG reduction measures are the focus of this review, it is worthwhile to note that policies that address climate change also have the potential to contribute to overall community-wide and global sustainability goals and the realization of community development models that contribute to high quality of life.

## 10.2 Goals

To reduce the City’s annual community-wide greenhouse gas emissions 20% below 2007 levels by 2020, with an incremental reduction target of 2% per year between 2010 and 2020.

Sector specific targets include:

1. Homes: Reduce average energy demand per home by 20% by 2020. This is consistent with provincial targets for this sector.
2. Businesses: Reduce the energy demand at work by nine per cent per square metre by 2020. This is consistent with provincial targets for this sector.
3. Public sector buildings: Make public sector buildings (and other operations) carbon neutral by 2012. This is consistent with the Climate Action Charter, which the City of Courtenay has signed.
4. Transportation: Achieve a modal split as follows targets as follows:

Mode	Courtenay current (2006 data, mode to work)	2020 Courtenay target
Transit	1.4%	5%
Cycling	4.6%	10%
Walking	9.8%	15%
Carpool	7.6%	15%
Single occupancy vehicle	74%	55%

5. Water: To reduce water use with a target of 30% lower household water usage rates below 2007 levels by 2020. This is consistent with the province’s Living Water Smart goals.

## 10.3 Objectives and Policies

### Objective 1:

To focus GHG reduction efforts in the transportation sector as this is Courtenay’s greatest source of community-wide emissions as determined by the provincial Community Energy and Emissions Inventory. Establish a transportation hierarchy for planning, design and capital spending that will prioritize active modes of transportation over motorized modes as follows:

1. Walking
2. Cycling
3. Transit
4. Commercial delivery of goods and services
5. Private automobile use

This hierarchy will take a ‘mobility management’ approach, as opposed to a supply approach, in making transportation decisions, where mobility management refers to strategies that treat mobility as a means to an end, rather than an end in itself.

### **Policies**

1. The City will encourage and support initiatives that reduce the number of passenger vehicle trips throughout the community.
2. The City will create a Pedestrian Plan for the City of Courtenay which will:
  - a. Identify roads and trails within the City as important pedestrian priorities.
  - b. Develop guidelines and standards for the design and construction of pedestrian friendly streets and neighbourhoods, to be included in all Development Permit Areas and subdivision and servicing regulations.
  - c. Promote walking as an important transportation mode.
3. The City will create a Cycling Plan for the City of Courtenay which will:
  - a. Identify a connected local network of dedicated bike lanes throughout the City that connect seamlessly with the region.
  - b. Develop guidelines and standards for the design and construction of dedicated bike lanes and associated amenities, to be included in all Development Permit Areas and subdivision and servicing regulations.
  - c. Contain a feasibility study on pedestrian and cycling friendly crossings across the Old Island Highway and Courtenay River as these have been identified as major barriers to east-west connectivity.
  - d. Promote cycling as an important transportation mode.

In the interim before such a plan has been adopted, the City will use the *2007 Comox Valley Cycling Plan* (prepared for the Comox Valley Cycling Task Force) as a reference document to negotiate cycling infrastructure amenities with developers and to provide a resource for granting opportunities.

4. The City will reduce the ratio of parking for new developments within its jurisdiction.
5. The City will review the Off-Street Parking Reserve Fund and consider future funds to be used for low emission transportation infrastructure as well as vehicular parking.
6. The City will work to improve transit service throughout the community. This will involve:
  - a. Collaborating regularly with BC Transit, including on the development of a Comox Valley Transit Plan in late 2011 (BC Transit plans to begin the planning process at that time).

- b. Establishing transit amenity standards (e.g. upgrade or new local bus stop with amenities such as shelters, accessibility features and lighting) for all new developments within a reasonable range of an existing bus route.
7. The City will promote anti-idling as an educational tool that supports similar anti-idling efforts undertaken by School District 71.

Possible reasons for idling include waiting for passengers, preparing to leave the house including heating up the car, waiting to refuel or have the car washed, running quick errands or waiting in stalled traffic. Turning off the engine at these times can reduce emissions, improve local air quality and even save money to the car owner over the long run.

The City recognizes that awareness about anti-idling, promoted through a bylaw, can make an impact on motorist behavior.

8. The City will increase capital spending on improving walkability and cycling infrastructure through improved pedestrian friendly streetscapes and a City-wide connected trail system.

### **Objective 2:**

To mandate the planning, design and construction of energy efficient, low environmental impact neighbourhoods through existing land use policies that encourage complete, connected and compact community development, recognizing that site selection influences significantly the viability of other GHG reducing initiatives, notably walking, cycling and transit use.

### **Policies**

1. The City recognizes the link between land use patterns and vehicle emissions and will continue to investigate ways of reducing vehicle emissions and trip distances through policies and regulations that **prioritize** the expenditure of resources (time, energy, capital expenditures) on forms of development as follows:
  - a. Urban core settlement area (on the west side of the river, downtown centre. Many of this will be in the form of revitalization and infill development);
  - b. Suburban settlement areas within municipal boundaries (located along trunk service corridors containing water, sewer and transportation);
2. The City will ensure that all new Neighbourhood and Local Area Plan processes will include the following:
  - a. Future growth will be located in core settlement areas and along an efficiently planned transit system that includes existing and new transit routes;
  - b. Policies and strategies that encourage complete and mixed-use neighbourhoods in core and suburban settlement areas;
  - c. Policies and strategies that prioritize walking and cycling in the core and suburban settlement areas;
  - d. Incorporation of integrated and sustainable community design principles and approaches on all lands using South Courtenay Local Area Plan as an example of good practice.

This principle recognizes that approaches may vary for different development intensities. For example, district heating infrastructure requires a minimum density to be feasible thus restricting its application to core settlement areas.

3. To encourage incremental infill development in core and suburban settlement areas, the City will:
  - a. Encourage compact developments within 400 m of service corridors;
  - b. Revise the secondary suite policy to encourage infill development in single-residential neighbourhoods in the form of secondary suites and auxiliary buildings such as carriage suites.
  - c. Exempt small unit housing (50 square metres or smaller) from paying Development Cost Charges. Exempting small unit housing from paying DCCs is now required under Bill 27.
4. Schools, institutions, commercial and other community-wide amenities will be located centrally to ensure use by the greatest number of residents within the City, accessible by a variety of modes. The City will continue to work with School District 71 to plan for the strategic location of schools.
5. The City will incorporate energy and water efficiency and environmental protection measures into appropriate sections of the Development Permit Area guidelines. Guidelines for development might include any or all of the following:
  - a. Results based targets which allow developer freedom to choose how they will achieve targets.
  - b. Energy standards for multi-residential, commercial and institutional development using industry adopted standards such as LEED ND, Built Green or the highest AHSRAE rating.

ASHRAE is the world's best best-known energy standard for buildings. Produced by the American Society of Heating, Refrigerating and Air-conditioning Engineers, it was developed in the 1970s and is updated regularly. The most current versions provide comprehensive standards for building energy efficiency;
  - c. Landscaping guidelines that: prohibit invasive and undesirable plants, identify species that are consistent with Courtenay's overall street tree and urban forest strategy, and guide the placement of landscaping features to promote passive design goals;
  - d. Restoration of sensitive landscapes, in particular streams including culverted waterways that may be appropriate for daylighting;
  - e. Guidelines around the provision of community gardens in multi-residential developments;
  - f. Green infrastructure provisions such as renewable energy, green roofs and/or innovations in stormwater management that could contribute to both GHG reductions, piloting of technological innovations and community education;
  - g. Parking guidelines that state parking maximums and parking standards for other modes such as cycling;
  - h. Multi-stream separation of solid waste (recyclables, organic waste, garbage).

6. The City recognizes that not all of its land area is created equally and that some land is well suited for development and other land should be preserved in its natural state. As such, the City will require that all future Local Area Plans incorporate principles of systems based planning which aim to protect natural systems and their functions on a site, and to understand that site in relation to other sites.
7. The City will create an Environmental Management Strategy that will set clear guidelines on development expectations to protect environmental values on all City lands.

This will be done by reviewing existing Environmental Development Permit Area guidelines and researching how to integrate best available science and Best Management Principles (BMPs) into development guidelines and Local Area Plans, recognizing that provincial BMPs may fall short of objectives to protect environmentally sensitive areas and habitat.

Areas of environmental value that are currently not within the boundaries of an existing EDPA will be identified using best available research, their ecosystems values will be recorded and appropriate development guidelines put in place to ensure their protection. Such areas include Millard and Piercy Creeks, some other fish bearing streams identified by Fisheries and Oceans Canada (DFO) and a number of terrestrial ecosystems.

Monitoring requirements subsequent to satisfaction of implementing DP requirements and completion of approved project will be integrated into DP guidelines.

### **Objective 3:**

To work towards energy and water efficiency and reduction in the operation of existing and new buildings, including their landscaping, through the development of appropriate tools, policies and actions; and to acknowledge the different approaches available to achieving optimum efficiency in new and existing buildings.

### **Policies:**

1. The City supports the Province's efforts in updating the BC Building Code to become more energy and water efficient and will require the implementation of the BC Green Building Code in all new developments. This includes:
  - a. Requiring that homes are solar hot ready where practical;
  - b. Requiring new private residential homes to achieve energy performance using the following standard: EnerGuide 80 (standard rate is between 71-76);
  - c. Requiring new multi-residential, commercial and institutional buildings to achieve energy performance using the following standard: ASHRAE 90.1 2004;
  - d. Requiring high efficiency toilets and increased use of non-potable water for toilet flushing, irrigation and cold water clothes washing in new buildings.
2. The City will undertake research to determine Courtenay-specific green building technologies and passive design techniques, recognizing that each community has unique ecological and climatic conditions that influence the viability of such technologies and design approaches.

3. The City will explore incentive programs such as tax or permit discounts and density bonusing, possibly structured around other incentive programs from other levels of government, for promoting green renovation and/or energy efficiency retrofits of existing buildings, including businesses.
4. The City will explore the appropriateness of a revitalization tax exemption bylaw for green and/or energy efficient buildings and brownfield developments such as the former theatre site on Fifth St.
5. The City will continue to monitor the cost/benefit realities of water metering as a tool to reduce water consumption in both new and existing homes, and explore the expansion of water reduction programs, which could include metering, over the long term.
6. The City will permit all buildings to collect rainwater and help to facilitate regulatory changes that support rainwater reuse for non-potable purposes.

#### **Objective 4:**

To use and promote a ‘design with nature’ approach in the provision of energy and design of buildings and infrastructure to make maximum use of ecological processes before employing heavily engineered approaches (e.g. solar hot water heating, water purification through the use of plants and soils, use of greenroofs for thermal regulation). This includes minimizing the use of non-renewable energy and resources by increasing the use of low GHG emitting and efficient renewable energy supply systems and resources.

#### **Policies:**

1. The City will work towards integrating infrastructure systems to address multiple low-environmental impact objectives. This includes exploring how to maximize opportunities for harvesting waste heat or generating energy from water and/or waste water; and promote the use of grey water reuse systems in new construction and rainwater capture in all homes.
2. The City will conduct a feasibility study for a district heating system for the Lewis Centre, Filberg Centre, Sid Williams Theatre and The Linc as they are all City owned buildings and are in close proximity to one another.
3. The City will develop a wood first policy to support the use of wood materials in all civic buildings as a means of supporting a local industry and renewable building material.

#### **Objective 5:**

To protect a representative variety of Courtenay’s natural heritage and to maintain, and where necessary enhance, water and air quality, healthy soils and all species native to Courtenay, with an emphasis on rare and endangered species, sensitive ecosystems and essential ecosystem functions.

**Policies:**

1. The City will conduct a comprehensive Parks and Greenway Plan for the City of Courtenay.

The Plan will consider urban wildlife habitat requirements (including wildlife corridors) in addition to recreational needs. The Plan will identify urban trail standards to lend clarity to the creation of a comprehensive and interconnected greenway system through development negotiations and other park acquisitions.

2. The City will increase the absorption opportunities for carbon throughout the municipality through the conservation and restoration of forested areas and stands of trees and other urban ecological systems throughout the municipality.
3. The City will review the Tree Bylaw to improve the retention of Courtenay's urban forest, including trees in riparian zones and threatened Coastal Douglas-fir (*Pseudotsuga menziesii* var. *Menziesii*).
4. The City will review and amend all landscaping policies for all land uses to promote naturoscaping principles to screen and protect sensitive ecosystems, control and direct surface run-off and ensure that only plant species native or non-invasive to Courtenay are used.
5. The City will explore tax incentive opportunities to support private property owners' efforts to preserve and protect environmentally sensitive areas (see Islands Trust examples on their Natural Area Protection Tax Exemption Program).
6. The City will continue to support community-based air-quality research and monitoring initiatives including monitoring of greenhouse gas emissions.
7. The City will continue to regulate and reduce the amount of point-source toxins entering the environment by amending pesticide bylaws to include wider application beyond residential lands.
8. The City will amend the Fill placement/Soil removal bylaw to remove the section that permits the placement of fill in the floodplain; to ensure that the transport of invasive species in soil/fill material is minimized or eliminated; and to coordinate with the City's protocol for dealing with contaminated sites and soils.

**Objective 6:**

To reduce the amount of solid waste being generated within the municipality and to increase diversion rates of recyclable and compostable materials.

**Policies:**

1. The City will continue to pursue steps to reduce solid waste through a variety of approaches including education, promotion, advertising around recycling and home composting, including within multi-residential housing, major commercial and industrial developments.

This will include reviewing opportunities and barriers for recycling in existing multi-residential buildings and working with the Regional District on a city-wide or regional-wide curbside composting pilot collection program.

**Objective 7:**

To strengthen community resiliency to changing resource supplies – food, energy, groundwater security – as an adaptation measure to future uncertainty around these commodities.

**Policies:**

1. The City will support food security actions within the community including ensuring that sufficient land and incentives exist to encourage the growth of local food processing facilities and industries, including those for seafood, recognizing that the seafood industry is an important part of the regional economy.
2. The City will encourage the provision of private garden plots in multi-residential buildings through the multi-residential Development Permit Area guidelines.
3. The City will conduct a community-wide energy plan to assess renewable energy potential. The plan will include possible adaptation measures to expected rises in the price of fossil energy.

**Objective 8:**

To encourage innovation and lead by example towards the attainment of GHG reduction goals. Complimentary objectives are to raise the profile of these initiatives and use such opportunities to showcase best practices in sustainable community development.

**Policies:**

1. The City will encourage pilot projects for alternative energy production and distribution and will work with local, regional and provincial agencies and organizations for their development and implementation.

**Objective 9:**

To encourage optimization of energy utilized during the full life cycle use of public and private assets. This includes the production, transportation and assembly of materials; the lifetime operation and maintenance of the asset; and the retirement, re-use and replacement of the asset.

**Policies:**

1. The City will develop a protocol for assessing internally the life-cycle cost of community-wide planning and infrastructure decisions, similar to the City's Corporate sustainable purchasing policy.

**Objective 10:**

To work towards reducing regulatory barriers that inhibit, and providing incentives that promote, the attainment of the City's GHG reduction goals.

**Policies:**

1. The City will review the Development Cost Charges bylaw to provide reductions in fees for the attainment of defined criteria which may include any or all of the following:

- a. Size of lots (small-lots between 3,000 and 5,000 square feet) as well as proximity to major destinations;
  - b. Percentage of materials sourced locally;
  - c. Provision of greenroofs;
  - d. Re-use of existing structures, materials, water;
  - e. Attainment of a defined green building, energy and/or water efficiency standard above provincial code;
  - f. Provision of district heating;
  - g. Proximity to transit and/or provision of non-auto transportation infrastructure;
  - h. Provision of a defined mix of land uses.
2. The City will review subdivision and servicing regulations to ensure they are broadly consistent with the objectives of low GHG development as described in this chapter of the OCP, and to ensure that the regulations include reference to the protection of sensitive ecosystems and biodiversity.

**Objective 11:**

To incorporate these climate action goals and policies into the full cycle of the development process (front counter service, planning, operations, Council approval) to ensure an internally consistent and coordinated approach to achieving these goals.

**Policies:**

1. The City will build on its existing Sustainability Checklist to enhance its function as a user-friendly and robust set of evaluation criteria for assessing development opportunities. The Checklist will include criteria around incentives for developments with high compliance. The following incentives will be considered:
  - a. Discounted building permit fees for use of ‘green’ strategies;
  - b. Density bonusing guidelines;
  - c. Fast-tracked process for permit approval where ‘green’ strategies are met;
  - d. Relaxed standards and variances allowed where OCP goals are clearly met;
  - e. Recognition and promotion.
2. The City will incorporate a sustainability section for all reports prepared for Council’s consideration, similar to the Strategic Plan Reference. This will be done to ensure that Council has the ability to judge how well proposals contribute to the City’s GHG reduction goals.

**Objective 12:**

To recognize local work that has been done in these areas and on similar initiatives, by honoring and incorporating relevant adopted policies and plans; and working with neighbouring jurisdictions, senior governments and significant land holders such as School District 71, where applicable, to develop consistent, efficient and effective approaches to achieving these goals.

**Policies:**

1. The City will form and lead a GHG reduction Technical Advisory Committee with staff from the Town of Comox, Village of Cumberland, Comox Regional District, and possibly City of Campbell River, as a means of sharing information and coordinating efforts, recognizing that all communities in the province are working towards similar goals.
2. The City will continue to collaborate with staff from neighbouring jurisdictions on other cross-boundary land use matters such as species protection and watershed management.

**Objective 13:**

To work with local community partners to educate residents on emissions reductions and encourage initiatives to achieve these goals.

**Policies:**

1. The City will initiate a public Community Greenhouse Gas Reduction Committee as a means to identify implementable projects and programs consistent with these objectives, to lend expertise, and to include the public in decisions that affect their community.
2. The City will develop an educational program on sustainable land use initiatives as part of OCP updates to ensure that community members understand the costs and benefits associated with sustainable community development patterns and methods. Educational efforts might take the form of:
  - a. The City's website becoming a source of information on the City's climate change initiatives and how communities can contribute, similar to other communities throughout the province;
  - b. The development of a Community Based Social Marketing strategy to target message delivery on GHG reduction initiatives;
  - c. A speakers series in partnership with local organizations, businesses and educational centres working in these fields.

**Objective 14:**

To dedicate sufficient funding in the annual budget for projects consistent with the existing and new policies in the OCP.

**Policies:**

1. The City will require that all budget items reflect the goals of the OCP and aim to reduce GHGs specifically.

**Objective 15:**

To evaluate the success of the City's efforts, remain vigilant to gaps in our knowledge, remain current with innovations and best practices and to strive to incorporate new ideas into the full cycle of the development process.

**Policies:**

1. The City will develop a reporting protocol for community-wide GHG reduction status and attainment of City's sustainability objectives as part of internal reporting, similar to annual budget reporting.
2. The City will consider ways to report on the attainment of the City's GHG reduction goals, possibly through the use of the City's Annual Report. Indicators of success will need to be determined.